



Midpeninsula Regional  
Open Space District

## PROCUREMENT AGENDA ITEM

R-25-100  
Meeting 25-20  
July 23, 2025

## AGENDA ITEM 4

### AGENDA ITEM

Award of Contract for Schematic Design Services for the Hawthorns Area Plan

### GENERAL MANAGER'S RECOMMENDATIONS

1. Authorize the General Manager to enter into a contract with CSW|ST2 to provide schematic design services to develop staging area options for the Hawthorns Area Plan for a base amount of \$169,640.
2. Authorize a 15% contingency of \$25,446 to cover unforeseen tasks beyond the current scope.
3. Authorize a separate 15% contract allowance of \$25,446, specifically for additional work supporting engagement and coordination with the Town of Portola Valley beyond the current scope of work, to avoid implementation delays, for a combined not-to-exceed contract amount of \$220,532.

### DISCUSSION

The Midpeninsula Regional Open Space District (District) is developing the Hawthorns Area Plan, a comprehensive use and management plan, for the Hawthorns Area of Windy Hill Open Space Preserve. The District is seeking schematic design services to develop staging area options in support of the Area Plan/Environmental Review phase of the project. Based on the results of a Request for Proposals (RFP) issued on April 24, 2025, the General Manager recommends awarding a contract to CSW|ST2 for a total not-to-exceed contract amount of \$220,532.

The Hawthorns Area Plan project is a multiyear planning effort to open the 79-acre property to the public. The property is located in the Town of Portola Valley (Town) and is subject to a conservation easement that allows low intensity, ecologically sensitive recreation and defines limits on potential future development. With Phases 1 (Vision and Goals), 2 (Existing Conditions/Opportunities and Constraints) and 3 (Programming/Conceptual Planning) complete, the project is currently in Phase 4 (Area Plan/Environmental Review). Pending future Board approval of the schematic design of the staging area and the Hawthorns Area Plan, staff would next proceed with developing a project description for Board consideration to be used for environmental review per the California Environmental Quality Act (CEQA). The Board would consider CEQA findings prior to approving the project for Phase 5 (implementation).

Phase 4 of the Hawthorns Area Plan Planning Process involves advancing the conceptual staging area designs to the schematic design phase, developing the Area Plan, and completing environmental review. CSW|ST2's scope of work focuses on refining two staging area options

(9 and 10) developed during the conceptual design phase with input from a Public Access Working Group (PAWG) and the community to the schematic design level and conducting additional surveys and technical studies to support the design and planning process. These are the two staging area options that the Board approved for advancing into schematic designs to inform a final selection (refer to March 12, 2025 Board Report [R-25-33](#) and [meeting minutes](#)).

## BUDGET / FISCAL IMPACT

The current fiscal year budget for project **MAA06-002 Hawthorns Area Plan** 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.

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 ending balance at the portfolio level.

<b>MAA06 Windy Hill—Trail Improvements, Preservation and Hawthorns Area Historic Partnership Portfolio Allocation:</b>	<b>\$12,740,000</b>
Life-to-Date Spend (as of 06/23/25):	(\$476,961)
Remaining FY25 Budget*:	(\$69,672)
FY26 Budget:	(\$230,000)
Future Fiscal Year Projections (through FY29):	(\$170,000)
<b>Total Portfolio Expenditures:</b>	<b>(\$946,633)</b>
<b>Portfolio Amount Remaining (Proposed):</b>	<b>\$11,793,367</b>

*\*At the time this table was drafted (06/23/25), Fiscal Year 2025 was still in progress. Therefore, the FY25 budget was used to estimate FY25 expenses.*

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

<b>MAA06 Windy Hill—Trail Improvements, Preservation and Hawthorns Area Historic Partnership Portfolio Allocation:</b>	<b>\$12,740,000</b>
Projected Project Expenditures (life of project):	
06-002 Hawthorns Area Plan	(\$946,633)
<b>Total Portfolio Expenditures:</b>	<b>(\$946,633)</b>
<b>Portfolio Balance Remaining (Proposed):</b>	<b>\$11,793,367</b>

## PROCUREMENT PROCESS AND SELECTION

The District issued a RFP on April 24, 2025 through Bidnet. The District held a mandatory pre-proposal site visit on May 8, 2025, to familiarize proposers with the property and provide an opportunity for questions. Responses to questions were posted on Bidnet on May 14 and May 21, 2025, as addendum one and two, and proposals were due on May 28, 2025. The solicitation received three proposals (Table 1).

**Table 1 - Proposals Received in Response to the RFP**

<b>Consultant</b>	<b>Location</b>	<b>Proposed Fee</b>
PGAdesign	Oakland, CA	\$182,745
CSW ST2	Redwood City, CA	\$169,640*
PlaceWorks	Berkeley, CA	\$174,950

\*This figure has been updated to reflect the negotiated amount.

Evaluation criteria included a demonstrated understanding of the Hawthorns Area, project goals, and surrounding community; skills and experience in all aspects of design and planning from schematic design to construction administration; 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; and cost-effectiveness.

Upon review of the proposals and consultant qualifications, staff determined that CSW|ST2 has a qualified team of landscape architects, civil engineers, geotechnical professionals, and outreach specialists, and an approach that is well-suited for the project. CSW|ST2 served as the landscape architect during the project's conceptual design phase. This continuity, prior design work, and early exposure to site and project conditions position them to carry out the schematic design phase effectively and efficiently. Having developed the District's Staging/Parking Area and Trailhead Design Guidelines, CSW|ST2 understands the District's design approach for an environmentally sensitive project. They also established a strong working relationship with traffic consultants Parametrix during the conceptual design phase, and continued coordination between the firms will help ensure a smooth and seamless transition into the schematic design phase.

CSW|ST2 also proposed a fair and reasonable price for their services. The firm brings relevant experience from similar open space public access projects with the District and other local public agencies. Examples of relevant projects designed by CSW|ST2 include: Purisima-to-the-Sea Verde Parking Lot, Northridge/Highway 35 Parking Lot and Trail Crossing, and the District's Staging/Parking Area and Trailhead Design Guidelines, as well as 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 parking and traffic concerns, the need for comprehensive public engagement, and the schedule requirements for providing recommendations to the District Board of Directors (Board) to inform the development of the Hawthorns Area Plan.

To cover potential unforeseen scope of work, such as additional coordination with other District consultants supporting Phase 4, as well as addressing public comments during the CEQA process, the General Manager recommends a 15% contingency of \$25,446. In addition, the General Manager recommends authorizing a 15% contract allowance of \$25,446 specifically for

unanticipated engagement and coordination with the Town beyond the base contract scope of work, if needed, for a total contract amount not-to-exceed \$220,532. Activities covered by the allowances include, but are not limited to, additional technical studies, additional design options, meetings, engagement, and committee presentations which may arise throughout the life of this project.

## **PRIOR BOARD ACTION SUPPORTING THE PROJECT**

- **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](#), [meeting minutes](#)).
- **August 9, 2023:** Board approved the award of contract with CSW|ST2 to provide preliminary site plan and conceptual design services for the Hawthorns Area Plan. ([R-23-78](#), [meeting minutes](#))
- **February 14, 2024:** Board approved the amendment of contracts with Parametrix (transportation consultant, formerly Parisi Transportation Consulting) and PGAdesign (PAWG facilitator). ([R-24-17](#), [meeting minutes](#))

- **September 17, 2024:** PNR reviewed the PAWG recommendations, made no modifications, and supported the next step of presenting the recommendations to the Town before returning to a Study Session of the Board. ([R-24-115](#), [meeting minutes](#))
- **February 26, 2025:** At this Study Session, Board reviewed the PAWG recommendations and public feedback and directed staff to return to a regular meeting of the Board for consideration and approval of the recommendations with any modifications requested by the Board. ([R-25-23](#), [meeting minutes](#)).
- **March 12, 2025:** Board reviewed and approved public access recommendations. ([R-25-33](#), [meeting minutes](#)).

## 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. The environmental review process for the Hawthorns Area Plan is anticipated to occur in fiscal year 2026-27, pending Board acceptance of the Hawthorns Area Plan as the basis to develop the CEQA Project Description. The environmental review process would begin once the project description is further defined and approved by the Board.

## NEXT STEPS

Following Board approval, the General Manager would enter into a contract with CSW|ST2 to provide schematic design services in support of the project. The Planning Department would subsequently initiate services with CSW|ST2, starting with background review, schedule refinement, and initiation of supplemental technical studies.

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