



Midpeninsula Regional  
Open Space District

R-23-55  
Meeting 23-14  
May 24, 2023

## AGENDA ITEM 5

### AGENDA ITEM

Contract Amendment for the La Honda Creek Parking and Trailhead Access Feasibility Study at La Honda Creek Open Space Preserve

### GENERAL MANAGER'S RECOMMENDATIONS

1. Authorize the General Manager to amend a contract with RHAA Landscape Architects of Mill Valley, California in the amount of \$37,470 to conduct additional technical studies and support additional public engagement.
2. Authorize a 10% contingency in the amount of \$19,700 to cover unforeseen tasks for a total not-to-exceed contract amount of \$431,884.

### SUMMARY

RHAA Landscape Architects (RHAA) are supporting the La Honda Creek Parking and Trailhead Access Feasibility Study Project (Project) and are concluding the existing conditions phase and moving into the conceptual design and feasibility study phase. To address additional traffic analysis, agency coordination and time needed to complete the existing conditions phase and allow initiation of the feasibility study phase for this complex project, a contract amendment is requested. The General Manager recommends a contract amendment in the amount of \$37,470 for additional tasks beyond those approved as part of the original contract scope of work to complete the Feasibility Study. The General Manager also recommends an additional \$19,700 in contingency funds (equating to approximately 5% of the original total contract amount) to cover any additional unforeseen tasks for a new total not-to-exceed contract amount of \$431,884 (comprised of original contract amount (\$340,649), original contingency amount (\$34,065), additional service requested (\$37,470), and new contingency amount (\$19,700)). The Fiscal Year 2022-23 (FY23) budget includes sufficient funds to cover the recommended contract amendment and expenditures through the end of the fiscal year.

### BACKGROUND

The La Honda Creek Parking Area and Trailhead Feasibility Study Project (Project) seeks to provide ecologically sensitive public access to the central portion of La Honda Creek Open Space Preserve (Preserve) and offer opportunities to connect visitors to the upper and lower reaches of the Preserve. This Project is included in Phase I and Phase II of the Board-approved 2012 La Honda Creek Open Space Preserve Master Plan. The Project scope is based on the La Honda Public Access Working Group recommendations, which the Board approved for further

study in October 2020. The recommendations distribute visitor access, amenities, and uses across different sites and form the basis of this Project's scope of work. A total of four sites are evaluated under this Project.

The Project analyzes various access elements, which differ per site, including trailheads, parking areas, restrooms, and a bridge replacement, to ultimately facilitate a link between the northern and southern ends of the Preserve. The findings of the recently completed existing conditions phase will inform the conceptual design options that are developed for each site.

On September 22, 2021, the Board awarded a contract to RHAA in the amount of \$340,649 and authorized a contingency in the amount \$34,065. Since then, RHAA has completed multiple technical studies, including traffic, boundary, topographical, geotechnical, biological and botanical studies. Staff presented the findings from these technical studies to the Planning and Natural Resource Committee (PNR Committee) on December 13, 2022 for review and feedback.

The next steps of the Project include developing conceptual designs and cost estimates, conducting agency coordination, and developing a permitting strategy. This information will be summarized in a feasibility study document and shared with the PNR Committee for feedback, and then, pending the PNR's recommendation, forwarded to the full Board for review and concurrence. Subsequent implementation steps would include environmental review, final Board approval of the Project elements, final design, permitting, and construction. Timing for the implementation of each individual element or site will be dependent on Board input, available funding and staff capacity.

## **DISCUSSION**

### ***Contract Contingency Spent to Date***

The original contract included \$34,065 of contingency funds. To date, \$32,916 of the contingency funds have been spent on unanticipated technical study work. The funds were used for additional coordination with the traffic engineer and preparation of traffic sketches that were required to better illustrate the line of sight at each study site for the December PNR Committee presentation. Other unanticipated work included an additional site visit and an expanded tree survey to assess feasibility of the Project elements. The unanticipated work stems from the complexity of the project that includes four different site locations, the desire to accommodate a variety of uses, and the consideration of possible highway infrastructure improvements to improve overall traffic safety along the adjacent highway corridor.

### ***Additional Services***

A contract amendment is recommended to augment RHAA's current contract and address new tasks arising from the December 13, 2022 PNR meeting, described in more detail below and followed by a summary of fees (Table 1). In order to respond to questions received from the PNR Committee and members of the public regarding traffic, RHAA and their traffic sub-consultant, LSA, need to perform additional work. This work includes implementing a summer traffic count, studying whether weather conditions affect traffic conditions, assessing bicycle-related traffic considerations and conducting additional agency coordination with local fire agencies. Findings from the additional traffic analysis will then be incorporated into the Existing Conditions and Opportunities and Constraints report. District staff and RHAA have negotiated

the fee and identified cost-effective approaches to streamline these additional tasks to efficiently deliver the data collection and analyses.

#### Traffic Consultant Meeting Attendance

Members of the public and PNR Committee asked for additional information regarding the traffic counts and analyses presented at the December 13, 2022 PNR meeting. LSA's traffic consultant was not originally scoped to attend PNR and Board meetings. For future public meetings, the traffic consultant's attendance will enable the project team to provide responses in real time to questions received. Their attendance will be virtual to avoid additional travel costs and is included in the new contract amendment.

#### Additional Traffic Analyses

At the December 13, 2022 PNR meeting, staff were asked if bicycle recommendations could be provided based on speed surveys and sight distance at the proposed driveways, how rain and fog may affect the site distance, if weather conditions could alter the traffic engineers' recommendations, and if line of sight would be sufficient at the Red Barn site entrance driveway. The traffic engineer's analysis would study how the proposed driveways can be designed to consider bicycle use on Highway 84. The additional study of sight distances, including how weather conditions may affect them, will confirm if the traffic recommendations require any refinements. Traffic and highway safety are critical elements for the project and if the additional services and contract amendment are approved, the traffic engineer will conduct additional analysis in response to these questions, which will be shared at the next PNR meeting.

A member of the public also expressed concern regarding the traffic count since the earlier counts were conducted outside the summer months. To augment the traffic data used in the traffic engineer's recommendations, an additional traffic count would be completed in Summer 2023 under the proposed contract amendment.

#### Existing Conditions and Opportunities and Constraints (ECOC) Report Revisions

The ECOC Report would need to be revised to incorporate the findings of the new traffic analyses described above. Along with updating the report, new illustrations would be developed as needed for each site for presentation to the PNR and public.

#### Agency Coordination

The original scope did not include coordination with San Mateo County Fire and/or La Honda Fire Brigade to discuss traffic safety. The intent is to keep both agencies involved early on in the project. This additional work will involve convening an on-site meeting with the agency staff and holding follow-up meetings with the traffic consultant to discuss any recommendations.

#### Conceptual Design - Incorporating New Traffic Analyses

New traffic recommendations resulting from the additional traffic analyses or due to guidance resulting from consultation with Caltrans or the County of San Mateo could result in the incorporation of new design elements not already being contemplated. This additional work has been folded into the proposed contract amendment.

## FISCAL IMPACT

There are sufficient funds in the amended FY23 budget to cover the cost of the recommendation. Funds will be recommended in future fiscal year budgets as a part of the annual Budget and Action Plan process.

## PRIOR BOARD AND COMMITTEE REVIEW

- **July 28, 2020:** PNR forwarded the PAWG recommendations to the full Board.
  - [PNR Report](#)
  - [Minutes](#)
- **October 21, 2020:** The Board approved the PAWG recommendations.
  - [Board Report](#)
  - [Minutes](#)
- **March 10, 2021:** The Board received a presentation on best practices from the PAWG. pilot process
  - [Board Report](#)
  - [Minutes](#)
- **September 22, 2021:** Award of Contract with RHAA Landscape Architects
  - [Board Report](#)
  - [Minutes](#)
- **December 13, 2022:** PNR reviewed the Existing Conditions/Site Opportunities and Constraints Analysis Report
  - [Board Report](#)
  - [Minutes](#)

## PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

## CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

## NEXT STEPS

If approved, the General Manager will amend the contract with RHAA to conduct additional traffic analysis and proceed with conceptual designs, agency coordination and cost estimating. The findings will be summarized within a feasibility study document and presented to the PNR Committee.

Project Schedule:

<b>Project Phase</b>	<b>Tentative Project Schedule</b>
Technical Studies - Conduct Traffic Count	Summer 2023
Conceptual Design, Agency Coordination, Cost Estimating and Feasibility Analysis	Fall/Winter 2023

PNR Meeting #2	Winter 2023/2024
Board Meeting	Winter 2023/2024

Responsible Department Head:  
Jane Mark, AICP, Planning Manager, Planning Department

Prepared by / Contact person:  
Melissa Borgesi, Planner II, Planning Department