



Midpeninsula Regional
Open Space District

R-23-78
Meeting 23-20
August 9, 2023

AGENDA ITEM 3

AGENDA ITEM

Award of Contract for Conceptual Site Planning and Design Services for the Hawthorns Area Plan

GENERAL MANAGER'S RECOMMENDATIONS

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1. Authorize the General Manager to enter into a contract with CSW|ST2 of Pleasanton, CA to provide preliminary site plan and conceptual design services for the Hawthorns Area Plan for a base amount of \$164,716.
2. Authorize a 10% contingency of \$16,472 to cover unforeseen tasks beyond the current scope for a total not-to-exceed contract amount of \$181,188.

SUMMARY

The Midpeninsula Regional Open Space District (District) is developing the Hawthorns Area Plan, a comprehensive use and management plan, for the Hawthorns Area in Windy Hill Open Space Preserve (Hawthorns Area). The District is seeking site planning and design services to support the programming and conceptual planning phase of the project. Based on the results of a Request for Proposals issued May 5, 2023, the General Manager recommends awarding a contract to CSW|ST2 for a base not-to-exceed contract amount of \$164,716. In addition, the General Manager recommends authorizing a 10% contingency in the amount of \$16,472 to cover additional tasks beyond the current scope, if needed, bringing the total not-to-exceed contract amount to \$181,188. There are sufficient funds in the adopted the Fiscal Year 2023-24 (FY24) budget to complete the anticipated tasks through the end of the fiscal year. Funding for future years will be requested as part of the annual Budget and Action Plan process.

BACKGROUND

The 79-acre Hawthorns Area, which is located within the Town of Portola Valley (Town), was gifted to the District in 2011 and is currently closed to the public in accordance with the Board of Directors (Board)-adopted Preliminary Use and Management Plan (R-06-53). In 2021, the District initiated a multiyear planning process for the property in alignment with Board policy 4.01, *Open Space Use and Management Planning Process*. Engaging community members, District staff, and the Board, this multistep planning process will result in the Hawthorns Area Plan, a comprehensive use and management plan guiding resource and land management actions at the site. **Table 1** outlines the Hawthorns Area Plan planning process.

Table 1 – Hawthorns Area Plan Planning Process

#	Phase Title	Phase Overview	Public Engagement Opportunities	Projected Timeline
1	Vision and Goals	<ul style="list-style-type: none"> • Develop vision and goals • Refine planning process 	<ul style="list-style-type: none"> • Virtual comment card • Board/PNR meetings 	Complete
2	Existing Conditions/ Opportunities and Constraints	<ul style="list-style-type: none"> • Survey existing conditions • Prepare Existing Conditions/Opportunities and Constraints Report • Initiate transportation study • Develop Public Access Framework 	<ul style="list-style-type: none"> • Stakeholder engagement • Site tours • Open house • Virtual comment card • Board/PNR meetings 	Complete
3	Programming/ Conceptual Planning	<ul style="list-style-type: none"> • Identify programmatic elements • Launch Public Access Working Group • Develop Conceptual Plan Alternative(s) 	<ul style="list-style-type: none"> • Stakeholder engagement • Workshops • Working Group • Online surveys • Pop-up events • Virtual comment card • Board/PNR meetings 	FY2023 – 24
4	Area Plan/ Environmental Review	<ul style="list-style-type: none"> • Compile Area Plan • Approve CEQA findings and Area Plan 	<ul style="list-style-type: none"> • Board/PNR meetings • Public/agency comment on CEQA document 	FY2024 – 25 to FY2025 – 26
5	Implementation	<ul style="list-style-type: none"> • Design development, permitting, bidding, and construction 	<ul style="list-style-type: none"> • TBD (Town permitting process) 	FY2026 – TBD

On March 23, 2022, the Board approved the vision and goals for the project (R-22-45), which include opening the Hawthorns Area to low-intensity, ecologically sensitive public access, providing a trail system, and providing multimodal access opportunities for the property. On April 26, 2023 (R-23-35), the Board approved the Existing Opportunities and Constraint phase of the project and directed staff to begin the Programming and Conceptual Planning Phase (Phase 3).

DISCUSSION

Phase 3 of the Hawthorns Area Plan Planning Process includes the formation of a Public Access Working Group (PAWG). The purpose of the PAWG is to establish an interactive forum of local and regional perspectives to collaborate with the District on a plan for introducing public access

at the Hawthorns Area in a manner consistent with the Board-adopted vision and goals. The Hawthorns Area PAWG consists of Board approved voting members representing a diverse array of user groups and stakeholders interested in the Hawthorns Area. These include Ward Stakeholders which were nominated and appointed directly by the Board and Interest Area Representatives which were selected by the Board following an application process. The PAWG is also supported by several non-voting roles: one Board Liaison, one Town liaison, District staff, and a meeting facilitator.

The PAWG will evaluate the following public access components:

- Parking area and driveway location(s)
- Trailhead location(s) and internal trail system
- Trail connections with surrounding Town trails and pathways
- Opportunities for regional trail connections
- Proposed trail uses within the Hawthorns Area

CSW|ST2 will develop the Conceptual Alternatives with input from the PAWG and the community for PNR and Board review. The design team will refine one alternative into a Preferred Alternative, which will become the basis for the Project Description.

Request for Proposals and Selection Process

The District issued a Request for Proposals on May 5, 2023 through Periscope and direct contact with pre-qualified consultants. The District held a mandatory pre-proposal site visit on May 17, 2023 to familiarize consultants with the property and provide an opportunity for questions. Responses to consultant's questions were posted on Periscope on May 24, 2023, and proposals were due on June 2, 2023. The solicitation received two proposals (Table 2).

Table 2 - Proposals Received in Response to the RFP

Firm	Office Location	Proposed Base Fee
CSW ST2	Pleasanton, CA	\$149,120
JNRA	Berkeley, CA	\$149,540

Evaluation criteria included a demonstrated understanding of the Hawthorns Area, project goals, and surrounding community; site design and planning skills and experience; prior experience with site planning and design for park or open space recreation in similar settings that serve a variety of low-intensity recreational user types; experience with public engagement; and cost-effectiveness.

Upon review of the proposal and consultant qualifications, staff determined that CSW|ST2 has a qualified, experienced team of landscape architects and civil engineers, and a project approach that is well-suited for the project. They also proposed a fair and reasonable price for their services. CSW|ST2 has experience working on similar open space public access projects, a robust community and stakeholder engagement background, technical expertise on traffic, and local experience working with public agencies. Examples of relevant projects completed by CSW|ST2 include: Tunitas Creek County Beach Park for San Mateo County Parks, Niles Canyon Trail Feasibility Study for Alameda County Public Works, Unity Park for the City of Richmond, and Stafford Lake Bike Park and Staging Area for Marin County Parks. CSW|ST2's proposal demonstrated a clear understanding of the project scope, the significance of the parking

and traffic issues, the need for comprehensive public engagement, and the schedule requirements for providing recommendations to inform the development of the Hawthorns Area Plan. During contract negotiations, staff verified the team’s assumptions with regard to engagement with the Public Access Working Group (R-23-75). The negotiated fee includes additional engagement scope for more participation in most of the Public Access Working Group meetings.

To cover potential additional unanticipated scope, the General Manager recommends a 10% contingency of \$16,472, for a total contract amount not-to-exceed \$181,188. Contingency funds may be necessary for additional public engagement and/or review or for additional design time based on public feedback.

FISCAL IMPACT

The FY24 adopted budget includes \$293,670 for the Hawthorns Area Plan MAA06-002 project. There are sufficient funds in the project budget to cover the recommended action and expenditures through the end of the fiscal year. Funding for future years will be requested as part of the annual Budget and Action Plan process.

Hawthorns Area Plan MAA06-002	Prior Year Actuals	FY24 Adopted	FY25 Projected	FY26 Projected	Estimated Future Years	TOTAL
Total Budget:	\$217,687	\$293,670	\$109,514	\$51,560	\$0	\$672,431
Spent-to-Date (as of 7/11/23):	(\$217,687)	\$0	\$0	\$0	\$0	(\$217,687)
Encumbrances:	\$0	\$0	\$0	\$0	\$0	\$0
CSW ST2 Contract:	\$0	(\$130,000)	(\$34,716)	\$0	\$0	(\$164,716)
10% Contingency:	\$0	\$0	(\$16,472)	\$0	\$0	(\$16,472)
Budget Remaining (Proposed):	\$0	\$163,670	\$58,326	\$51,560	\$0	\$273,556

The following table outlines the Measure AA Portfolio 06 Windy Hill—Trail Improvements, Preservation and Hawthorns Area Historic Partnership allocation, costs-to-date, projected future project expenditures and projected portfolio balance remaining.

MAA06 Windy Hill—Trail Improvements, Preservation and Hawthorns Area Historic Partnership Portfolio Allocation:	
Total Portfolio Allocation:	\$12,740,000
Life-to-Date Spent (as of 7/11/23):	(\$217,687)
Encumbrances:	\$0
Remaining FY24 Project Budgets:	(\$293,670)
Future MAA06 project costs (projected through FY27):	(\$161,074)
Total Portfolio Expenditures:	(\$672,431)
Portfolio Balance Remaining (Proposed):	\$12,067,569

The following table outlines the Measure AA Portfolio 06 allocation, projected life of project expenditures and projected portfolio balance remaining.

MAA06 Windy Hill—Trail Improvements, Preservation and Hawthorns Area Historic Partnership Portfolio Allocation:	
Total Portfolio Allocation:	\$12,740,000

Projected Project Expenditures (life of project):	
06-002 Hawthorns Area Plan	(\$672,431)
Total Portfolio Expenditures:	(\$672,431)
Portfolio Balance Remaining (Proposed):	\$12,067,569

BOARD AND COMMITTEE REVIEW

- **May 18, 2021:** PNR received an informational presentation on the proposed planning and public engagement process for the Area Plan and provided input and guidance. ([R-21-65, meeting minutes](#))
- **August 24, 2021:** PNR reviewed the proposed draft vision and goals and provided input and guidance. ([R-21-112, meeting minutes](#))
- **November 16, 2021:** PNR reviewed the revised vision and goals and draft Public Access Working Group strategy and provided further refinements. PNR unanimously recommended forwarding the refined vision and goal statements to the full Board for consideration. ([R-21-156, meeting minutes](#))
- **March 1, 2022:** PNR reviewed the proposed planning and public engagement process to develop the Hawthorns Area Plan. ([R-22-29, meeting minutes](#))
- **March 23, 2022:** Board reviewed and approved the vision and goals. ([R-22-45, meeting minutes](#))
- **July 13, 2022:** Board approved the award of contract with Parisi Transportation Consulting to provide transportation planning services for the Hawthorns Area Plan ([R-22-81, meeting minutes](#))
- **March 21, 2023:** PNR reviewed the Existing Conditions/Opportunities and Constraints Report, Existing Transportation Conditions Technical Memo, Public Access Framework, and the Public Access Working Group composition and formation strategy. ([R-23-35, meeting minutes](#))
- **April 26, 2023:** Board approved the Existing Conditions/Opportunities and Constraints Report, Existing Transportation Conditions Technical Memo, Public Access Framework, and the Public Access Working Group composition and formation strategy. ([R-23-44, meeting minutes](#))
- **June 21, 2023:** Board interviewed and selected candidates as Interest Area Representatives on the Hawthorns Area Public Access Working Group ([R-23-69](#))
- **June 28, 2023:** Board appointed members to serve on the Hawthorns Area Public Access Working Group ([R-23-75](#)).

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

Retention of professional consultants will not result in a direct physical change to the environment [CEQA Guidelines Section 15060(c)(2)] and does not constitute Board approval of the proposed project or related proposed project elements. Additional CEQA review for specific actions recommended in the conceptual designs, if warranted, would occur in a future fiscal year upon Board acceptance of a draft Hawthorns Area Plan as the CEQA project description.

NEXT STEPS

Following Board approval, the General Manager would enter into a contract with CSW|ST2 to provide conceptual site planning and design services in support of the project. The Planning Department would subsequently initiate services with CSW|ST2, beginning with background review and engagement with the Hawthorns Area Plan Public Access Working Group (PAWG) at the PAWG kick-off meeting.

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