



Midpeninsula Regional  
Open Space District

## PROCUREMENT AGENDA ITEM

R-25-79  
Meeting 25-16  
June 11, 2025

## AGENDA ITEM 7

### AGENDA ITEM

Contract Amendment for Caltrans Permit Support Services with BKF Engineers for the Bear Creek Redwoods Northeast Trailhead Project in Bear Creek Redwoods Open Space Preserve

### GENERAL MANAGER'S RECOMMENDATION

Authorize a contract amendment in the amount of \$70,000 with BKF Engineers of Redwood City, California to provide engineering and design services required to complete a Caltrans encroachment permit and finalize a maintenance agreement with Caltrans for the Bear Creek Redwoods Northeast Trailhead Project, bringing the existing contract to a not-to-exceed total amount of \$224,956.

### DISCUSSION

The Bear Creek Redwoods Northeast Trailhead Project (Project) is located within the California Department of Transportation (Caltrans) Highway 17 right-of-way and requires the issuance of an Encroachment Permit and execution of a Maintenance Agreement before the Project can be constructed. The Board of Directors (Board) authorized an award of contract with BKF Engineers (BKF) in June 2021 for a not-to-exceed amount of \$120,956 to provide design and engineering services. Through a formal Caltrans encroachment permit application process, it was determined that a Design Engineering Evaluation Report (DEER) is required to provide the necessary technical details to justify an Encroachment Permit. DEER development and associated technical studies fell outside of BKF's initial contract, and in March 2023 the Board authorized a prior amendment in the amount of \$34,000 to expand the contract scope of work to complete the unanticipated DEER requirements.

Through the formal Encroachment Permit resubmittal and DEER review process, Caltrans has determined that additional technical studies, exception requests, and alternative engineering design analysis are also required. This yet additional unforeseen submittal requirements from Caltrans fall outside of BKF's current scope of work. The General Manager recommends authorizing a contract amendment with BKF in the amount of \$70,000 to complete the necessary engineering design, technical studies, and permit support required to secure the necessary permits and agreements from Caltrans to complete the Project, bringing the contract to a not-to-exceed total amount of \$224,956

*Scope of Work Under the Proposed Amendment:*

BKF shall provide the following services and deliverables:

- Updated Caltrans American with Disabilities Act (ADA) Exception Memo
- Caltrans Encroachment Policy Exception Request
- Caltrans Design Standard Decision Document
- Updated and Final Caltrans Design Engineering Evaluation Report
- Updated Caltrans Encroachment Permit Application
- Incorporate Caltrans Permit Conditions into Construction Documents
- Updated and Final Caltrans Maintenance Agreement Exhibit

## BUDGET / FISCAL IMPACT

- ☒ 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 #21 allocation, costs-to-date, projected life-to-date project expenditures and projected portfolio balance remaining.

<b>Measure AA Portfolio #21</b>	
Portfolio Allocation:	\$17,478,000
Grant Income (through FY28):	5,061,090
Interest Income Allocation:	2,709,000
Fund 40 Allocation:	977,000
<b>Total Portfolio Allocation:</b>	<b>\$26,225,090</b>
21-001 Moody Gulch Fence & Gate Improvements	(847)
21-004 Bear Creek Stables Project	(6,049,641)
21-005 Bear Creek Redwoods Public Access	(5,548,003)
21-006 Bear Creek Redwoods - Alma College Cultural Landscape Rehabilitation	(5,681,734)
21-007 Bear Creek Redwoods Preserve Plan Invasive Weed Treatment	(1,974,754)
21-008 Bear Creek Redwoods Ponds Restoration and Water Rights	(681,517)
21-009 Bear Creek Redwoods Webb Creek Bridge	(487,492)
21-010 Bear Creek Redwoods Landfill Characterization and Remediation	(511,731)
21-011 Phase 2 Trail Improvements, Bear Creek Redwoods OSP	(4,935,287)
21-012 Bear Creek Redwood Tree Restoration	(90,915)
<b>Total Projected Expenditures (life of project):</b>	<b>(\$25,961,921)</b>
<b>Portfolio Balance Remaining (proposed):</b>	<b>\$263,169</b>

## PROCUREMENT PROCESS AND SELECTION

BKF was originally selected through a Request for Qualifications and Proposals (RFQP) process. The RFQP was issued on March 19, 2021 on the District's website and on BidSync. Staff notified five (5) local firms with previous District trail project experience via email and phone calls and received one (1) proposal from BKF. Staff reviewed and scored the proposal based on the firm's project approach, team expertise, and experience with similar trail infrastructure projects within the Caltrans right-of-way and determined that BKF had demonstrated sufficient expertise in leading this type of projects and provided a fair and reasonable cost proposal. The Board approved the BKF contract on June 9, 2021.

## PRIOR BOARD ACTION SUPPORTING THE PROJECT

- January 25, 2017: Board approval of the northeast trailhead and connection between the Preserve and Lexington Reservoir County Park as part of the larger Bear Creek Redwoods Preserve Plan ([R-17-15](#), [meeting minutes](#)).
- June 09, 2021: Award of Contract to BKF Engineers to provide engineering design, construction document development, bid support and construction administration services for the Northeast Trailhead Project ([R-21-77](#), [meeting minutes](#)).
- June 08, 2022: FYI Memo to the Board on equestrian access at the Bear Creek Redwoods Northeast Trailhead location ([FYI Memo](#)).
- March 22, 2023: Board approval of a contract amendment with BKF engineers to provide Caltrans permitting support. ([R-23-30](#), [meeting minutes](#))

## PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

## CEQA COMPLIANCE

Potential environmental impacts of the Bear Creek Redwoods North-East trailhead and trail connection improvements were analyzed in the Preserve Plan and associated EIR, which was certified by the Board on January 25, 2017 ([R-17-15](#), [meeting minutes](#)).

## NEXT STEPS

Pending Board approval, the General Manager will authorize the BKF contract amendment to provide on-going Caltrans permit support services.

## Tentative Schedule

Milestones	Tentative Timeline
Caltrans Permitting	June – September 2025
Maintenance Agreement Execution	September 2025 – February 2026
Bidding & Contracting	February – May, 2026

Construction Activities	June - October 2026
Project Closeout	November – December 2026

## Attachment(s)

## 1. Location Map

Responsible Department Head:

Jason Lin, Engineering &amp; Construction Department Manager

Prepared by / Contact person:

Zachary Alexander, Senior Capital Project Manager

Data Source(s): Esri, TomTom, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community. Sources: Esri, Maxar, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NIS, OS, NMA, GeoDataStylelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap, and the GIS user community



## Attachment 1 : BCR NE Trailhead Map



Parking Location



Equestrian Trail

Paved Road

Unpaved All-Season Road

Unpaved Seasonal Road

Trail

Abandoned / Unmaintained Road

Abandoned / Unmaintained Trail

Restored

District Boundary

Preserve Boundary

Stream

Intermittent

Other

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5/15/2025



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