



Midpeninsula Regional
Open Space District

PROCUREMENT AGENDA ITEM

R-26-107
Meeting 26-18
July 08, 2026

AGENDA ITEM 7

AGENDA ITEM

Award of Contract to Rincon Consultants for Tree Inventory & Hazard Assessment, Biological Monitoring, and Project Management Services for the Wildland Fire Capacity Project along the frontage of Alpine Road within Skyline Ridge and Russian Ridge Open Space Preserves

GENERAL MANAGER'S RECOMMENDATIONS

1. Authorize the General Manager to enter into a contract with Rincon Consultants for a not-to-exceed base contract amount of \$120,556.
2. Authorize a 15% contingency in the amount of \$18,083 to be reserved for unanticipated tasks related to the base scope of work, bringing the total not-to-exceed contract amount to \$138,639.

DISCUSSION

The Wildland Fire Capacity project along the frontage of Alpine Road, located within the Skyline Ridge and Russian Ridge Open Space Preserves, is a strategic initiative to reduce wildfire risk while preserving ecological integrity and wildlife habitat. The project area spans approximately three miles along the frontage of Alpine Road, from California State Route 35 (Skyline Boulevard) to Portola State Park Road. The work that will be supported under the proposed contract forms the last remaining component of the larger Wildland Fire Capacity Project #61031.

Midpeninsula Regional Open Space District (District) staff recently solicited proposals from prequalified consultants to conduct a comprehensive tree inventory and hazard assessment, biological monitoring, and project management services in support of fuel reduction activities. The purpose of this project is to balance public safety, wildland fire resilience, and habitat conservation.

Contract Scope of Work

1. Tree Inventory & Hazard Assessment
 - Conduct field assessments by an ISA Certified Arborist with Tree Risk Assessment Qualification (TRAQ).
 - Identify hazardous trees, assess risk levels, and recommend mitigation measures by developing a Trees and Hazard Tree Assessment Report.
 - Evaluate and document habitat features.

- Develop associated GIS shapefiles in compliance with District GIS Data Deliverable Requirements.
2. Biological Services
 - Conduct biological pre-work surveys to identify and document locations of Special Status Species (SSS) and sensitive habitat features, such as nesting birds, woodrat middens, and habitat cavities.
 - Assess potential impacts and define avoidance requirements consistent with CEQA and regulatory permits.
 - Provide ongoing monitoring during project implementation to ensure compliance with environmental and regulatory standards.
 3. Project Management
 - Conduct project management and oversight of vegetation management contractor.
 - Ensure vegetation management contractor is fulfilling scope of work, meeting timelines, and operating within project budget.

Contingency Amount

The General Manager recommends a 15% contingency in the amount of \$18,083 for unanticipated additional services, such as additional coordination between District staff and consultants or additional biomonitoring due to identification of sensitive species.

Grant Funding

This project is supported by a \$1.08 million grant award from the State Coastal Conservancy's Wildfire Resilience Grant Program and \$741,450 for the FEMA Wildfire Mitigation Project grant.

BUDGET / FISCAL IMPACT

The current fiscal year budget for project 61031 Wildland Fire Capacity 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

On May 5, 2026, staff issued a Request for Proposals using a list of prequalified consultants for tree inventory and hazard reporting services, biological services, and project management and solicited proposals from three prequalified firms. Evaluation criteria included the quality of the proposal and implementation approach. The District received one (1) proposal from Rincon

Consultants by the May 22, 2026 deadline. The two other qualified firms were unable to submit proposals. MIG Consultants could not meet the project timeline. AECOM Consultants could not submit a proposal due to their ISA Certified Arborists being unavailable during the anticipated period of performance.

Consultant	Location	Proposed Fee
Rincon Consultants	Monterey	\$120,556
MIG Consultants	San Jose	No proposal (Staff unavailable)
AECOM Consultants	Oakland	No proposal (Timeline conflict)

After thorough review of the proposal received by the selection committee, Rincon Consultants (Rincon) was deemed qualified for the project at a fair and reasonable price. They have performed similar work on other projects, such as Los Gatos Creek Watershed Collaborative Forest Health Project Phase I. Rincon's proposed rates are consistent with the standard fee schedule for another active on-call consultant agreement with the District. Rincon has relevant experience conducting tree inventory & hazard assessment reporting, biological services, and project management services. They demonstrated a clear understanding of the project goals through their attention to detail and ability to fully meet the scope of work of the project.

PRIOR BOARD ACTION SUPPORTING THE PROJECT

September 28, 2022: Board adopted a resolution authorizing the General Manager to enter into a grant funding agreement with the State Coastal Conservancy for up to \$1,080,000 in funds from their Wildfire Resilience Program. ([R-22-108](#), [Meeting Minutes](#))

August 9, 2023: Board adopted a resolution authorizing the General Manager to enter into a grant funding agreement with the California Governor's Office of Emergency Services for up to \$741,450 in FEMA funds from the Pre-Disaster Mitigation Program. ([R-23-81](#), [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. The contracted vegetation management work that will be completed by a separate contractor for the Wildland Fire Capacity Project received CEQA compliance through the Wildland Fire Resiliency Program EIR as certified by the Board on May 12, 2021 ([R-21-58](#)).

NEXT STEPS

Pending Board approval, the General Manager will execute a contract with Rincon Consultants to begin Tree Inventory and Biological Services for the Wildland Fire Capacity Project on Alpine Road.

Attachment

1. Location Map

Responsible Department Head:

Michael Gorman, Land Stewardship and Trails Department

Prepared by / Contact person:

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Alpine Road Fuel Reduction

Trail

- Paved road
- Unpaved all-season road
- Unpaved seasonal road
- Trail

----- Abandoned / unmaintained road

----- Abandoned / unmaintained trail

Vegetation Management Area

- Community Escape Route
- Preserve Boundary

Midpeninsula Regional
Open Space District
4/30/2026



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