



CITY COUNCIL STAFF REPORT

MEETING DATE: September 23, 2024

ITEM TITLE: Adopt a Resolution Authorizing the City Manager to Execute an Agreement for Architectural, Landscape Architectural, Engineering or Land Surveyor Services for the Devonshire Canyon Trail Construction Project C2330 with Trailscape, Inc. in the Amount of \$78,635 and Authorizing a Contingency Budget in the Amount of \$20,000 for a Not-to-Exceed Contract Amount of \$98,635.

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution authorizing the City Manager to execute an agreement for architectural, landscape architectural, engineering or land surveyor services for the Devonshire Canyon Trail Construction Project C2330 with Trailscape, Inc. in the amount of \$78,635 and authorizing a contingency budget in the amount of \$20,000 for a not-to-exceed contract amount of \$98,635.

FISCAL IMPLICATIONS:

There is no fiscal impact or additional appropriation needed at this time.

Funding for the Trail Improvements Project (C2330) was allocated in the Adopted Fiscal Year (FY) 2024-25 Capital Improvement Budget in the amount of \$320,000. The current remaining balance for FY 2024-25 is \$491,369, which includes remaining funds rolled over from the prior fiscal year. In addition, there is future funding allocated in the amount of \$250,000 for FY 2025-26. The San Carlos Park and Recreation Foundation has pledged \$20,000 in FY 2024-25 and FY 2025-26 to offset the trail improvement costs.

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| Trailscape, Inc. Contract Amount | \$78,635 |
| Contingency (~20%) | \$20,000 |
| Total Non-to-Exceed Contract Amount | \$98,635 |

BACKGROUND:

On March 13, 2012, former Parks & Recreation Director Doug Long submitted a Notice of Determination (NOD), pursuant to the provisions of the California Environmental Quality Act (CEQA) to San Mateo County, for The San Carlos Hillside Trails Plan ("Plan"), specifically for the trails located at Big Canyon, Eaton, and Vista Parks, as well as Devonshire Canyon. The project description provided on the NOD stated, "The San Carlos Hillside Trails Plan identifies alignments for proposed trails and provides design standards and construction protocols for City hillside trails. The design standards and construction protocols were designed to ensure that trails developed in San Carlos' hillside parks and open space areas are sited to minimize potential impacts to

sensitive habitat and species and constructed and maintained to protect the watershed from erosion. Adoption of the Plan would result in the development of an additional 1.55 miles of trails.” At its March 12, 2012, the City Council adopted Resolution 2012-014 certifying the Initial Study and Mitigated Negative Declaration (ISMND) for the San Carlos Hillside Trails Plan and adopted a Mitigated Measures Monitoring Program, all in accordance with CEQA. The Council then unanimously adopted the San Carlos Hillside Trails Plan. Mitigation measures were made as a condition of approval of the project. Findings were made pursuant to the provisions of CEQA.

Following the adoption of the San Carlos Hillside Trails Plan, staff implemented the new recommended trails, led by community trail volunteers, at both Big Canyon and Eaton Parks in 2012. The Devonshire Canyon trail, also identified in the Plan, was never constructed.

On January 27, 2023, the City Council held its annual strategic planning retreat to review strategic goals and objectives and consider new priority areas for the upcoming year. Through City Council conversations, a new goal, “Recreational Opportunities,” was discussed and added as a goal for 2023. Under this goal, one of the objectives identified was to assess new and existing opportunities to expand trails and trail connections with adjacent open space.

At the strategic planning retreat, the Council agreed to revisit the opportunity to build the public trail in Devonshire Canyon as identified in the Hillside Trails Plan. The City entered into an agreement with Roach and Campbell, Inc. to complete the design of the trail. The proposed trail runs along a 30-foot-wide public trail easement in privately owned designated open space. The width would range from approximately 30” to 5’, depending on location. The proposed trail is approximately 3,950 feet long and is accessed from Vista Park. The proposed trail includes switchbacks from Vista Park through Lot G, which sits to the east of Vista Park, before running along the easement. When complete, the Devonshire Canyon Trail will be an approximately 0.75 mile-long out-and-back hiking trail.

ANALYSIS:

Staff has been working on several efforts to continue to improve and expand trail access in the community, including implementing the final portion of the San Carlos Hillside Trails Plan and relevant mitigation measures, as well as other efforts identified in the Trails Connections Plan. These potential improvements and connections will benefit San Carlos in many ways, including increased opportunities for health and wellness activities, as citizens are able to walk, run, or hike to additional open space parks and further distances than our current trails offer in Eaton and Big Canyon Parks.

In the last three years, there has been an increase in residents visiting our open space parks and trails. Many residents continue to participate in more healthy, low impact recreation on a regular basis and share desires for there to be increased opportunities and access to trails. Furthermore, the addition of the Devonshire Canyon Trail will advance long-standing community efforts to create regional trail connections, provide avid hikers the opportunity to hike to other San Carlos parks, and future possible connections into Pulgas Ridge Open Space Preserve, the Belmont trail system, the San Mateo County trails system, and the San Francisco Watershed lands.

In September 2023, staff requested quotes from qualified firms that specialize in trail construction. Two firms responded and Trailscape, Inc. was selected. Due to the mitigation measures from the original Hillside Trails Plan completed in 2011, biological surveys needed to occur in the spring and summer seasons, prior to construction. Biological surveys were recently completed in July

2024.

The consultants hired to complete the design of the Devonshire Canyon Trail have experience working in collaboration with trail builders from Trailscape, Inc. Additionally, Trailscape has a wide range of experience building trails for both private and public agencies and property owners for over 15 years. Therefore, staff recommends that the Council execute a contract with Trailscape to complete this trail project. Should the Council adopt the Resolution, Trailscape, Inc. is prepared to begin construction as soon as possible.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt a Resolution authorizing the City Manager to execute an Agreement for Architectural, Landscape Architectural, Engineering or land surveyor services for the Devonshire Canyon trail construction with Trailscape, Inc. in the amount of \$78,635 and authorizing a contingency budget in the amount of \$20,000 for a not-to-exceed contract amount of \$98,635; or
2. Do not adopt the Resolution; or
3. Provide staff with alternative direction.

Respectfully submitted by:

Amy Newby, Parks & Recreation Director

Approved for submission by:



Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Resolution
2. Trailscape, Inc. Project Proposal