



Midpeninsula Regional  
Open Space District

R-13-07  
Meeting 13-01  
January 09, 2013

## AGENDA ITEM 7

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Authorization of Award a Contract to Knapp Architects, Inc., to Prepare an Historic Evaluation, Conditions Assessment, Re-Use Feasibility Study, Mothballing Recommendations, and Public Outreach Plan to Support the District's Interim Capital Improvement Plan Objectives for the Historic Complex at the Hawthorn Property located within Windy Hill Open Space Preserve in Portola Valley, CA

### GENERAL MANAGER'S RECOMMENDATION

A handwritten signature in black ink, appearing to be "G.M.", is placed to the right of the "GENERAL MANAGER'S RECOMMENDATION" heading.

Authorize the General Manager to enter into a professional services agreement with Knapp Architects, Inc., of San Francisco, CA in an amount not to exceed \$158,181 with a 6% contingency of \$10,000, for a total not-to-exceed amount of \$168,181 to complete work under the Interim Capital Improvement Plan (CIP) for the Historic Complex at the Hawthorn Property located within Windy Hill Open Space Preserve.

### SUMMARY

At the May 23, 2012 Regular Board meeting, the Board approved the Hawthorn Use and Management Plan Amendment and adopted the Interim Capital Improvement Plan (Interim CIP) for the Hawthorn (Woods Trust) Property (see Report R-12-46). The Interim CIP allows the District to address immediate safety requirements and prevent or minimize further deterioration or impacts on resources from vandalism or fire. In addition, it provides for the completion of surveys, assessments and studies required to develop a comprehensive and well-informed Interim CIP for the property. All work under the Interim CIP is being funded by the Hawthorn Fund, a \$2.1M endowment the District received with title to the property.

### DISCUSSION

#### History

The 78.71-acre Hawthorn property is located in the Town of Portola Valley between Alpine and Los Trancos Roads, and was one of the last private islands of open space remaining in the area. The property had the potential for the development of up to 22 private estates.

The Woods Family Trust generously donated their property to the District, so that the land would be preserved as public open space in perpetuity. It is the largest gift from a private property owner ever received by the District, valued at over \$13 million, including an approximately \$2.1

million endowment to be used towards stewardship of the donated property. In 2005, the family donated a Conservation Easement over the entire property to the Peninsula Open Space Trust. In 2006, the District's Board of Directors approved acceptance of the property gift following the trustee's death.

The property was originally developed as a summer estate by a prominent San Francisco family in the late 1880s and many of the original buildings remain. Most of the historic structures are now in moderate to poor condition. Please refer to the April 26, 2006 report (R-06-53) for further property description detail.

Following the transfer of the property to the District in November 2011, staff from Real Property, Operations and Planning Departments developed an Interim CIP for the Hawthorn Property. The Interim CIP provided the basis for staff to implement the Preliminary Use and Management Plan during FY2012-13. The Interim CIP included a budget of \$467,000 for work associated with the Historic Complex.

### **Scope of Work**

If awarded the contract, Knapp Architects, Inc., would perform site assessments, research, and analysis required to complete the following five (5) deliverable packages:

1. Historic Resource Study
2. Conditions Assessment
3. Re-Use Feasibility Study
4. Mothballing Recommendations
5. Public Outreach Plan

Together, these deliverables would provide a thorough assessment of current site conditions, identify significant cultural resources, and evaluate the potential requirements and costs associated with re-use. Consistent with District policy regarding cultural resources, the scope of work would maintain as a key objective the need to inform the development of potential partnerships for the use and management of the historic complex. Therefore, the scope of work includes completing initial public outreach activities to identify and collaborate with stakeholders and potential partners, including immediate neighbors and the Town of Portola Valley.

### **Historic Architectural & Engineering Consulting Services RFQP**

A Request for Qualifications and Proposal (RFQP) for Historic Architectural and Engineering Services was sent out to eight (8) architectural firms on August 29, 2012. A mandatory site visit and pre-proposal conference was held on September 6, 2012. The following seven proposals, listed in ascending order of cost, were received on September 27, 2012:

<b>Firm</b>	<b>Location</b>	<b>Cost Proposal</b>
Garavaglia Architects, Inc.	San Francisco	\$114,832
Page & Turnbull	San Francisco	\$138,460
Knapp Architects, Inc.	San Francisco	\$145,110
Architectural Resources Group	San Francisco	\$185,180
Mueller & Caulfield	Oakland	\$190,232
Carey & Co.	San Francisco	\$199,695
Siegel & Strain	Emeryville	\$212,535

The proposals were carefully evaluated by a team of staff who assessed the quality of the proposal, the implementation approach, and overall firm qualifications and expertise. The two firms most qualified for this project were identified by staff and invited to prepare presentations. Through the interview process, Knapp Architects Inc., was unanimously selected as the preferred firm to complete the Hawthorn project. Subsequent to selection, staff refined the scope of work required to meet project objectives, resulting in a cost increase of \$13,071 over Knapp Architects Inc., original proposed fee.

### **FISCAL IMPACT**

On May 23, 2012, the Board adopted the Interim CIP for the Hawthorn (Woods Trust) Fund (See Report R-12-46). The Interim CIP budget included \$125,000 for architectural and engineering (A/E) services to complete an historic resource study and a conditions assessment of the historic structures. Subsequent evaluation of project objectives identified the need for the following additional information: a public outreach plan to guide potential partner development and a feasibility study and associated rough magnitude of cost for the re-use of the structures. Moreover, in the event that no suitable partners indicate an interest in the structures, the scope of work also now includes a mothballing plan to be implemented by the District. The mothballing plan would provide a list of prioritized “long-term” repairs to further safeguard the site’s cultural and historic resources against weather, vandalism and decay. The additional cost for the expanded A/E scope of work beyond the original Interim CIP budget is \$43,181. This increase for A/E services can still be accommodated within the current Interim CIP budget of \$467,000 for the historic residential complex.

### **BOARD COMMITTEE REVIEW**

Board Committee review of this item was not required and the full Board has been to the site and has approved the Interim CIP.

### **PUBLIC NOTICE**

Notice has been provided as required by the Brown Act. No additional notice is required.

### **CEQA COMPLIANCE**

Retention of professional consultants to complete assessments and produce reports and estimates does not constitute a project under the California Environmental Quality Act (CEQA) as it will not result in a direct physical change in the environment [CEQA Guidelines Section 15060(c)(2)].

**NEXT STEPS**

Upon Board authorization, the General Manager would execute a contract with Knapp Architects, Inc., for \$158,181 for professional services to complete the historic resource evaluations, conditions assessment, re-use feasibility study, and public outreach plan for the Hawthorn Historic Complex. A \$10,000 contingency will be set aside to allow for any required additional professional services, for a total authorization of \$168,181.

Responsible Department Manager:  
Meredith Manning, Co-Acting Planning Manager

Prepared by:  
Gina Coony, Project Manager

Contact person:  
Same as above