

RESOLUTION 25-03

**A RESOLUTION OF THE GOVERNING BOARD OF THE
SANTA CLARA VALLEY OPEN SPACE AUTHORITY
AUTHORIZING THE GENERAL MANAGER OR ASSISTANT GENERAL MANAGER TO ENTER INTO
CONTRACT WITH JESSICA DUNE FOR INTERPRETIVE DESIGN SERVICES AT COYOTE VALLEY OPEN SPACE
PRESERVE**

WHEREAS, the Santa Clara Valley Open Space Authority (Authority) requires the services of interpretive design professionals to support public access and environmental education programming at Coyote Valley Open Space Preserve; and,

WHEREAS, the Authority prepared and posted a Request for Proposals (RFP) on the Authority's website and at the Administrative Office window on October 25, 2024, and published the RFP in a local newspaper on October 25 and November 2, 2024; and,

WHEREAS, 12 vendors were also notified of the RFP; and

WHEREAS, the criteria in the RFP for evaluation of proposals included the following:

- Proven expertise planning, designing and developing educational and artistic content for interpretive signage and other types of interpretive features for outdoor use.
- Demonstrated ability and skill in developing designs that are culturally sensitive.
- Demonstrated ability and skill in developing designs that promote equitable enjoyment of space for diverse user groups.
- Demonstrated ability and skill in developing designs that interpret the natural environment and historic and contemporary settings.
- Strong written and graphic capacity to support the development of interpretive content.
- Proven experience coordinating with a larger design team for design development and installation.

WHEREAS, only one proposal was received by the Authority and that proposal was submitted by Jessica Dune; and,

WHEREAS, the proposal submitted was evaluated based on the criteria in the RFP; and,

WHEREAS, Jessica Dune assembled a team of interpretive design professionals, which meets the desired qualifications and experience sought by the Authority; and,

WHEREAS, Staff recommends that the Board award the contract for interpretive design services at Coyote Valley Open Space Preserve to Jessica Dune.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby finds that Jessica Dune best fits the needs of the service contract and therefore is the most responsible and qualified bidder, and authorizes the General Manager / an Assistant General Manager to enter into a contract with Jessica Dune to provide interpretive design services at Coyote Valley Open Space Preserve, to be billed on a time and materials basis not to exceed \$100,000.

Santa Clara Valley Open Space Authority

BE IT FURTHER RESOLVED THAT the General Manager is hereby authorized and directed, on behalf of the Authority and in its name, to execute and deliver such other documents and to do such acts as may be deemed necessary or appropriate to accomplish the intentions of the above resolution.

PASSED, APPROVED AND ADOPTED on January 9, 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

Helen Chapman, Chairperson
Santa Clara Valley Open Space Authority

APPROVED AS TO FORM:

ATTEST:

William P. Parkin, Legal Counsel

Caroline Hernandez, Clerk of the Board