



Midpeninsula Regional  
Open Space District

R-15-25  
Meeting 15-04  
February 11, 2015

## AGENDA ITEM 4

### AGENDA ITEM

Contract Award for Design and Planning Services for Bear Creek Stables Site Plan and Planning and Environmental Review Services for the Expedited Bear Creek Redwoods Open Space Preserve Plan

### GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to enter into a professional services contract with Populous, Inc., for an amount of \$48,650 to develop site design alternatives for Bear Creek Stables, plus an additional \$150,000 to complete the Bear Creek Redwoods Open Space Preserve Plan and environmental review. In addition, authorize a 15% contingency of \$30,000 to cover unforeseen requirements, for a not-to-exceed total contract amount of \$228,650.

### SUMMARY

Measure AA Project (#21-4) includes completion of the Bear Creek Stables (Stables) Site Plan to guide implementation of capital improvement projects, site management and improvement standards, public access programs, and maintenance and operations projects for the Stables area of Bear Creek Redwoods Open Space Preserve (Preserve). A Request for Qualifications and Proposals (RFQP) to develop site design alternatives was released on January 8, 2015. Based on the results of the RFQP process, the General Manager recommends awarding a contract to Populous for \$48,650. In addition, to expedite the opening of the Preserve for public access, the General Manager further recommends that sufficient funds be added to the contract to finalize the Preserve Plan and CEQA document by Fall 2015. The total not-to-exceed contract amount with these additional funds and standard contingency is \$228,650. The Fiscal Year (FY) 2014-15 budget includes funds sufficient to cover costs through the end of this fiscal year, with additional funds to be requested as part of the FY2015-16 Budget to complete the project.

### MEASURE AA

Development of the Bear Creek Stables Site Plan and initial stable improvements were included in the Board-adopted five-year Measure AA Project List (#21-4). The Preserve Plan is not a Measure AA project, since it is a comprehensive planning document. However, implementation of capital improvements that will be identified in the Preserve Plan will be eligible. These improvements fall under Bear Creek Redwoods Public Access Improvements (#21-5) and would follow Preserve Plan adoption. The first set of capital improvements are included as part of the proposed FY2014-15 Action Plan.

## BACKGROUND

In 2000, the District acquired a 260-acre property as an addition to Bear Creek Redwoods Open Space Preserve (Preserve) that included an equestrian stable. The Preliminary Use and Management Plan for the property called for the continued operation of the Stables, which has been operating on a month-to-month basis since 2000. The District is interested in entering into a long-term lease to facilitate tenant investment in long-term site improvements to better protect the surrounding natural resources and extend the life of the existing lease structures. Prior to executing a long-term lease, a Site Plan is needed that specifies the District's resource management and public access goals.

In December 2014, staff presented a proposed Stables Site Plan concept to the Planning and Natural Resources (PNR) Committee (R-14-151). The Committee agreed in concept that the Site Plan should include a list of improvement standards, management standards, and capital improvement projects. The Committee also requested that the Site Plan include site design alternatives, public programs and access facilities, and scenarios for the shared financial investment of improvements between the Stables long-term tenant and the District. Finally, the Committee confirmed staff's recommendation to proceed with a Request for Proposals (RFP) to select a long-term tenant for the Stables and requested that staff prepare tenant selection criteria for Committee review and consensus prior to releasing the tenant RFP.

The Preserve Plan was added to the Planning Department's FY 2014-15 Action Plan at Midyear (See Report 14-154). In addition, the Board also approved a new Capital Project Manager position at Midyear to focus on implementation of public access projects at La Honda Creek and Bear Creek Redwoods Open Space Preserves, where these new public access projects are proposed for the Planning Department's FY2015-16 Action Plan and Budget for Board approval in March. In order to complete an expedited yet comprehensive planning and CEQA process for the Preserve, and ensure that the additional public access associated with both the Stables Site Plan and Preserve Plan is adequately considered, additional planning support is needed.

## DISCUSSION

Design assistance is needed from a qualified architect and/or landscape architect team, specifically with equestrian stables design and site planning experience, to develop site design alternatives that will meet the following goals for Bear Creek Stables:

- 1) Emphasize the protection of the site's natural resources;
- 2) Maximize public benefits by broadening public access and use of the facility; and
- 3) Develop a viable plan that is financially feasible for both parties (tenant and District).

A RFQP was released on January 8, 2015 via direct email and posting to the District website. Four proposals were received as shown below. Based on the initial proposal evaluation, three of the firms were selected for interviews on January 29.

<b>Firm</b>	<b>Location</b>	<b>Proposal Amount</b>
BFS Landscape Architect	Monterey, CA	\$39,840
Equine Facility Design	Portland, OR	\$87,067*
Farm+Barn Design	Hillsboro, OR	\$33,080

Populous	San Francisco, CA	\$56,320
----------	-------------------	----------

\* Equine Facility Design's proposal includes \$22,250 for supplemental CEQA services not included in other firms' proposals.

In this RFQP selection process, Populous was identified as the most qualified team based on their extensive experience with both municipal and equestrian facility planning and design projects. In particular, their design approach will emphasize facility management planning with the goal of developing a financially viable stables facility.

The Stables Site Plan project's budget was estimated to be approximately \$40,000. Fee proposals were submitted separately, and were considered after the initial evaluation of the firm's qualifications. The initial fee proposal submitted by Populous was \$56,320. Staff worked with Populous to modify the scope of services and reduce the anticipated fee proposal by 13.6% to \$48,650, which is an excellent value for their level of expertise and related project experience. The General Manager therefore recommends entering into a contract with Populous to provide consultant services in support of the Stables Site Plan.

Following the review of the proposals, and prior to the release of this Board Report, the Action and Budget Committee (ABC), as part of the FY2015-16 Action Plan and Budget review process, asked the General Manager to identify options for expediting the completion of the Preserve Plan with the goal of opening a portion of the Preserve to public access by 2016. The ABC subsequently confirmed a preferred option that will be brought to the full Board for review and consideration as part of the Action Plan and Budget review in February. This option includes an increase in the total project budget to contract for outside planning resources to expedite the project.

According to the District's ***Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy*** (Revised January 27, 2010), the General Manager may select a consultant from a current list of pre-qualified consultants to perform additional similar professional services. Consistent with this policy and to expedite the consultant hiring process for the Preserve Plan project, staff also evaluated the qualifications each of the four proposers listed above to determine if any could be deemed qualified to assist with the Preserve Plan and CEQA analysis. The Populous team demonstrated clear qualifications for this additional scope of work based on their proven expertise in leading successful parks planning efforts, including the Tuolumne River Regional Park Precise Plan and the Ocean Beach Master Plan, as well as extensive CEQA experience. Furthermore, having the same consultant team leading both the Stables Site Plan and Master Plan efforts will provide a holistic approach to introducing public access at the Preserve, and will create efficiencies that save both time and money. Therefore, the General Manager recommends that the Populous contract be expanded to include the Preserve Plan.

## FISCAL IMPACT

The FY2014-15 Long Range Planning Budget includes sufficient funds to cover the work that will be completed on the Stables Site Plan and Preserve Plan through the end of this fiscal year. The necessary additional funds to complete the work will be requested as part of the proposed FY2015-16 Action Plan and Budget.

## BOARD COMMITTEE REVIEW

The planning process for developing a long-term Site Plan and lease for Bear Creek Stables was presented to the PNR Committee on August 27, 2013 and December 02, 2014. The accelerated schedule for the Bear Creek Redwoods Preserve Plan and CEQA review was presented to the ABC Committee on February 5, 2015, where the Committed provided direction to the General Manager to proceed with the development of two separate Plans and two separate CEQA documents (one for a Public Access Plan and one for Alma College Site Rehabilitation Plan). Previously the Sierra Azul/Bear Creek Redwoods Preserve Master Plan Ad Hoc Committee reviewed the Draft Sierra Azul/Bear Creek Redwoods Master Plan Alternatives before the project was deferred by the Board in 2009.

## PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

## CEQA COMPLIANCE

Contracting professional services to plan and design facilities and other public access elements is not considered a project under CEQA. CEQA analysis of these projects is a component of the proposed contract and will be implemented according to the schedule below.

## NEXT STEPS

Development of the two separate projects, the Site Plan and Preserve Plan will include periodic review and input from the PNR Committee, as shown below:

Task	Date
Continue the development of the Stables Site Plan, including site design alternatives, and update/finalize Preserve-wide public access plan	Winter 2014-15
PNR Committee reviews the draft Stables Site Plan. Neighborhood Meeting for the Preserve Plan.	April 2015
Board considers approval of the Stables Site Plan and Preserve Plan as the CEQA Project Description for purposes of completing environmental review	May 2015
Conduct CEQA Review	Spring/Summer 2015
PNR Committee reviews the draft Stables tenant selection criteria prior to releasing the Request for Proposals (RFP)	Early Summer 2015
Release RFP for Tenant Selection (concurrent with CEQA)	Summer 2015
Board of Directors considers approval of the Stables Site Plan and Preserve Plan, adoption of the CEQA Findings and Stables Lease Agreement	Fall 2015
Initiate Design of Phase I Public Access Improvements	Fall 2015
Open a portion of the Preserve to Public Use	Fall 2016

Responsible Department Head:  
Jane Mark, AICP, Planning Department Manager

Prepared by:  
Gretchen Laustsen, Planner II  
Lisa Bankosh, Planner III

Contact person:  
Gretchen Laustsen, Planner II