



Midpeninsula Regional
Open Space District

R-17-02
Meeting 17-03
January 25, 2016

AGENDA ITEM 4

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Contract Amendment with PGA Design, Inc., for Additional Design, Engineering, and Permitting Services for the Sears Ranch Parking Area at La Honda Creek Open Space Preserve

GENERAL MANAGER'S RECOMMENDATIONS

Authorize the General Manager to execute a contract amendment with PGA Design, Inc., for additional services related to the Sears Ranch Parking Area Project at La Honda Creek Open Space Preserve (Preserve) in the amount of \$42,626, for a total not-to-exceed contract amount of \$123,821.

SUMMARY

The contract with PGA Design requires an amendment to ensure that sufficient funds remain in the contract to complete design plans, secure permits, and administer the construction work for the new Sears Ranch Road Parking Area. In an effort to keep the project on schedule and meet the fall 2017 grand opening date, the District utilized the Board-approved 5% contingency and shifted contracts funds that were allocated for future phases of work to direct PGA Design to address new permitting requirements from San Mateo County related to the parking area entrance. The additional work required geotechnical services and greater design and engineering work to incorporate new pull-outs, additional signage, and a paved and widened surface to a segment of the Sears Ranch Road Preserve entrance. The amendment also includes a 15% contingency to address other permitting requirements, if any. The project remains on schedule for construction in Summer 2017.

MEASURE AA

This project is part of Measure AA Expenditure Plan (MAA) Portfolio #7, La Honda Creek: Driscoll Ranch Public Access Endangered Wildlife Protection, and Conservation Grazing, with a total funding allocation of \$14.825 Million to, in part, “provide biking/hiking/equestrian trails, limited dog access, parking areas, and interpretive displays.”

DISCUSSION

In March 2016, the General Manager executed a contract with PGA Design Inc., (PGA) in the amount of \$49,880 for design, engineering, and construction administration and oversight of a gravel parking area at the Sears Ranch Road entrance to La Honda Creek Open Space Preserve. In May 2016, the Board approved an amendment to the contract to expand the scope of the design and engineering services to modify the parking area layout from the original small, 9

vehicle space, gravel parking lot to a larger, 20 vehicle space, paved parking lot, bringing the total contract amount to \$81,195. The amendment also included widening a portion of the Sears Ranch Road entrance between the Preserve gate and the new parking lot.

Additional Services: Additional widening and resurfacing, pull-outs, signage, and paving

In June 2016, staff consulted with County Planning, Public Works, Fire, Environmental Health, and Cal Fire on the conceptual parking area design. During consultation, County officials expressed concerns regarding the 1000-foot long, narrow, gravel segment of the Sears Ranch Road entrance that extends from outside of Preserve gate to the La Honda Elementary School; this segment of the road entrance was not previously planned for widening and paving, but will experience increased use with Preserve opening. This section of road is currently used only by District vehicles and the grazing tenant. Based on a comparative analysis with the Mindego Gateway parking area, use is projected to increase by up to 172 vehicle trips per day. The current road width does not accommodate two vehicles passing, nor is there adequate space to allow emergency vehicles to maneuver around traffic.

In response to County concerns, engineering and geotechnical studies were completed to determine the feasibility of widening the road, given the topography. These studies concluded that widening the southernmost section (a 250-foot segment just north of the school) would be cost prohibitive due to steep, unstable road banks on either side of the driveway. The remaining 750-foot segment can be feasibly widened to 16 feet, and minimally one fire truck pullout will need to be installed since the road cannot be widened to meet typical fire requirements of 22 feet. Finally, to ensure that the driveway surface withstands the additional Preserve visitor use, the entire stretch of driveway will be paved. These added improvements are anticipated to cost \$220,000 (a third-party cost estimator will be retained to confirm the engineer's estimate, once finalized). The District is proposing to install traffic-control signs along the road segment that cannot feasibly be widened. Early consultation with the County indicates that these improvements should be sufficient to meet requirements; however, it is possible that additional requirements may be imposed before the process is complete and the permit is issued.

Replenish Contingency and Funds for Future Phases

Because the Sears Ranch Parking Area was originally planned as a small, gravel lot with little design and engineering necessary, a very small 5% contingency was added to the contract, instead of the typical 10-15% contingency. To avoid project delays and promptly respond to recent County permitting requirements, both the 5% contingency and the contract funds allocated for future phases of work were redirected to authorize the additional permitting consultation, geotechnical studies, and engineering work. The General Manager is therefore requesting a contract amendment in the amount of \$42,626 to provide an additional 15% contingency and contract funds to complete the remaining phases of work, including final construction documents, potential permit resubmittals, the bidding process, and construction administration. The additional contingency of 15%, which amounts to \$16,151, would be used to address additional permitting requirements which may be imposed as the permit process continues, or for additional construction administration services that may be required due to the expanded project scope.

Upcoming Measures Improve Contract and Expenditure Tracking

Although in this case there was a deliberate action to reallocate funds from later phases to complete newly required project tasks, the General Manager would like to inform the Board of upcoming improvements to better track expenditures against the approved contract amounts.

The District's new Procurement and Contracting Agent/Specialist has identified an immediate interim measure to ensure that as part of invoice approvals, new invoices include the total approved contract amount and total expensed amount, along with the new invoice charges, to compare the percent of work completed to date against the percent of contract expensed to date. At the present time, not all invoices received and routed for approvals contain this amount of information on the invoice itself. The required information will provide another quick and reliable "check" for project managers during invoice review to confirm that the work completed and billed is tracking as expected, and whether funding issues are potentially arising that need a discussion with the vendor and/or a potential new contract amendment. More permanent solutions are expected in the coming months as we identify additional New World capabilities and unroll our formal project tracking system. These and other new procurement and contracting improvements will be presented at a later date to the full Board as part of an informational presentation.

FISCAL IMPACT

The FY2016-17 Planning budget includes \$137,900 for the Sears Ranch Parking Area project (MAA 07-009). There are sufficient funds in the project budget to cover the recommended action and expenditures.

	FY 2016-17
MAA 07-009 Planning Budget	\$137,900
Spent to Date (as of 1/10/17):	\$83,094
Encumbered:	\$3,441
PGA Design Contract Amendment:	\$42,626
Budget Remaining (Proposed):	\$8,739

The following table outlines the Measure AA 07 Portfolio appropriation, budgets, costs to date, and the fiscal implications related to the recommended PGA contract amendment:

MAA 07 Portfolio Appropriation	\$14,825,000
Life-to-Date Spent (as of 1/10/2017):	\$10,449,407
Encumbered:	\$45,551
Fisheries Restoration Apple Orchard (07-003) Remaining Budget:	\$1,098
La Honda Creek Grazing Infrastructure (07-005) Remaining Budget:	\$69,878
Driscoll Ranch Remediation and Demolitions (07-007) Remaining Budget:	\$319,810
Sears Ranch Parking and Trail Connections (07-009) Remaining Budget*	\$233,359
Sears Ranch Road Drainage Upgrade (07-010) Remaining Budget:	\$39,552
Balance Remaining (Proposed):	\$3,666,345

*Includes fiscal impact of proposed PGA Design Contract Amendment.

BOARD COMMITTEE REVIEW

The Planning and Natural Resources Committee reviewed the location and conceptual design for the Sears Ranch Parking Area at their April 20, 2016 meeting, which was held at the La Honda Elementary School (see Report R-16-48). Approximately 30 members of the public attended the meeting. The proposed expanded size and paved surfacing of the new parking area was presented to the full Board at their May 25, 2016 meeting (see Report R-16-65).

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

Execution of a contract amendment does not constitute a project under CEQA. Construction of the Sears Ranch Parking Area was included in the La Honda Creek Master Plan Initial Study and Mitigated Negative Declaration, which the Board approved in August 2012. The proposed parking area remains consistent with the Master Plan project description.

NEXT STEPS

Pending Board approval, the General Manager will direct staff to execute a contract amendment with PGA Design for the additional services rendered for the design of new driveway improvements and complete the permitting and construction-phase tasks. A construction contract is anticipated to be brought to the Board in Summer 2017.

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