



Midpeninsula Regional
Open Space District

PROCUREMENT AGENDA ITEM

R-26-40
Meeting 26-09
March 25, 2026

AGENDA ITEM 7

AGENDA ITEM

Project Status Update and Amendment to Contract with Siegel & Strain for Architectural and Landscape Architecture/Site Design Services for Phase III (final Schematic Design to Construction Administration) of the Skyline Field Office Rebuild Project at Monte Bello Open Space Preserve

GENERAL MANAGER'S RECOMMENDATIONS

1. Receive an update on project refinements made since acceptance of the Draft Schematic Design in October 2025.
2. Authorize the General Manager to execute a contract amendment with Siegel & Strain to provide architectural and landscape architecture/site design services for Phase III of the Skyline Field Office Rebuild Project for a not-to-exceed base contract amount of \$4,429,864.
3. Authorize the following allowances for a total allowance amount of \$753,941, these are either elective tasks, or tasks that may be required based on permitting or other requirements:
 - a. \$6,000 for Additional Rendering Services.
 - b. \$620,520 for Design of Water System.
 - c. \$25,000 for a Physical Site Model.
 - d. \$75,000 for Specialty Consulting Allowance.
4. Authorize a 5% contingency in the amount of \$221,493 to cover unforeseen circumstances for tasks completed under the base contract, for a total amendment amount of \$5,405,298, and a total not-to-exceed contract amount of \$6,037,454.

DISCUSSION

Background

The existing Skyline Field Office (SFO), located at 21150 Skyline Boulevard, La Honda, services the Midpeninsula Regional Open Space District's (District) Skyline region and the San Mateo County Coast. The facility is located primarily within the County of Santa Clara with its northwestern edge in the County of San Mateo. The existing facility has outgrown the District's current and future needs due to the growth in staff, tools/equipment, and material storage needs, which corresponds to the substantial growth in acreage of land, miles of trail, and number of visitor-serving facilities managed over the last ten plus years. This growth in land, trails, and facilities has required increased capacity for patrol, maintenance, and land stewardship work,

consistent with the Board approved Financial and Operational Sustainability Model (FOSM) staffing projections. At the October 11, 2023 regular meeting, the Board received the SFO Needs Assessment Report, describing existing conditions and future facility needs, and approved the project goals for a new SFO.

The SFO Rebuild Project (Project) has been separated into three phases:

- Phase I – Pre-Design and Feasibility Study
 - Includes conceptual design and site plan options/selection of preferred site
- Phase II – Schematic Design
- Phase III – Final Schematic Design through Construction
 - Includes advancing the design to design development/construction plans, assisting with permitting and bidding, and construction administration

The District issued a Request for Proposals and Qualifications (RFPQ) on January 26, 2024 for the Project, seeking an architectural-led design consultant team to provide full architectural, landscape architecture, and engineering services. Based on the RFPQ results, the Board awarded a contract to Siegel & Strain for Phases I and II of the Project for a total not-to-exceed contract amount of \$632,156 on April 24, 2024.

In January 2025, the Board accepted the SFO Rapid Assessment and Site Selection Report prepared by Siegel and Strain and selected the Sherrill Site as the new SFO location to advance into the schematic design phase. On October 22, 2025, the Board reviewed a draft Schematic Design for the new SFO and provided feedback.

Project Status Update

Since October 2025, the project team has been revising the design to address tenant, public, Board and District staff comments, jurisdictional boundary issues, and other coordination items with the City of Palo Alto, which will be the main permitting authority. Modifications to the site plan and floor plans have been made since October to consolidate improvements to the flattest portion of the property and avoid any buildings from crossing a property line that bisects the site (refer to Attachment 1).

This updated design optimizes the original L-shaped layout and lessens the impact on the tree farm lease area, reduces the amount of paving, and reconfigures drive aisles and parking areas, dramatically decreasing the need for retaining walls. The design also takes advantage of the slope on the property to embed the now two-story administrative building into the natural topography, with office spaces on the main upper floor and locker rooms and support space on the lower level.

A comparison of key differences between the October 22, 2025 Draft Schematic Site Plan and the Refined Draft Schematic Site Plan are summarized in the table below:

| Site Plan Comparison Table | | |
|-------------------------------------|---|---|
| Theme | October 2025 Draft Site Plan | March 2026 Draft Site Plan |
| Total Area of Site Plan | 169,697 SF | 143,808 SF (25,889 SF reduction) |
| Impact to Tree Farm Area | 2.1 acres | 0.5 acres (1.6 acre reduction) |
| Building Footprint | <ul style="list-style-type: none"> • One single-story “L” shaped administrative office building • 10,354 SF | <ul style="list-style-type: none"> • One rectangular two-story administrative office building – consolidated footprint • 7,761 SF footprint (2,593 SF reduction) |
| Proposed Corp Yard Area | <ul style="list-style-type: none"> • Separated into two smaller yards | <ul style="list-style-type: none"> • Consolidated into one large yard with greater efficiency and flexibility for loading/unloading |
| Paving | <ul style="list-style-type: none"> • 92,610 SF | <ul style="list-style-type: none"> • 75,713 SF (16,897 SF reduction) |
| Site Topography and Retaining Walls | <ul style="list-style-type: none"> • Protection of one 36” Valley Oak tree forces site improvements south into slope of tree farm, requiring extensive amount of retaining walls • Long retaining wall to support graded parking area along southern boundary | <ul style="list-style-type: none"> • Removal of the 36” Valley Oak tree and removal of a 20” Douglas Fir tree allows for site optimization by utilizing flattest area of property • Amount of retaining walls is greatly reduced due to utilizing flattest area of the property • Fleet and staff parking consolidated to flatter areas • Two-story building leverages existing site topography |
| Natural Resources | <ul style="list-style-type: none"> • Large site footprint increases effect on oak grasslands and potential badger linkages • Large amount of cut and fill needed to accommodate site improvements | <ul style="list-style-type: none"> • Reduction of site footprint allows for greater preservation of oak grassland habitat and potential badger linkages • Leverages existing site topography to substantially reduce need for cut and fill • Reduction of paving and retaining walls lessens carbon impact • Less paving equating to less runoff into preserve and less stormwater retention infrastructure |
| Aesthetics | <ul style="list-style-type: none"> • Larger building masses and dispersed building layout increase visual impacts from adjacent preserve trails • Elevated parking is visible from Skyline Boulevard | <ul style="list-style-type: none"> • Smaller building masses and consolidated building layout reduce visual impacts from adjacent preserve trails • Lays out parking at a lower elevation that blends into native topography and creates less visibility from Skyline Boulevard |

| Site Plan Comparison Table | | |
|-----------------------------------|--|--|
| Theme | October 2025 Draft Site Plan | March 2026 Draft Site Plan |
| Parking and Circulation | <ul style="list-style-type: none"> • Combined fleet and staff parking that could disrupt operations • Fueling station located along passenger side of vehicles | <ul style="list-style-type: none"> • Separate fleet and staff parking areas to eliminate disruptions to operations • Improved corporation yard and public facing area for greater operational efficiency • Fueling station on optimum side for incoming drivers |
| Security | <ul style="list-style-type: none"> • No gated separation between public/staff parking and fleet parking • Use of upper fleet and staff parking area requires driving through portion of yard and work area that could disrupt operations • Corporation yard separated into two smaller yards, visually separated by shop building | <ul style="list-style-type: none"> • Corporation yard and work areas are easily gated off from public/staff parking area • Large, open corporation yard with good visibility |

The team is currently engaged in ongoing water source exploration to support the new SFO, with the effort expected to continue for several months. Addressing the water system for the new SFO project has proven to be a complex component and there is uncertainty about whether the SFO project will be able to utilize an on-site water system (as currently planned) or be required by regulatory agencies to connect to an existing public water system.

Proposed Contract Amendment - Phase III Scope of Work

Siegel & Strain has satisfactorily completed all the tasks under Phases I and II and is ready to move into Phase III. A contract amendment is required for them to continue with the work.

Phase III's scope of work includes the following:

- *Finalize Schematic Design* – Advance the draft Schematic Design developed in Phase II to 100% Schematic Design Level, including coordination with jurisdictions for the pre-application permitting process;
- *Design Development* – Reconfirm design is constructable, permissible and within the District's budget. Refine and describe size and character of the site and architecture together with landscape, civil, mechanical, electrical and plumbing engineers;
- *Construction Documentation* – Prepare contract documents (drawings and technical specifications) used to permit, bid and construct the project. These plans will be issued at 65%, 95% and 100% and will be submitted to the City of Palo Alto and the County of San Mateo for all necessary permits.
- *Bidding* – Assist the District in obtaining a successful bid of the project and manage the design team during bidding;

- *Permitting* – Land Use Permitting will be completed under the Design Development stage and Building Permits will be completed under the Construction Documentation stage; and
- *Construction Administration* – Assist District staff and the General Contractor in the construction of the project in accordance with the contract documents, schedule and budget. The Construction Administration process includes site visits, construction meetings, sketches, submittal review, change order review, progress inspections and reports, punchlists, coordination with regulatory agencies on sign-off, obtaining a certificate of occupancy, and providing final as-builts.

Given the project schedule and Board desire to maintain momentum as well as the specific variables that are anticipated for a project of this scale, Siegel & Strain has included a comprehensive list of Optional Additional Services that may be required for project completion. Because these are services that are not yet confirmed to be required, they are structured as allowances under the contract, with the District retaining any unspent amounts. Use of allowances would follow the District's internal review and approval process similar to the current approval process for use of contingencies. Below are descriptions of the allowances.

- a. Additional Rendering Services (\$6,000). This allowance covers graphics or illustrations that may be required beyond those already included in the Phase III baseline scope of work and may be needed for permitting agency submittal or review purposes.
- b. Design of Water System (\$620,520). The Phase III baseline scope includes the design of a new on-site water storage and distribution system. This allowance would cover coordination, design, and high-level cost estimating in the event that the project needs to instead connect to an existing public water system.
- c. Physical Site Model (\$25,000). This allowance covers the construction of a physical small-scale model of the proposed site improvements, if one is requested, to better illustrate the relationship of the proposed site development with the surrounding site topography, which would be additional work beyond the graphic representations already included in the baseline Phase III scope of work.
- d. Specialty Consulting Allowance (\$75,000). This allowance covers specialty consultant services such as audio-visual, site and building envelope, code, acoustical engineering or security system design as needed.

Given the complexity of the Project, the General Manager recommends including an additional 5% contingency that would be authorized for unforeseen conditions and unanticipated tasks related to the baseline scope of work.

The total amendment amount for Phase III, including allowances and contingency, is \$5,405,298. This proposed fee is consistent with design and construction industry standards, which typically estimate design fees at approximately 15% to 20% of the total construction cost. Based on the overall SFO project construction cost estimate of \$35M, the proposed design fee represents approximately 15.4% of the construction cost, which is in line with typical industry range.

BUDGET / FISCAL IMPACT

The current fiscal year budget for project 31914 - Skyline Field Office Rebuild contains:

- sufficient funds.
- insufficient funds; the next quarterly budget update will include a reallocation of unspent funds from other 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

An RFPQ was issued in January 2024 for architectural and landscape architecture/site design services for the Project (Phase I through Phase III). The District received three proposals and Siegel & Strain was determined as the most qualified consultant firm to perform the work. Based on the RFPQ results, the Board awarded a contract to Siegel & Strain for Phases I and II for a contract amount of \$632,156 on April 24, 2024. At the time, the District determined that it was premature for the consultant to provide a detailed scope of work and fee for Phase III, although it was anticipated that the consultant team selected for Phases I and II would also be selected to provide services for Phase III. Phase III's scope of work would be refined and added to the agreement via an amendment after completion of Phases I and II. The District reserves the right to solicit proposals from other qualified consultant teams for Phase III. Siegel & Strain has successfully completed Phases I and II and provided a reasonable proposal for Phase III. The General Manager therefore recommends amending the contract with Siegel & Strain to include the Phase III work.

PRIOR BOARD ACTION SUPPORTING THE PROJECT

October 11, 2023 Board Study Session: Board received the SFO Needs Assessment Report, reviewed and approved goals of the SFO Rebuild Project, reviewed and approved the Phase I project scope. ([R-23-117](#), [meeting minutes](#)).

April 24, 2024 Board Meeting: Board awarded a contract to Siegel and Strain to provide architectural and landscape architecture/site design services for the SFO Rebuild Project and Coastal Field Office Project ([R-24-50](#), [meeting minutes](#)).

October 9, 2024 Board Meeting: Board provided feedback on the SFO Site Evaluation Criteria for three potential site options ([R-24-121](#), [meeting minutes](#)).

January 22, 2025 Board Meeting: Board accepted the SFO Rapid Assessment and Site Selection Report and selected the Sherrill Site as the new SFO location to advance into the conceptual design phase ([R-25-10](#), [meeting minutes](#)).

October 22, 2025 Board Special Meeting: Board accepted the Draft Schematic Design for the SFO Project as the project description and scope to initiate environmental review under the California Environmental Quality Act ([R-25-127](#), [meeting minutes](#)).

December 10, 2025 Board Meeting: Board awarded a contract to Panorama Environmental Inc., to provide California Environmental Quality Act (CEQA) Services for the SFO Rebuild Project ([R-25-167](#), [meeting 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

Following Board approval, the General Manager will execute a contract amendment with Siegel & Strain to provide site architectural design, and engineering services for Phase III of the SFO Rebuild Project. The tentative schedule is shown below:

| Item | Anticipated Date |
|---|-----------------------------------|
| Board Meeting - Contract Amendment for Siegel & Strain (Phase III) | March 25, 2026 |
| Final Schematic Design | Spring 2026 |
| Design Development Documents (public open house on-site and Board meeting in Summer 2026) | Spring 2026 to Winter 2027 |
| Submit Planning Permits with Palo Alto & San Mateo County | Late Summer/Fall 2026 |
| Conduct CEQA/environmental review | Winter 2026 to Spring 2027 |
| Construction Documents and Planning Permits (<i>project management transitions to Engineering & Construction</i>) | Spring/Summer 2027 to Winter 2028 |
| Building Permits | Fall 2027 to Spring 2028 |
| Bidding to Construction Start | Winter to Spring/Summer 2028 |
| Construction to Certificate of Occupancy | Spring/Summer 2028 to 2030 |

Attachment:

1. Refined Site Plan

Responsible Department Head:

Jane Mark, AICP, Planning Manager

Scott Reeves, Engineering & Construction Manager

Prepared by/contact person:

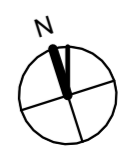
Erica Strohmeier, Planner III

Tina Hugg, Senior Planner

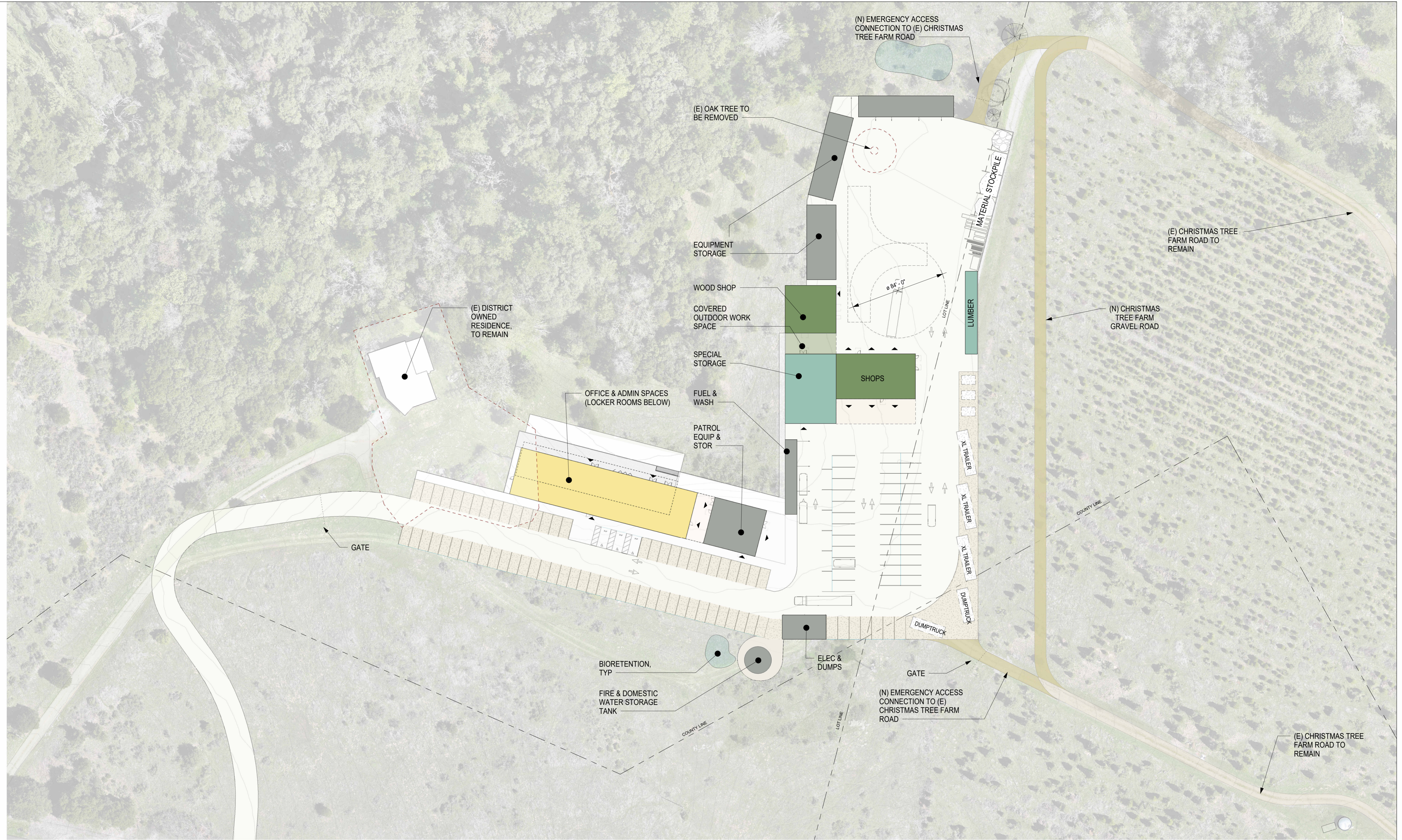
Paul Kvam, Senior Capital Project Manager

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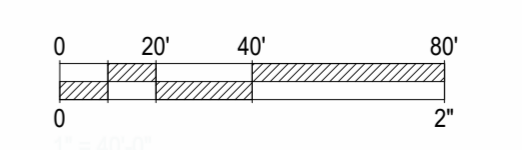
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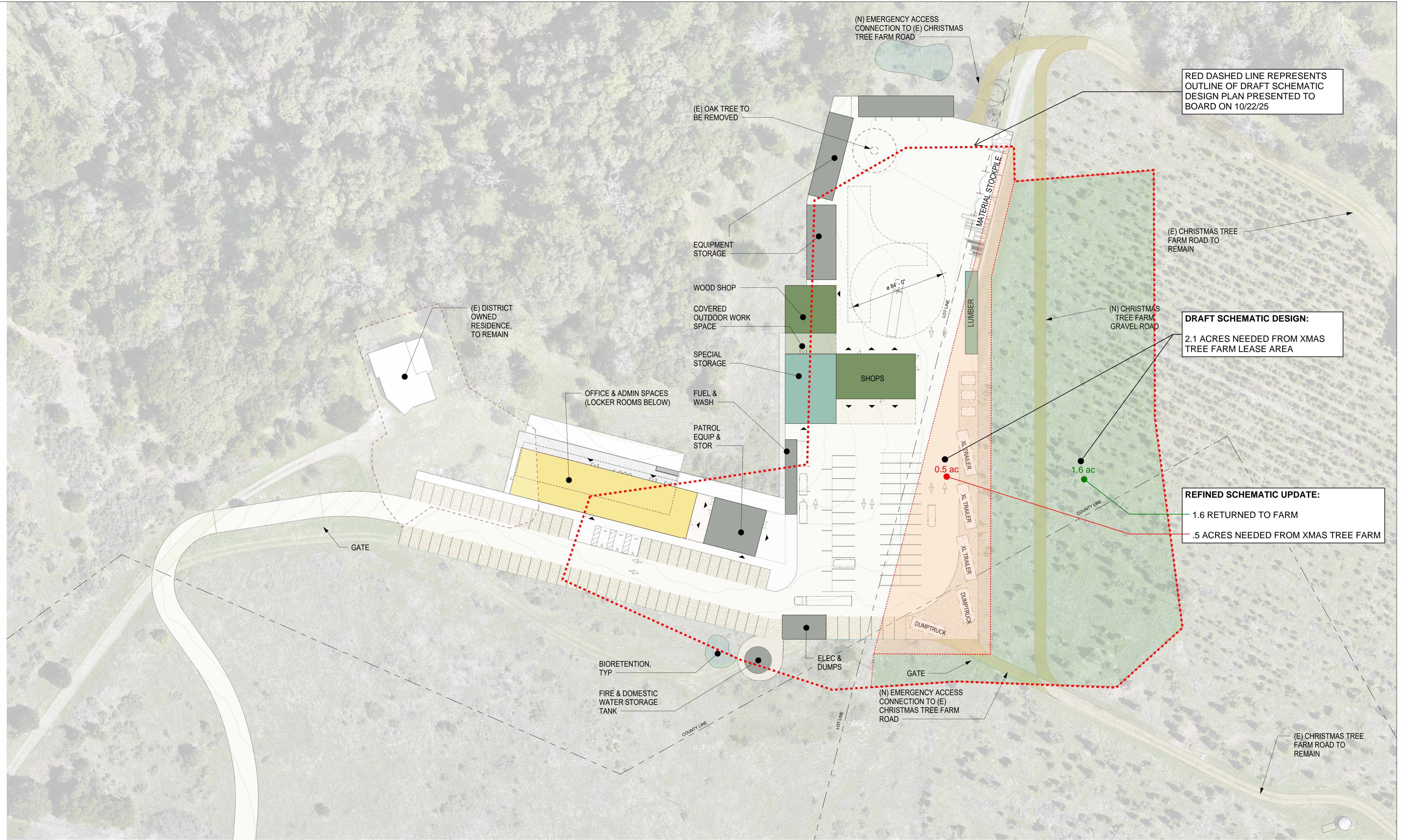
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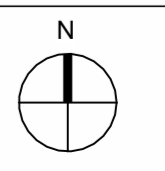
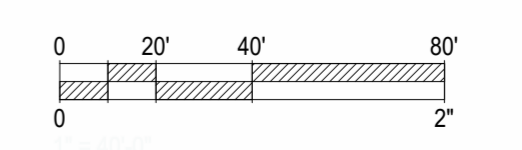
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