



Midpeninsula Regional
Open Space District

PROCUREMENT AGENDA ITEM

R-26-133
Meeting 26-22
September 9, 2026

AGENDA ITEM 5

AGENDA ITEM

Award of Contract to SSA Landscape Architecture for Design and Engineering Services for the Fremont Older Parking Area Improvement Project at Fremont Older Open Space Preserve

GENERAL MANAGER'S RECOMMENDATIONS

1. Authorize the General Manager to award a contract to SSA Landscape Architecture (Consultant) of Santa Cruz, California, to complete design, engineering, permitting support, and construction administration services for the Fremont Older Parking Area Improvement Project for a not-to-exceed base contract amount of \$258,445.
2. Authorize a 15% contingency of \$38,767 to be reserved for unanticipated issues, bringing the total not-to-exceed contract amount to \$297,212.

DISCUSSION

The Fremont Older Parking Area Improvement Project (Project) is located at the existing Prospect Road Staging Area in Fremont Older Open Space Preserve (Preserve). The Project intends to enhance Americans with Disabilities Act (ADA) accessibility and address ADA barriers identified in the [2019 ADA Transition Plan](#). The Project also intends to address site constraints within the existing parking area, including and not limited to, undefined vehicle circulation, non-delineated parking stalls, and illegal parking maneuvers. On January 14, 2026, the Midpeninsula Regional Open Space (District) Board of Directors (Board) selected a preferred conceptual design plan for the Project (see Attachment 2) and directed staff to move forward with retaining a consultant to proceed with detailed design and engineering services ([R-26-01, Meeting Minutes](#)).

The proposed Project program establishes twenty-two (22) standard parking stalls, one van accessible ADA parking stall, and two staff parking spaces; defines vehicle circulation; and provides trailhead amenities, including a vault toilet, seating and a bike rack.

The scope of services under the recommended contract includes schematic design (through 30% design); design development (through 60% design); construction documentation (100% construction plans and technical specifications); limited CEQA support and resource agency permitting support (if required), bid support, and construction administration.

BUDGET / FISCAL IMPACT

The current fiscal year budget for project 35030: Fremont Older Parking Area Improvement Project contains:

- ☒ sufficient funds.
- ☐ insufficient funds; the next quarterly budget update will include a reallocation of unspent funds from other project budgets to cover 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

A Request for Proposals (RFP) was issued on July 17, 2026, via email to five pre-qualified consultants. One mandatory pre-proposal site walk was held on July 28, 2026, with four (4) total consultants in attendance.

The District accepted the following three proposals on August 13, 2026:

Consultant	Location	Proposed Fee
SSA Landscape Architecture	Santa Cruz, CA	\$258,445
NCE Landscape Architecture	Oakland, CA	\$354,440
Zander Westbrook Design	Berkeley, CA	\$384,744

Staff reviewed the proposals and determined that SSA was the most qualified consultant, offering its services at a fair and reasonable price.

PRIOR BOARD ACTION SUPPORTING THE PROJECT

11/4/2025 Planning and Natural Resources (PNR) Meeting: PNR received a staff presentation and reviewed two conceptual options and selected a recommended option that was forwarded to the Board of Directors (Board). ([R-25-139](#), [Meeting Minutes](#))

1/14/2026 Board Meeting: The Board received a staff presentation and reviewed the recommended conceptual design. The Board unanimously accepted the recommended conceptual design and authorized staff to solicit proposals for design and engineering services. ([R-26-01](#), [Meeting Minutes](#))

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

The award of contract for design, construction documentation and construction administration services is not a project subject to the California Environmental Quality Act. In the future, the District will conduct CEQA review as project designs are further developed.

NEXT STEPS

Following Board approval, the General Manager will execute a contract with SSA to proceed with the design work for the Project.

Attachments:

1. Project Area Map
2. Approved Conceptual Design

Responsible Department Head:

Scott Reeves, Engineering and Construction Department

Prepared by / Contact person:

Ayden Sabharwal, Capital Projects Manager I, Engineering and Construction Department

Path: G:\Projects\Fremont_Older\Parking_Lot\Safety_Structure_Site_Map.mxd
Created By: mchilids



Prospect Road Staging Area, Fremont Older Open Space Preserve

-  MROSD Preserve
-  Prospect Road Staging Area (Project Site)

This map was used by G.Lausten
for the October 21, 2014
PNR Committee Meeting.

Midpeninsula Regional
Open Space District
(MROSD)



Feet
0 50 100

October, 2014

