



Midpeninsula Regional  
Open Space District

## PROCUREMENT AGENDA ITEM

R-25-167  
Meeting 25-32  
December 10, 2025

## AGENDA ITEM 11

### AGENDA ITEM

Award of Contract to Panorama Environmental, Inc., for California Environmental Quality Act Services for the Skyline Field Office Rebuild Project

### GENERAL MANAGER'S RECOMMENDATIONS

1. Authorize the General Manager to execute a contract with Panorama Environmental Inc., to provide California Environmental Quality Act (CEQA) Services for the Skyline Field Office Rebuild Project for a base contract amount not to exceed \$141,531.
2. Authorize a 15% contingency in the amount of \$21,230 to cover unforeseen circumstances bringing the total not-to-exceed contract amount to \$162,761.
3. Authorize a separate contract allowance of \$20,000 for additional technical studies, if needed, bringing the not-to-exceed contract amount to \$182,761.

### DISCUSSION

Midpeninsula Regional Open Space District (District) is establishing a new Skyline Field Office (SFO) to meet current and future operational needs for the Skyline region. On October 22, 2025, the Board of Directors (Board) reviewed and accepted a Draft Schematic Design for the new office facility as the project description and scope to initiate CEQA review. The District is retaining a consultant to conduct environmental analysis of the project and prepare the appropriate CEQA document. The scope of work includes preparation of a Project Description, an Initial Study, and an anticipated Mitigated Negative Declaration. The recommended contract includes a 15% contingency of \$21,230 to cover unforeseen circumstances. The General Manager also recommends authorizing a separate contract allowance of \$20,000 for additional technical studies, such as more expansive traffic studies and/or geotechnical studies, that may be necessary to complete the environmental review, for a total not-to-exceed contract amount of \$182,761. The next step in project delivery is to continue developing the design, obtaining land use permits, conducting CEQA analysis and obtaining environmental clearance before proceeding to full design, final permitting and construction.

### BUDGET / FISCAL IMPACT

The current fiscal year budget contains:

☐ sufficient funds.

- ☒ insufficient funds; the next quarterly budget update will include a reallocation of unspent funds from other project budgets to cover for this expenditure.
- ☐ insufficient funds; approval of this item requires a fiscal year budget augmentation.
- ☒ future fiscal year budgets will include additional funds to complete the contracted work.

### Measure AA

- ☒ No, this contract is not part of a Measure AA project.
- ☐ Yes, this contract is part of a Measure AA project.

### PROCUREMENT PROCESS AND SELECTION

On September 29, 2025, staff issued a Request for Proposals (RFP) to three firms from the District's CEQA Pre-qualification list that was established in March 2024 through a Request for Qualifications and Proposal (RFQP) process. The following two firms submitted proposals by the November 6, 2025 deadline.

Consultant	Location	Proposed Fee
Panorama Environmental Inc.	San Francisco	Base: \$126,580
		With Optional Task 5: \$141,531
GHD	Santa Rosa	Base: \$97,998
		With Optional Task 5: \$118,066

Staff evaluated the proposals using evaluation criteria outlined in the RFP, including the quality and completeness of the proposal, implementation approach, and demonstrated experience with complex open space facility projects. The panel deemed Panorama as the most qualified and best suited for the project at a fair and reasonable price, having the lowest hourly rates of the proposals received and proven quality work with the District. Panorama demonstrated a clear understanding of the project and has relevant experience working on similar projects, which include preparation of an Initial Study/Mitigated Negative Declaration for the San Francisco Public Utilities Commission Water Distribution Division Campus that encompassed administrative offices, electrical, auto and meter shops, landscaping, parking garage, and fueling station. Panorama also has relevant experience working with the District on the Wildland Fire Resiliency Program and associated Environmental Impact Report.

### PRIOR BOARD ACTION SUPPORTING THE PROJECT

**October 11, 2023 Board Study Session:** Board received the Skyline Field Office Needs Assessment Report, reviewed and approved goals of the Skyline Field Office Rebuild Project, reviewed and approved the Phase I project scope. ([R-23-117](#), [meeting minutes](#)).

**April 24, 2024 Board Meeting:** Board awarded a contract to Siegel and Strain to provide architectural and landscape architecture/site design services for the Skyline Field Office Rebuild Project and Coastal Field Office Project ([R-24-50](#), [meeting minutes](#)).

**October 9, 2024 Board Meeting:** Board provided feedback on the Skyline Field Office Site Evaluation Criteria for three potential site options ([R-24-121](#), [meeting minutes](#)).

**January 22, 2025 Board Meeting:** Board accepted the Skyline Field Office Rapid Assessment and Site Selection Report and selected the Sherrill Site as the new Skyline Field Office location to advance into the conceptual design phase ([R-25-10](#), [meeting minutes](#)).

**October 22, 2025 Board Special Meeting:** Board accepted the Draft Schematic Design for the Skyline Field Office Project as the project description and scope to initiate environmental review under the California Environmental Quality Act ([R-25-127](#), [meeting minutes](#)).

## **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

## **CEQA COMPLIANCE**

The award of contract for CEQA services is not a project subject to the California Environmental Quality Act. The awarded contract will include the preparation of a CEQA document to analyze impacts of the proposed project.

## **NEXT STEPS**

If the Board approves the recommendation, the General Manager will execute the contract with Panorama to conduct environmental review in accordance with CEQA. The Project is anticipated to be presented to the Board in early 2027 for certification of the final document which is expected to be an Initial Study/Mitigated Negative Declaration.

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