



STAFF REPORT

Meeting Type: Board of Directors
Title: Road and Trail Management Plan Update Professional Service Agreement
From: Shaun Horne, Director of Watershed Resources
Through: Ben Horenstein, General Manager
Meeting Date: October 21, 2025

TYPE OF ITEM: X Action Information

RECOMMENDATION: Approve a professional services agreement with Ascent Environmental, Inc. for the Road and Trail Management Plan Update and environmental analysis and review, in the amount of \$1,145,000 with a staff requested agreement contingency of \$114,500, for a total not to exceed amount of \$1,259,500 and authorize the General Manager to execute the agreement

SUMMARY: The Marin Municipal Water District (District) is initiating an update to its 2005 Road and Trail Management Plan (RTMP) to guide resource protection efforts, maintenance, and future watershed access. The update will incorporate updated resource data, management practices, and stakeholder input to ensure alignment with current road and trail management objectives. At the September 18, 2025 Watershed Committee meeting, staff gathered early feedback from the Board and community. This input, combined with findings from the Watershed Recreation Management Planning Feasibility Study (WRMPFS), will help guide development of the RTMP Update to include public engagement and environmental review. To support this work, staff issued a Request for Proposals (RFP) on September 12, 2025 to retain a consultant team with experience in road and trail planning, recreation management, and environmental compliance. After reviewing proposals and conducting consultant interviews, staff recommends awarding a professional services agreement to Ascent Environmental, INC. in the amount of \$1,145,000, with a staff-requested agreement contingency of \$114,500, for a total not-to-exceed amount of \$1,259,500.

DISCUSSION: In April of 2005, the District adopted the Mt. Tamalpais Watershed Roads and Trails Management Plan (RTMP), which describes the best management practices and environmental protection measures the District will implement to maintain watershed roads and trails. Under the RTMP the District conducts proactive maintenance of service roads to support emergency access and water infrastructure servicing. Similarly, the District conducts maintenance and repairs to watershed roads and trails to protect water quality, support public access and protect natural and biological resources. The District utilizes a combination of staff, volunteers and contractors to carry out annual roads and trails maintenance activities on the watershed.

Since the adoption of the RTMP the District initiated a feasibility study designed to facilitate a conversation with the community around existing visitation to watershed lands in an effort to help address long-standing issues around various modes of recreation on Mt. Tamalpais. The Watershed Recreation Management Plan Feasibility Study (WRMP Feasibility Study) was approved in April 2024 and evaluated watershed use patterns and opportunities to support safe, inclusive access with an emphasis on protecting the watershed's unique biodiversity, habitat, and water quality.

The WRMP Feasibility Study reviewed existing watershed recreational facilities, visitor use data, biological resources, stewardship and volunteer programs, and visitor management strategies. The WRMP Feasibility Study presents community recommendations and feedback for updates to the District's RTMP, which will be incorporated into this planning process. The RTMP Update will include evaluating opportunities for modifications to trails standards and classifications, bike access routes, restoration and stewardship priorities, and visitor management and outreach strategies.

To support this work, staff issued a Request for Proposals (RFP) on September 12, 2025 to retain a consultant team with experience in road and trail planning, recreation management, and environmental compliance. The District received three strong proposals and interviewed three firms. Proposal cost ranged from \$600,000 to \$1,700,000. After reviewing proposals and conducting consultant interviews, staff recommends awarding a professional services agreement to Ascent Environmental, INC. in the amount of \$1,145,000, with a staff-requested contingency of \$114,500, for a total not-to-exceed amount of \$1,259,500.

The District is also planning a community open house and workshop at Sky Oaks Ranger Station in the fall of 2025 to gather additional community input on social trail restoration priorities, bike trail standards and routes, and community engagement and education programs. Staff will summarize the input received during this workshop and review various scenarios with the Watershed Committee at the December meeting to get additional input as the planning work gets underway.

Budget

Professional Services Agreement Fees: \$ 1,145,000

Contingency (10%): \$114,500

Total Budget: \$ 1,259,500

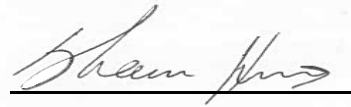
Budget Category: A1E04 and A1E05

This work is scheduled to take place across Fiscal Years 2026 and 2027.

ENVIRONMENTAL REVIEW: Not applicable at this time.

FISCAL IMPACT: The total cost for the Road and Trail Management Plan Update and Environmental Review is \$1,145,000, with a staff requested contingency of \$114,500, for a total not to exceed amount of \$1,259,500, to be spread across FY26 and FY27. Funding for this professional service agreement is identified in the adopted budget for Fiscal Year 2026 and 2027 under the Watershed Capital A1E04 and A1E05 Road and Trail Improvements.

ATTACHMENT(S): None.

DEPARTMENT OR DIVISION	DIVISION MANAGER	APPROVED
Watershed	 Shaun Horne Watershed Resources Director	 Ben Horenstein General Manager