



Midpeninsula Regional
Open Space District

R-24-121
Meeting 24-27
October 9, 2024

AGENDA ITEM 3

AGENDA ITEM

Skyline Field Office Project – Site Selection Criteria

GENERAL MANAGER'S RECOMMENDATION

Review and confirm or amend the proposed site selection criteria that will be used for evaluating, scoring, and ranking facility sites to either build a new and/or renovate the existing Skyline Field Office.

SUMMARY

After opening a new South Area Field Office and relocating to a new Administrative Office, the Midpeninsula Regional Open Space District (District) has prioritized improving the Skyline Field Office to meet current and future operational needs. The Skyline Field Office (SFO) consists of an administrative office and auxiliary buildings that provide staff facilities for 52 field staff on Skyline Boulevard (Highway 35). Discussions to expand and improve the SFO facilities first began in 2009, but a major renovation project was deferred after 2012 due to other competing priorities and both limited annual capital funding and project management capacity. One of the first tasks for the SFO Project is to work with an architect-led consultant team to conduct a rapid assessment of three exploratory sites (Attachment 1) and determine which site best meets the needs for the SFO. District staff seeks Board input on the site evaluation and selection scoring criteria to complete the rapid assessment and present the ranking results to the Board at a future meeting to inform Board selection of a preferred site for advancing into conceptual design.

DISCUSSION

Background

The SFO, located at 21150 Skyline Boulevard, La Honda, services the District's Skyline region and the San Mateo County Coast. The facility is located primarily within Santa Clara County with its northwestern edge in San Mateo County. The SFO comprises a 2,560 square-foot office built approximately 30 years ago that provides administrative workspace, a meeting room, and shower and locker room facilities. Various older ranch buildings inherited by the District as part of the property acquisition have been repurposed for storage, a shop, a wood shop, and additional locker rooms. There are also storage containers, large equipment, a yard, fueling station, and parking spread throughout the site. The SFO has outgrown the District's current and future needs due to increases in staff, which correspond to the substantial growth in land acreage over the last

ten plus years that have required increased capacity for patrol, maintenance, and land stewardship work.

At the October 11, 2023 Board meeting ([R-23-117](#)), the Board received the SFO Needs Assessment Report, describing existing conditions and future facility needs at the SFO. The Board also approved the following project goals:

1. Address facility deficiencies and improve functionality.
2. Address needs related to administration, shop use, utilities (including back-up power and cell service), parking and circulation, materials/equipment storage, and locker room/shower facilities.
3. Accommodate current and projected staff growth identified in the Coastal Management Plan and Financial Operational and Sustainable Model Update for the next 30-40 years, looking holistically at both the Skyline and Coastal regions (and future Coastal Office).
4. Incorporate design elements to reflect and complement the existing character of the site.
5. Include sustainable building and site features that support Climate Action Plan priorities and comply with climate-related state mandates.
6. Maintain internal equity for staff facilities.
7. Enhance workplace interactions and efficiencies and allow for standard start times and space for large staff gatherings/meetings.
8. Create a workplace environment that attracts and retains staff.
9. Incorporate fire resiliency goals into the design and construction.
10. Implement the project for cost and time efficiency.
11. Maximize efficiency of the available buildable land and locate as many of the uses at the existing site as possible to centralize ranger and maintenance needs.

At the April 24, 2024 regular meeting ([R-24-11](#), [meeting minutes](#)), the Board awarded a contract to Siegel & Strain to provide architectural, landscape architectural, and engineering services and develop conceptual and schematic building and site plan options. Over the past several months, the consultant team has familiarized themselves with the District's culture, values, and aesthetic character; field facilities in general; the Skyline Field Office in-depth; and the needs of District field staff through user surveys and focused staff interviews, meetings, site visits, and review of background documents.

Site Selection for the Improved SFO facility

The current SFO site has many constraints due to its topography, which make expansion of the facilities for current and future needs uncertain. The availability of sites that are in the vicinity, already disturbed, relatively flat, and large enough for a future field office are limited. Staff explored several sites and identified a portion of the Skyline Ridge Open Space Preserve parking area, which offers more parking than is used by the public, as another potentially feasible location to investigate as part of the rapid assessment. A third site emerged in the responses to an online survey that was sent to the SFO staff. SFO staff suggested having the District consider evaluating a third potential site for the SFO Project located near the Skyline Ridge Open Space Preserve parking area, namely a portion of the existing Christmas tree farm that is currently

leased out to a tenant. This site is disturbed with cultivated plants and contains a relatively flat zone near the highway that may lend itself for a field office site – only a portion of the larger tree farm area would be repurposed for a field office. As a result, there are now three potential locations for the SFO Project, and each site would be evaluated against the selection criteria to inform the Board’s site selection decision.

In order to determine which site should advance to the next phase of the project when a conceptual site plan with building and pathway footprints is developed, the project team identified proposed site evaluation and selection scoring categories and criteria for Board consideration based on discussions with the Board, input from staff and based on which features are important for the new SFO.

To acknowledge that some categories may be more important to the District’s mission and the project goals relative to others, each proposed category is assigned a factor weight of 1 or 2, with 2 being of highest importance. Based on prior Board and staff input, the project team proposes that a weighting factor of 2 apply to both Category 1 (*Function & Workplace Culture*) and Category 2 (*Organization, Adjacencies, & Circulation*).

The project team seeks Board feedback, any requested amendments, and concurrence on the criteria and weighting factors. Following Board feedback and approval of the proposed scoring categories, criteria and weights, the project team will score each site against each category using a scale of 1 to 3, with three being the best, based on how well each site and site layout meets the specific criteria listed within each category. The score for each category would then be multiplied by the weighting factor to arrive at a grand total.

The project team anticipates presenting the evaluated sites and their scores on January 22, 2025 for Board consideration and site selection.

Table 1. Site Evaluation and Selection Scoring Criteria

Categories	Proposed Specific Criteria	Score (1, 2, or 3)	Proposed Weight	Final Score (Score x Weight)
<p style="text-align: center;">1 Function & Workplace Culture</p>	<ol style="list-style-type: none"> 1. Facilitates a great place for employees and volunteers to do their best work in furthering the District's mission. 2. Supports a healthy, comfortable, equitable workplace that attracts and retains staff. 3. Allows for multi-purpose and flexible workspaces, organized to accommodate future growth, fluctuating population, and District needs. 4. Provides for adequately sized shops and outdoor covered work areas that prioritize function, safety, efficiency, and workflow. 5. Provides for centrally located gathering areas (both indoor and outdoor) for all SFO staff to support cross-pollination and community. 6. Locates and lays out staff amenities (locker rooms, washer/dryer, break spaces) to accommodate the rhythm of the workday (start of day, breaks, end of day). 7. Allows for minimal impacts on the current SFO operations during construction. 	TBD	2	TBD

Categories	Proposed Specific Criteria	Score (1, 2, or 3)	Proposed Weight	Final Score (Score x Weight)
<p style="text-align: center;">2 Organization, Adjacencies & Circulation</p>	<ol style="list-style-type: none"> 1. Consolidates all functions of the field office and its operations. 2. Provides for clear boundaries, delineation and control between staff areas and public areas. 3. Provides for ample and safe circulation for vehicles and large equipment - including maneuvering, loading, unloading, cleaning, maintaining, fueling and charging - organized to not compromise the flow of operations. 4. Safe vehicular access to and from Skyline Blvd, with appropriate and compliant sight lines and turning radius 5. Sufficient parking for employee and District vehicles, bikes, and motorcycles. 6. Circulation that allows equipment and vehicles to pull through whenever possible, including through the workshop. 7. Minimize cross traffic between employee and/or visitor vehicles with District vehicles and equipment. 8. Safe access and onsite circulation for fire trucks and emergency vehicles 9. Appropriately sized and located storage spaces for each department, organized to allow equipment that is used together to be stored together. 10. Provides designated areas for receiving, stockpiling, storing and retrieving construction materials. 	TBD	2	TBD
<p style="text-align: center;">3 Site Character & Public Interface</p>	<ol style="list-style-type: none"> 1. Minimizes impact of operations on open space. 2. Minimizes development in undisturbed areas. 3. Minimizes impact on views to, and from, open space, cultural/historic resources, the public right-of-way and scenic corridors. 4. Maintains a rural ranch aesthetic/character. 5. Minimizes earthwork and retaining walls. 6. Minimizes impacts to native species, riparian areas, and wildlife connectivity. 7. Minimizes spread of soilborne pathogens. 8. Minimizes watershed impacts draining to Alpine Pond and Horseshoe Lake. 9. Minimizes impacts to agricultural uses. 10. Structures, roads/paths and above-grade infrastructure fit into their surroundings and are responsive to the site topography, site context, and natural setting. 11. Minimizes overlaps between public trails and operational spaces. 12. Allows public access areas to be clearly indicated and primarily located on the edges of the Field Office. 	TBD	1	TBD

Categories	Proposed Specific Criteria	Score (1, 2, or 3)	Proposed Weight	Final Score (Score x Weight)
<p style="text-align: center;">4 Resiliency & Sustainability</p>	<ol style="list-style-type: none"> 1. Provides required utilities (water, septic, power, cellular connectivity, and data) with relatively simple expansion or new facilities; does not require major new utility connections/systems. 2. Organized to provide resiliency of operations. 3. Offers opportunities for photo voltaic integration and battery locations. 4. Resilient to wildfire; able to maintain defensible spaces. 5. Offers opportunities to maximize energy efficiency strategies in the design and use of the facility. 6. Provides good solar daylight access for workspaces. 7. Offers opportunities for natural air circulation for structures to incorporate operable windows/pull up doors. 8. Offers opportunities for protected outdoor workspaces that are sheltered from winds, rain. 9. Allows for economical and sustainable storm water management. 	TBD	1	TBD
<p style="text-align: center;">5 Planning</p>	<ol style="list-style-type: none"> 1. Avoids substantial entitlement/planning process. 2. Well-positioned to move efficiently through design, permitting and construction. 3. Respects setbacks to parcel lines, in particular County boundary lines. 4. Consistent with Resource Management policies, including mitigation chapter. 5. Addresses local agency highway scenic corridor requirements. 6. Avoids subsequent use and management actions or decisions beyond those required of the SFO Project. 	TBD	1	TBD
Cost	Based on the relative costs for the three site alternatives determined by the cost estimate, each alternative will be assigned a cost rating with one, two, or three dollar signs (\$, \$\$ or \$\$\$).	TBD	N/A	TBD

FISCAL IMPACT

None at this time – an order of magnitude project budget is currently set at \$20 to \$26 million for the SFO Project, which includes hard (construction) and soft costs (consultant fees, permitting, etc.). On the lower end is renovating existing facilities and potentially adding new structures to the existing site and on the higher end is building all new structures to either reorganize the existing site and facilities, or to locate the SFO to a new site. Budget numbers will be further refined as the project scope becomes more defined. The project is planned to be funded from the

Committed for Infrastructure Fund Balance reserve, which has been slowly growing over time to cover the costs for this project.

PRIOR BOARD AND COMMITTEE REVIEW

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

April 24, 2024 Board Meeting: Board awarded contract to Siegel And Strain to provide architectural and landscape Architecture/Site Design Services for the Skyline Field Office Project and Coastal Field Office Project ([R-24-11](#), [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 District would conduct environmental review prior to implementation of the SFO Project.

NEXT STEPS

Pending Board feedback, District staff and Siegel and Strain will complete the rapid assessment and evaluate each of the three potential sites for the SFO Project against the site evaluation and selection scoring criteria and aggregate the findings and recommendations to present to the Board in early 2025, anticipated for January 22, 2025.

Attachments

1. Overall site location map
2. Site slope analysis

Responsible Department Head:

Jane Mark, AICP, Planning Manager, Planning Department

Prepared by / Contact person:

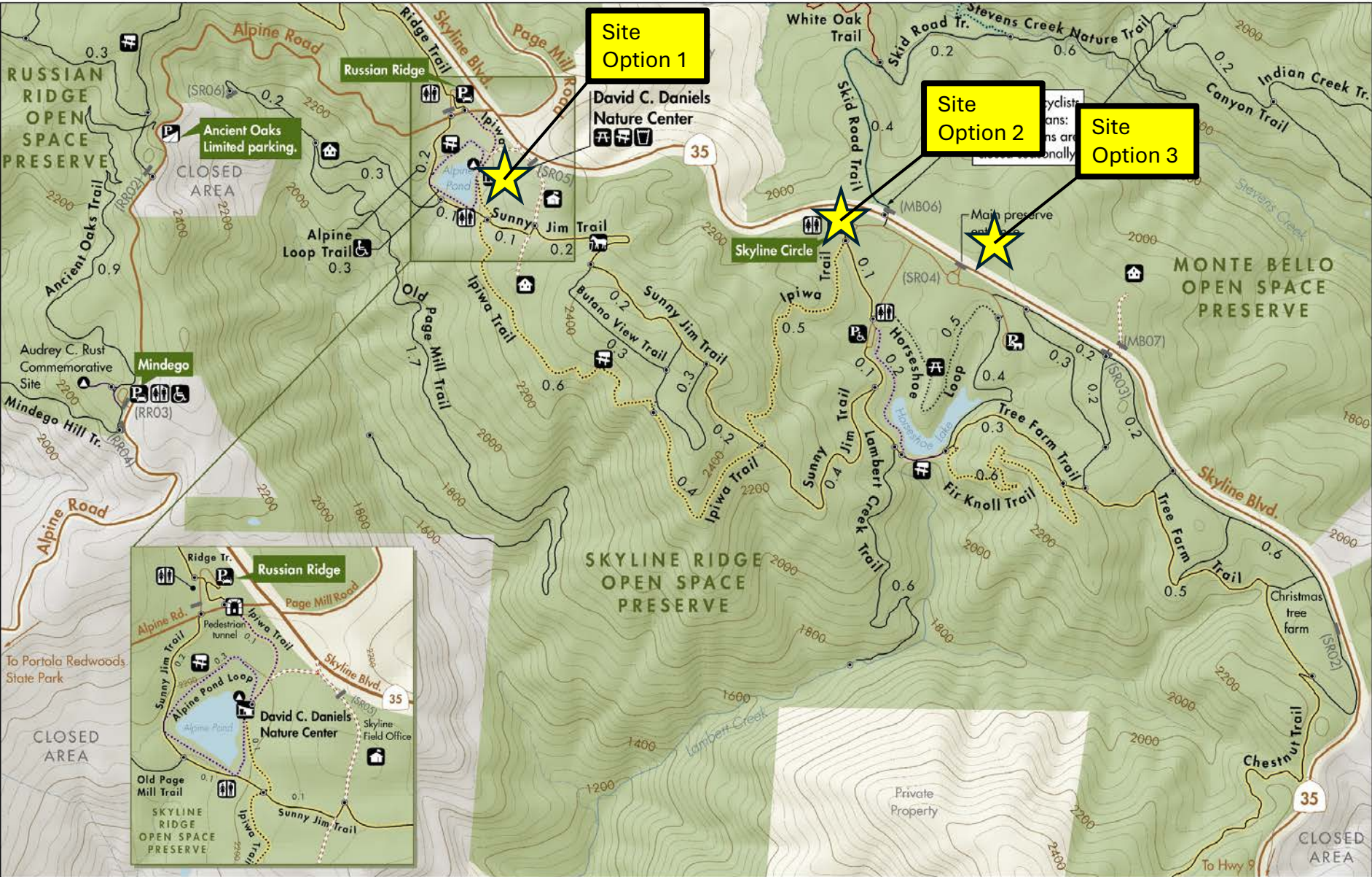
Galli Basson, Planner III, Planning Department

Graphics prepared by:

Siegel & Strain

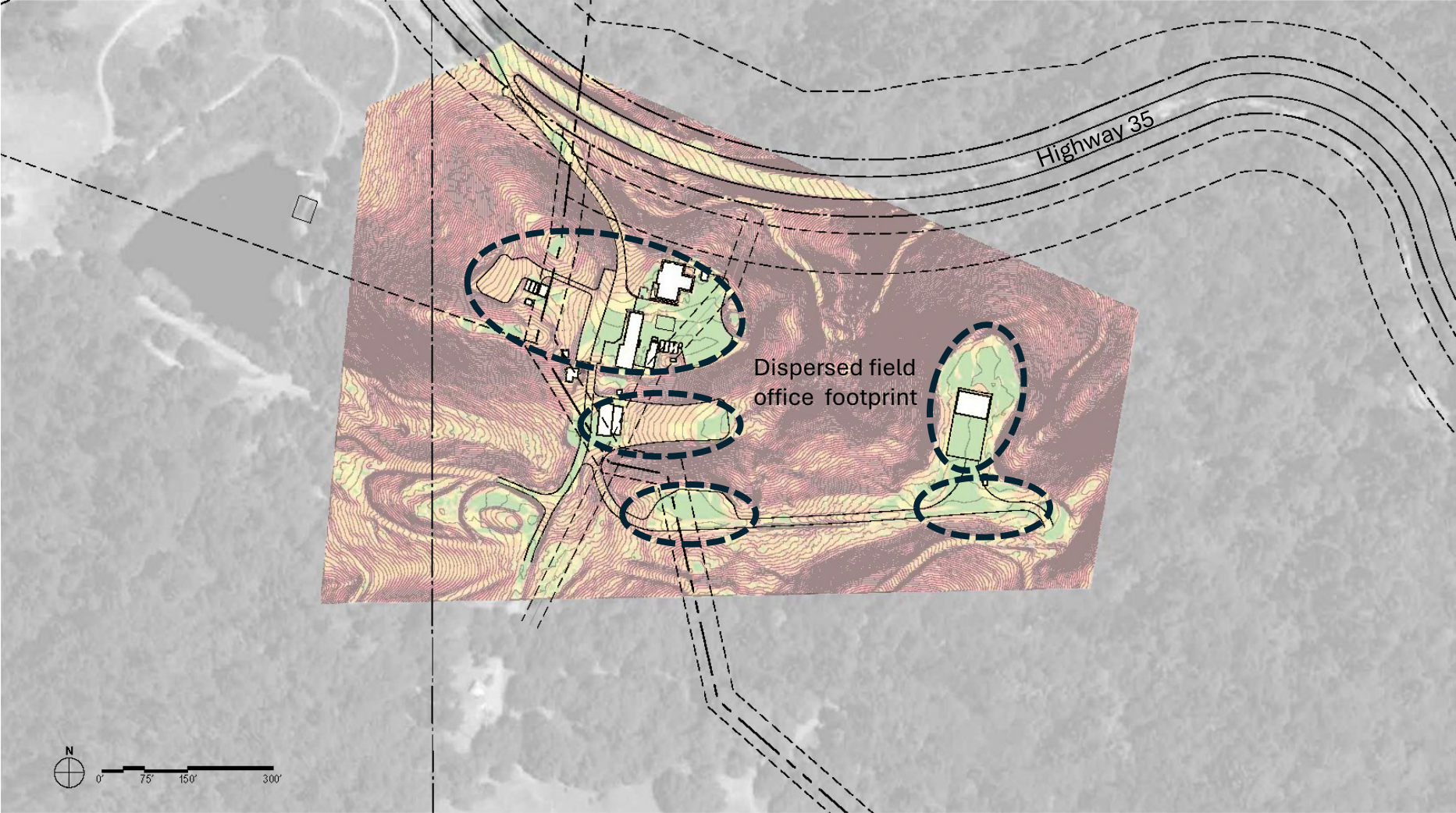
Tina Hugg, Senior Planner, Planning Department

Attachment 1 – Overall Site Location Map



Attachment 2 – Site Slope Analysis

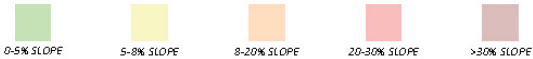
Site Option 1: Existing Skyline Field Office (at 150' scale)



SLOPE ANALYSIS

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
SKYLINE FIELD OFFICE - CURRENT SITE
7/25/24

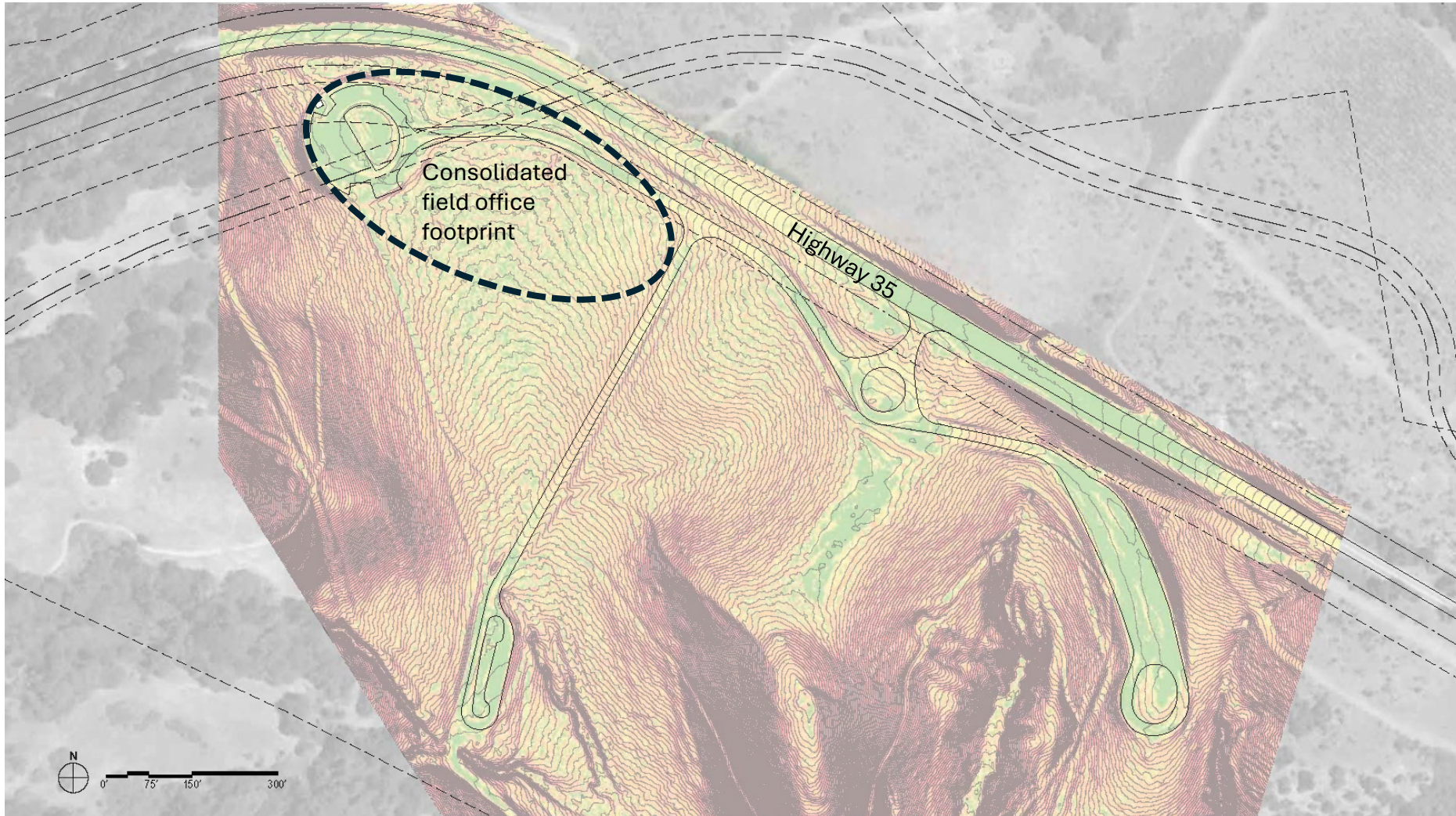
LEGEND



SIEGEL & STRAIN Architects

PGAdesign SHERWOOD DESIGN ENGINEERS

Site Option 2: Skyline Lot (at 150' scale)



SLOPE ANALYSIS

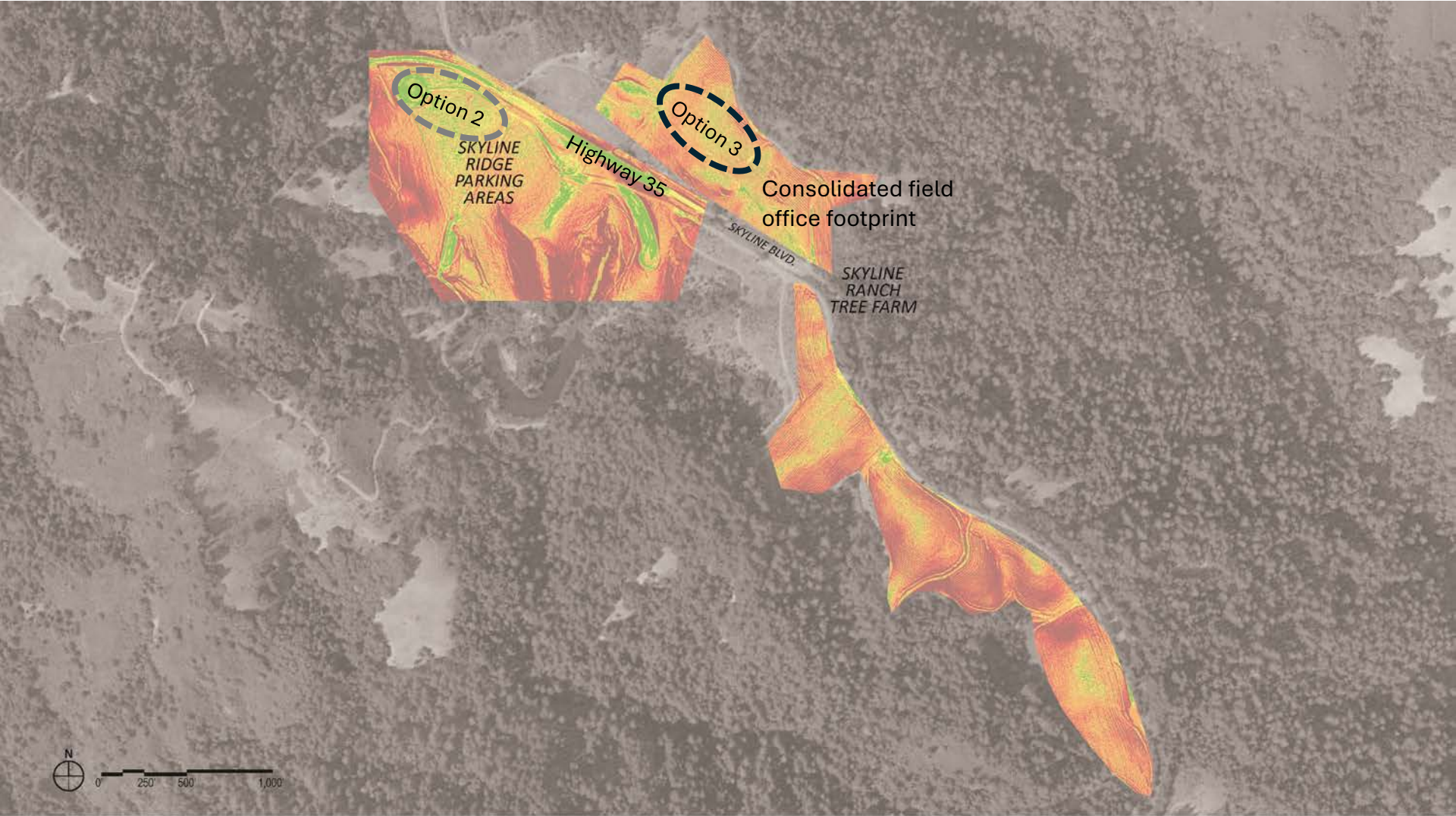
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
SKYLINE RIDGE PARKING AREAS
7/25/24

LEGEND



SIEGEL & STRAIN Architects

PGAdesign SHERWOOD
DESIGN ENGINEERS



SLOPE ANALYSIS

MIDPENINSULA REGIONAL OPEN SPACE DISTRICT
SKYLINE RIDGE PARKING AREAS & TREE FARM
8/12/24

LEGEND



SIEGEL & STRAIN Architects

PGAdesign SHERWOOD DESIGN ENGINEERS