



Midpeninsula Regional
Open Space District

PROCUREMENT AGENDA ITEM

R-25-63
Meeting 25-14
May 14, 2025

AGENDA ITEM 7

AGENDA ITEM

Award of Contract to MIG, Inc., for California Environmental Quality Act Services for the American Disabilities Act (ADA) Path and Service Road Project at Rancho San Antonio Open Space Preserve

GENERAL MANAGER'S RECOMMENDATIONS

1. Authorize the General Manager to execute a contract with MIG Inc., to provide environmental review services for the ADA Path and Service Road Project at Rancho San Antonio Open Space Preserve for a base contract amount not to exceed \$98,244.
2. Authorize a 15% contingency in the amount of \$14,737 to cover unforeseen circumstances.
3. Authorize a \$75,269 contract allowance for additional hydraulic and/or cultural resource studies that may be required for the project, bringing the total not-to-exceed contract amount to \$188,250.

DISCUSSION

The Rancho San Antonio County Park and Open Space Preserve (Preserve) is located in Cupertino, CA and provides the public with a variety of trail options, including easy-access opportunities. The existing paved service road between the Preserve parking area and Deer Hollow Farm is shared by preserve visitors and authorized vehicle traffic. Users include pedestrians, bicyclists (this section of road is open to bikes), rangers and maintenance staff, farm staff and volunteers, and visitors with parking permits. Over the years, minor road repairs and resurfacing activities have been implemented, but have not adequately addressed the deteriorating condition of the road. Due to the high non-motorized uses of the service road, more substantial repairs are now needed that both provide safer and improved ADA accessibility for visitors traveling between the parking area and Deer Hollow Farm, as well as improved service road access for emergency and service vehicles.

Midpeninsula Regional Open Space District (District) is pursuing these service road improvements as identified in the District's ADA Transition Plan Update. The proposed contract will support this Project by retaining expert consulting services to conduct the environmental analysis and prepare the appropriate level of documentation for CEQA compliance. A recommended allowance has been identified given the potential of (1) encountering

cultural/historic resources as part of subsurface roadwork and (2) hydraulic studies if required by permitting agencies for bank stabilization activities. The next step in project delivery is conducting CEQA analysis and obtaining environmental clearance to request consideration of Board project approval before proceeding to jurisdictional permitting, final design, 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 February 10, 2025, staff issued a Request for Proposals (RFP) to three firms from the District's CEQA Pre-qualification list. Firms were selected based on relevant experience and qualifications reviewed during the pre-qualification process. Mandatory pre-proposal site tours were held on February 13 and 14 and representatives from all three firms attended. The following three teams submitted proposals by the March 10 deadline. Consultants were instructed to provide a base cost for all required tasks as well as a cost for optional Cultural and Historic Resources Work. One firm (MIG) included a recommendation to include a hydraulic study as part of the work based on recent experience in which hydraulic studies have been required by water permitting agencies. Costs are shown in the table below as the base fee alone, and with the optional tasks added in.

| Consultant | Location | Proposed Fee |
|----------------------------------|---------------|---|
| Panorama Environmental Inc. | San Francisco | Base: \$106,921 |
| | | With optional Cultural/Historic Resources Work: \$169,778 |
| MIG | San Jose | Base: \$95,334 |
| | | With optional Cultural/Historic Resources Work: \$130,091 |
| | | With recommended Hydraulic Study: \$170,996 |
| Montrose Environmental Solutions | Oakland | Base: \$139,858 |
| | | With optional Cultural/Historic Resources Work: \$162,976 |
| | | With optional OSMRP* Review: \$168,294 |

*OSMRP = Open Space Maintenance and Restoration Plan

Staff evaluated proposals using evaluation criteria outlined in the RFP, including the quality of the proposal, implementation approach, and demonstrated experience with complex environmental settings in open space, trails, and public access projects involving multiple stakeholders. The panel deemed MIG as the most qualified and best suited for the project at a fair and reasonable price.

PRIOR BOARD ACTION SUPPORTING THE PROJECT

- August 9, 2017 - presentation about accessibility at the District and consideration of a contract award for MIG to prepare the ADA Plan Update ([R-17-99](#), [Meeting Minutes](#)).
- February 28, 2018 - overview of ADA Title II requirements and the planning process to complete the ADA Plan Update ([R-18-20](#), [Meeting Minutes](#)).
- August 22, 2018 - presentation on the draft ADA Plan Update ([R-18-96](#), [Meeting Minutes](#)).
- May 15, 2019: Board approval of the ADA Self-Evaluation and Transition Plan Update ([R-19-28](#), [Meeting Minutes](#))
- January 24, 2024 – Award of Contract to Sanbell Engineering (formerly known as Bellecci Associates) for Engineering and Design Services for the Service Road and Path Improvement Project ([R-24-11](#), [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 result in the preparation of a CEQA document that analyzes the potential environmental impacts of the proposed project.

NEXT STEPS

If the Board approves the recommendation, the General Manager will execute the contract with MIG to conduct environmental review in accordance with CEQA. Staff will return to the Board in the Fall of 2025 for consideration of CEQA certification and project approval.

Responsible Department Head:

Jane Mark, AICP, Planning Manager

Jason Lin – Engineering and Construction Manager

Prepared by/contact person:

Mattea Ottoboni, Planner II, Planning Department