



**COUNTY OF MONTEREY
CONTRACTS/PURCHASING DIVISION
1488 SCHILLING PLACE
SALINAS, CA 93901
(831) 755-4990**

REQUEST FOR PROPOSALS #10674

**for
Facility Management Services for Lake San Antonio and
Lake Nacimiento**

Proposals are due by 3:00 pm (PST) on April 12, 2018

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TABLE OF CONTENTS:

SOLICITATION DETAILS SECTION	4
1.0 INTENT	5
2.0 BACKGROUND	5
3.0 CALENDAR OF EVENTS	7
4.0 COUNTY POINTS OF CONTACT	8
5.0 SCOPE OF WORK.....	9
6.0 CONTRACT TERM.....	9
7.0 LICENSING/SECURITY REQUIREMENTS	9
8.0 PROPOSAL PACKAGE REQUIREMENTS	10
9.0 SUBMITTAL INSTRUCTIONS & CONDITIONS	14
10.0 SELECTION CRITERIA	15
11.0 CONTRACT AWARDS.....	16
12.0 SEQUENTIAL CONTRACT NEGOTIATION.....	16
13.0 AGREEMENT TO TERMS AND CONDITIONS	16
14.0 COLLUSION.....	17
15.0 RIGHTS TO PERTINENT MATERIALS	17
16.0 PREFERENCE FOR LOCAL CONTRACTORS	17
SAMPLE AGREEMENT SECTION	18
REFERENCES - ATTACHMENT A.....	19
LOCAL BUSINESS DECLARATION FORM – ATTACHMENT B	20
RFP SIGNATURE PAGE	22
EXHIBIT A – SCOPE OF WORK.....	23
EXHIBIT B – FACILITY DESCRIPTIONS	37
EXHIBIT C - PARKS FACILITIES MAINTENANCE AND REPAIRS MAP.....	43

SOLICITATION DETAILS SECTION

1.0 INTENT

- 1.1 The County of Monterey Resource Management Agency, hereinafter referred to as “County”, is soliciting proposals from qualified organization(s), hereinafter referred to as “CONTRACTOR”, to provide facility management services for the area of operations under County control at Lake San Antonio – North Shore, Lake San Antonio – South Shore and Lake Nacimiento (collectively known as, “Parks”).
- 1.2 The solicitation will be divided into two sections: the “base” bid will be for management of Lake Nacimiento only. In addition, a “secondary” bid for management of Lake San Antonio, including both North and South shore operations may be submitted. Proposals should be written in such a way that management of Lake Nacimiento is shown as a standalone operation, with the costs and resources needed to manage Lake San Antonio shown as additional items.
- 1.3 This solicitation is intended to create an exclusive service agreement (“AGREEMENT”).

2.0 BACKGROUND

2.1 Facilities History

2.1.1 On October 1, 2007, the County took ownership of assets from Water World Resorts, Inc. and Lake San Antonio Resorts, Inc., including both real and personal property, as authorized by the Board of Supervisors on July 24, 2007. Six months later, on April 22, 2008, the County contracted with a management company to operate the resort business operations at the Parks which include marinas, stores, restaurants, fueling facilities, lodging units, and boat rentals.

2.1.2 Subsequently, on May 3, 2011, the Board of Supervisors approved the Management Agreement with CalParks for an 18-month term from May 11, 2011 through October 31, 2012. CalParks has been contracted to manage the Lakes, under various agreements through October 31, 2018.

2.1.3 On December 13, 2016, the Board of Supervisors approved the integration of the Monterey County Parks Department into the Resource Management Agency (RMA). RMA generally assumed responsibility for Parks agreements as part of the integration.

2.1.4 Recreational opportunities at the Lakes have historically been tied to water levels, which are subject to fluctuation. The Monterey County Water Resources Agency (MCWRA), at its sole discretion, reserves the right to and can adjust water levels as is deemed appropriate and in the best interest of County.

2.1.5 The water levels at the Lakes have seen significant changes from year to year. The following links provide reference information on the historic water levels. The MCWRA website provides historical data on water levels at the link below:

<http://www.co.monterey.ca.us/government/government-links/water-resources-agency/projects-facilities/historical-data#wra> (link must be copied into the web browser)

2.1.6 Many of the Parks buildings and facilities need significant repair and maintenance. Given the age of the Facilities and deferred maintenance, it is expected that a substantial investment will be required to bring facilities up to the standards described in this RFP. RMA has started keeping a visual record of repair and maintenance needs at the Parks. Some recent facility improvements have been made. These records are loaded onto a Google Earth layer for easy viewing and reference. These records are being provided as part of this RFP for general reference only, and should not be considered complete. The pictures may not represent the current condition, as the pictures are always in the past, and work is ongoing. They are however a sample of the type of repair and maintenance needed at the Parks. The County has limited funds available to address these needs, and recognizes that a vendor may not see return on investment if it were to take on repair and restoration work itself. The County recognizes that in some instances, investment in existing facilities may not be the most financially feasible or practical solution, and alternatives such as facility closure, consolidation, or replacement or some combination thereof may be a better option. One goal of this RFP is to encourage potential vendors to submit creative solutions to address facility conditions in order to reduce overall ongoing facility expenses, increase revenues, and return the Lakes to a sustainable financial path while maintaining a first-class facility for the public for many years to come.

2.2 Lake Nacimiento

2.2.1 Nacimiento Dam was completed in 1957. Its operation is impacted by the annual weather cycle need to increase water conservation and flood protection in the Salinas Valley, proper maintenance of the Salinas River, recreational benefits, endangered species management, and compliance with state and federal regulations. When the lake is full (elevation 800 feet), it is approximately 18 miles long and has about 100 miles of shoreline.

2.2.2 A detailed description on the facilities currently at Lake Nacimiento is included as Exhibit B.

2.3 Lake San Antonio

2.3.1 Lake San Antonio Dam began operating in 1967. As with Lake Nacimiento, its operation is impacted by the annual weather cycle, need to increase water conservation and flood protection in the Salinas Valley, proper maintenance of the Salinas River, recreational benefits, endangered species management, and compliance with state and federal regulations. When Lake San Antonio is full (elevation 780 feet), it is approximately 11 miles long and has about 40 miles of shoreline. The lake is located about 16 miles north-west of the town of Paso Robles. The lake is a major regional recreational attraction, with visitation concentrated beginning Memorial Day weekend, and extending through Labor Day weekend.

2.3.2 A detailed description on the facilities currently at Lake San Antonio is included as Exhibit B.

2.4 Interlake Tunnel Project

2.4.1 The Interlake Tunnel Project is an ongoing project led by MCWRA. Operationally, the Interlake Tunnel would divert water from Nacimiento Reservoir to San Antonio Reservoir that would have otherwise been spilled at Nacimiento Dam. Once complete, the tunnel will raise the maximum level of Lake San Antonio by approximately twenty feet (20ft). The MCWRA Interlake Tunnel Project website includes a Google Earth layer showing the potential impact to Lake San Antonio, as well as project documentation and timelines.

<http://www.co.monterey.ca.us/government/government-links/water-resources-agency/projects-facilities/interlake-tunnel#wra> (link must be copied into the web browser)

3.0 CALENDAR OF EVENTS

3.1	Issue RFP	February 22, 2018
3.2	Mandatory Pre-Proposal Meeting/Site Visit	Thursday March 8, 2018
3.3	Deadline for Written Questions	March 15, 2018
3.4	Written Response to Preliminary Inquiries Posted as an Addendum	March 22, 2018
3.5	Proposal Submittal Deadline	3:00 p.m., PST, April 12, 2018
3.6	Proposal Review and Scoring	April, 2018
3.7	Notification to County of Monterey Board of Supervisors of Tentative Award.	May, 2018
3.8	Agreement Negotiations	May/June 2018
3.9	Estimated County of Monterey Board of Supervisors Approval and AGREEMENT Date	July 1, 2018

This schedule is subject to change as necessary.

3.7 **A mandatory pre-bidders conference/site visit** will begin at the Administration Building located at Lake Nacimiento on Thursday, March 8, 2018 at 10:00 a.m. local time. All costs associated with attending this site visit are the responsibility of the CONTRACTOR.

3.8 County may issue an addendum to the RFP after the pre-bidders conference/site visit if County considers that additional clarifications are needed.

- 3.9 **FUTURE ADDENDA:** CONTRACTORS, who received notification of this solicitation by means other than through a County of Monterey mailing, shall contact the person designated in the County POINTS OF CONTACT herein to request to be added to the mailing list. Inclusion on the mailing list is the only way to ensure timely notification of any addenda and/or information that may be issued prior to the solicitation submittal date. **IT IS THE CONTRACTORS' SOLE RESPONSIBILITY TO ENSURE THAT THEY RECEIVE ANY AND ALL ADDENDA FOR THIS RFP** by either informing the County of their mailing information or by regularly checking the County's Solicitation Center web page at www.co.monterey.ca.us/cao/solicitcenter.htm. Addenda will be posted on the website the day they are released.

4.0 COUNTY POINTS OF CONTACT

- 4.1 Questions and correspondence regarding this solicitation shall be directed to:

Primary Contact for the County	Jaime Ayala Management Analyst II 1488 Schilling Place Salinas, CA 93901 PHONE: (831) 783-7047 FAX: (831) 755-4969 Email: ayalaj@co.monterey.ca.us
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Secondary Contact for the County	John Snively Management Analyst I 1488 Schilling Place Salinas, CA 93901 PHONE: (831) 759-6617 FAX: (831) 755-4969 Email: snivelyjm@co.monterey.ca.us
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- 4.2 All questions regarding this solicitation shall be submitted in writing (E-mail or FAX is acceptable). The questions will be researched and the answers will be communicated to all known interested CONTRACTORS after the deadline for receipt of questions.
- 4.3 The deadline for submitting written questions regarding this solicitation is indicated in the **CALENDAR OF EVENTS** herein. Questions submitted after the deadline will not be answered.
- 4.4 Only answers to questions communicated by formal written addenda will be binding.
- 4.5 Prospective CONTRACTOR shall not contact County officers or employees with questions or suggestions regarding this solicitation except through the primary contact person listed above. **Any unauthorized contact may be considered undue pressure and cause for disqualification of the CONTRACTOR.**

5.0 SCOPE OF WORK

The SCOPE OF WORK includes but is not limited to:

- 5.1 Scope of Services included in Exhibit A – Scope of Work.
- 5.2 CONTRACTOR shall include in its proposal how it intends to work with the County and current contractor to transition services prior to October 31, 2018.
 - 5.2.1 CONTRACTOR shall be fully operational and ready to execute the scope of services in the AGREEMENT by October 31, 2018.

6.0 CONTRACT TERM

- 6.1 The term of the AGREEMENT will be for a period of ten (10) years with the option to extend the AGREEMENT for two (2) additional five (5) year periods.
 - 6.1.1 County is not required to state a reason if it elects not to renew.
- 6.2 If the AGREEMENT includes options for renewal or extension, CONTRACTOR must commence negotiations for any desired rate or compensation changes a minimum of ninety days (90) prior to the expiration of the AGREEMENT.
 - 6.2.1 Both parties shall agree upon rate extension(s) or changes in writing.
- 6.3 The AGREEMENT shall contain a clause that provides that County reserves the right to cancel the AGREEMENT, or any extension of the AGREEMENT, without cause, with a thirty day (30) written notice, or immediately with cause.

7.0 LICENSING/SECURITY REQUIREMENTS

- 7.1 CONTRACTOR is to ensure that the insurance and required licenses under federal, state and local jurisdictions are current during the full term of the AGREEMENT.
- 7.2 CONTRACTOR shall be required to submit appropriate State level criminal background clearance(s) for all personnel required to work within County facilities that are deemed restricted or high security.

8.0 PROPOSAL PACKAGE REQUIREMENTS

8.1 CONTENT AND LAYOUT:

8.1.1 CONTRACTOR should provide the information as requested and as applicable to the proposed goods and services. The proposal package shall be organized as per the table below; headings and section numbering utilized in the proposal package shall be the same as those identified in the table. Proposals packages shall include at a minimum, but not limited to, the following information in the format indicated:

<u>Proposal Package Layout;</u> Organize and Number Sections as Follows:	
Section 1	COVER LETTER (INCLUDING CONTACT INFORMATION)
	RFP SIGNATURE PAGE
	RECEIPT OF SIGNED ADDENDA (IF ANY)
	TABLE OF CONTENTS
Section 2	KEY STAFF, EXPERIENCE, REFERENCES and VIOLATIONS (ATTACHMENT A)
Section 3	PROPOSED OPERATION NARRATIVE
Section 4	PROPOSED FINANCIALS
Section 5	EXCEPTIONS
Section 6	ENVIRONMENTALLY FRIENDLY PRACTICES
Section 7	LOCAL BUSINESS DECLARATION FORM – ATTACHMENT B
Section 8	APPENDIX

CONTRACTOR is instructed to provide County with detailed information in narrative form and with supplemental visual aids, as deemed appropriate by the CONTRACTOR.

Section 1 Requirements:

Cover Letter: All proposals must be accompanied by a cover letter not exceeding two pages and should provide firm information and contact information as follows:

Contact Info: The name, address, telephone number, and fax number of CONTRACTOR's primary contact person during the solicitation process through to potential contract award.

Firm Info: Description of the type of organization (e.g. corporation, partnership, including joint venture teams and subcontractors) and how many years it's been in existence.

Signed RFP Signature Page and Signed Addenda (if any addenda were released for this solicitation): proposal packages submitted without this page will be deemed non-responsive. All signatures must be manual and in BLUE ink. All prices and

notations must be typed or written in BLUE ink. Errors may be crossed out and corrections printed in ink or typed adjacent, and must be initialed in BLUE ink by the person signing the proposal.

Table of Contents

Section 2, Key Staff, Experience, References, Violations:

Key Staff: CONTRACTOR shall identify key staff and their qualifications and experience proposed for the services identified herein.

Experience & References: CONTRACTOR shall complete and submit **REFERENCES - ATTACHMENT A**, attached hereto, in which CONTRACTOR shall list at least three (3) similar entities for which it provided services similar to the scope of work described herein within the last five (5) years. CONTRACTOR must provide the total number of years that services were provided for each entity, as well as indicate if the services have ended or are ongoing as of the date of submittal.

Please include a phone number and email address as the County will conduct reference checks using this information.

In addition to ATTACHMENT A, Contractor shall submit a narrative for each listed reference, describing services provided and any pertinent information that relates to the proposed services in the AGREEMENT.

Violations: CONTRACTOR shall submit copies of all notices of violations, corrective action notices, enforcement actions or orders, warning notices, writings, or other forms of permit violation/non-compliance documentation (such as OSHA) received by CONTRACTOR, or any business organization owned or operated by the CONTRACTOR which are its parent company and/or subsidiaries, from any public agency from January 1, 2012 to the present day.

Section 3, Proposed Operation Narrative

Describe your proposed approach for providing the services described in Section 5.0 Scope of Work and throughout this solicitation. Relevant considerations include the quality and feasibility of your approach to providing these services, the manner in which you intend to provide adequate staffing, and equipment or other resources to be provided by you. Identify sub-contractors, if any, you propose to use to provide the services.

CONTRACTOR shall acknowledge in writing that it meets all professional qualifications necessary to provide the services as set forth in Section 5.0 Scope of Work above.

Current park operations include a wide variety of services including camping, trailer and modular unit rentals, lodges, boat rentals, restaurant/store, etc. Your proposal should include any changes you would recommend or implement in operating the parks, including closing, moving, consolidating, renovating or replacing specific facilities, and expanding or reducing/eliminating certain services.

Please provide a description of proposed goals, objectives and strategies for each segment of operation:

- Delivery of Services
 - o Hours & Days of operation
 - o Staffing requirements - proposed salary/benefits by position
 - o Proposed recruitment plan/pool for employment
- Anticipated Annual Operating & Maintenance Expense
- Marketing, Advertising, and Promotions Plan
- Cost of Goods and Sales Forecasts
- Customer Profile and Target Markets
- Strategy for controls and or increased operating efficiencies
- Transition Plan and description for minimizing disruption or displacement of current Contractors employees.

Describe proprietary or dedicated software used by CONTRACTOR in operations or management that may be required for on-site management.

Does CONTRACTOR have an established Human Resources, Operating Policy & Procedure, and Health & Safety Code Enforcement Policy? Copy may be requested if Applicant is selected for negotiations.

Please describe CONTRACTORS position and or policy regarding environmental stewardship.

Section 4, Proposed Financials:

Current Financial Information

CONTRACTOR must submit with the proposal:

- Complete copies of Federal 2015 and 2016 Tax Year Returns
- Most Recent Financial Statement including all Schedules and attachments
- Most Current Monthly and Year-to-Date Income and Expense Statements:
 - o Balance Sheet
 - o Income Statement
 - o Change in Financial Position Statement

All CPA Reviewed Statements must be signed by a certified CPA

Proposed Compensation Plan

Proposed outline of compensation including methodology and or basis for computation. For example:

- Percentage of Gross;
- Flat Rate Fee;
- Percentage of Net Operating Income;
- Other; or
- Combination of any or all the above.

The final compensation plan may be negotiated if the CONTRACTOR is selected for tentative award.

Section 5 Exceptions:

Submit any and all exceptions to this solicitation on separate pages, and clearly identify the top of each page with “**EXCEPTION TO MONTEREY COUNTY SOLICITATION RFP 10674**” Each exception shall reference the page number and section number, as appropriate. CONTRACTOR should note that the submittal of an exception does not obligate the County to revise the terms of the RFP or AGREEMENT.

Section 6, Environmentally Friendly Practices:

CONTRACTOR shall summarize all environmentally friendly practices it adheres to in the course of doing business as relevant to County’s Climate-Friendly Purchasing Policy (*Reference: www.co.monterey.ca.us/cao/policies.htm*).

CONTRACTOR shall indicate whether or not it is a ‘Green Certified’ Business and state which governing authority administered the certification.

Section 7, Local Business Declaration Form - Attachment B (if applicable)

CONTRACTOR shall declare whether or not it is a Local Business in accordance with the County of Monterey’s Local Business Preference Policy.

Section 8, Appendix:

Appendices: CONTRACTOR may provide any additional information that it believes to be applicable to this proposal package and include such information in an Appendix section.

8.2 **ADDITIONAL REQUIREMENTS:** To be considered “responsive,” submitted proposals packages shall adhere to the following:

8.2.1 Six (6) sets of the proposal package (one (1) original proposal marked “**Original**” plus five (5) marked “**Copies**”) shall be submitted in response to this solicitation. Each copy shall include a cover indicating the company name submitting, and reference to “**RFP #10674**”. **In addition**, submit one (1) **electronic version** of the entire proposal package on a USB memory stick. Additional copies may be requested by the County at its discretion.

- 8.2.2 Proposals packages shall be prepared on 8-1/2" x 11" paper, preferably duplex printed bound with front and back covers. Fold out charts, tables, spreadsheets, brochures, pamphlets, and other pertinent information or work product examples may be included as Appendices.
 - 8.2.3 Reproductions of the Monterey County Seal shall not be used in any documents submitted in response to this solicitation.
 - 8.2.4 CONTRACTOR shall not use white-out or a similar correction product to make late changes to their proposal package but may instead line out and initial in BLUE ink any item which no longer is applicable or accurate.
 - 8.2.5 To validate your proposal package, **submit the RFP SIGNATURE PAGE** (contained herein) **with your proposal**. Proposals packages submitted without that page will be deemed non-responsive. Proposal signature must be manual, in BLUE ink, and included with the original copy of the proposal. Photocopies of the Signature Page may be inserted into the remaining proposal copies. All prices and notations must be typed or written in BLUE ink in the original proposal copy as well. Errors may be crossed out and corrections printed in BLUE ink or typed adjacent, and must be initialed in BLUE ink by the person signing the proposal.
- 8.3 **CONFIDENTIAL OR PROPRIETARY CONTENT:** Any page of the proposal package that is deemed by CONTRACTOR to be a trade secret by the CONTRACTOR shall be clearly marked "CONFIDENTIAL INFORMATION" or "PROPRIETARY INFORMATION" at the top of the page.

9.0 SUBMITTAL INSTRUCTIONS & CONDITIONS

- 9.1 **Submittal Identification Requirements:** ALL SUBMITTALS MAILED OR DELIVERED CONTAINING PROPOSAL PACKAGES MUST BE SEALED AND BEAR ON THE OUTSIDE, PROMINENTLY DISPLAYED IN THE LOWER LEFT CORNER: **THE SOLICITATION NUMBER RFP #10674 and CONTRACTORS COMPANY NAME.**
- 9.2 **Mailing Address:** Proposal packages shall be mailed to County at the mailing address indicated on the **RFP SIGNATURE PAGE** of this solicitation.
- 9.3 **Due Date:** Proposal packages must be received by County **ON OR BEFORE** the time and date specified in Section **3.0 CALENDAR OF EVENTS**, at the location and to the person specified on the **RFP SIGNATURE PAGE** of this solicitation. It shall be the sole responsibility of the CONTRACTOR to ensure that the proposal package is received at or before the specified time. Postmarks, facsimiles, and e-mails are not acceptable. Proposals received after the deadline will be deemed non-responsive and returned unopened.
- 9.4 **Shipping Costs:** Unless stated otherwise, the F.O.B. for receivables shall be destination. Charges for transportation, containers, packaging and other related shipping costs shall be borne by the shipper.
- 9.5 **Acceptance:** Proposals are subject to acceptance at any time within 90 days after opening. Monterey County reserves the right to reject any and all proposal packages, or part of any

proposal package, to postpone the scheduled deadline date(s), to make an award in its own best interest, and to waive any informalities or technicalities that do not significantly affect or alter the substance of an otherwise responsible proposal package and that would not affect a CONTRACTOR'S ability to perform the work adequately as specified.

- 9.6 Ownership: All submittals in response to this solicitation become the property of the County of Monterey. If a CONTRACTOR does not wish to submit a proposal package but wishes to acknowledge the receipt of the request, the reply envelope shall be marked "No Bid".
- 9.7 Compliance: Proposal packages that do not follow the format, content and submittal requirements as described herein, or fail to provide the required documentation, may receive lower evaluation scores or be deemed non-responsive.

10.0 SELECTION CRITERIA

- 10.1 The selection of CONTRACTOR and subsequent contract award(s) will be based on the criteria contained in this Solicitation, as demonstrated in the submitted proposal. CONTRACTOR should submit information sufficient for the County to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the Proposal to be deemed non-responsive and may be cause for rejection.

- 10.2 The selection criteria include, but are not limited to, the following: **(100 points total).**

CRITERIA	POINT VALUE
CONTRACTOR's previous experience as described in Section 2, Key Staff, Experience, References, Violations	15
CONTRACTOR'S proposed approach for meeting the service and operation standards described in Section 5.0 Scope of Work	20
CONTRACTOR'S proposed operations plan to describe the way it will manage and operate Park facilities.	30
CONTRACTOR's current financial information.	10
CONTRACTOR'S proposed compensation plan.	20
Local Vendor (if applicable): Provides supporting documentation to show qualifications.	5
TOTAL	100

- 10.3 AGREEMENT award will not be based on cost alone.
- 10.4 The award resulting from this RFP will be made to the CONTRACTOR(s) that submit a response that, in the sole opinion of the county, best serves the overall interest of the County.
- 10.5 The award made from this RFP may be subject to approval by the County Board of Supervisors.

11.0 CONTRACT AWARDS

- 11.1 No Guaranteed Value: County does not guarantee a minimum or maximum dollar value for any AGREEMENT or AGREEMENTS resulting from this solicitation.
- 11.2 Board of Supervisors: The award(s) made from this solicitation may be subject to approval by the County Board of Supervisors.
- 11.3 Interview: County reserves the right to interview selected CONTRACTOR before a contract is awarded. The costs of attending any interview are the CONTRACTOR’S responsibility.
- 11.4 Incurred Costs: County is not liable for any cost incurred by CONTRACTOR in response to this solicitation.
- 11.5 Notification: All CONTRACTORS who have submitted a Proposal Package will be notified of the final decision as soon as it has been determined.
- 11.6 In County’s Best Interest: The award(s) resulting from this solicitation will be made to the CONTRACTOR that submit(s) a response that, in the sole opinion of County, best serves the overall interest of County.

12.0 SEQUENTIAL CONTRACT NEGOTIATION

County will pursue contract negotiations with the CONTRACTOR who submit(s) the best Proposal or is deemed the most qualified in the sole opinion of County, and which is in accordance with the criteria as described within this solicitation. If the contract negotiations are unsuccessful, in the opinion of either County or CONTRACTOR, County may pursue contract negotiations with the entity that submitted a proposal which County deems to be the next best qualified to provide the services, or County may issue a new solicitation or take any other action which it deems to be in its best interest.

13.0 AGREEMENT TO TERMS AND CONDITIONS

CONTRACTOR selected through the solicitation process will be expected to execute a formal AGREEMENT with County for the provision of the requested service. The AGREEMENT shall be written by County in a standard format approved by County Counsel, similar to the “**SAMPLE AGREEMENT SECTION**” herein. Submission of a signed bid/proposal and the **RFP SIGNATURE PAGE** will be interpreted to mean CONTRACTOR HAS AGREED TO ALL THE TERMS AND CONDITIONS set forth in the pages of this solicitation and the standard provisions included in the **SAMPLE AGREEMENT** Section herein. County may but is not required to consider including language from the CONTRACTOR’S proposed AGREEMENT, and any such submission shall be included in the EXCEPTIONS section of CONTRACTOR’S proposal.

14.0 COLLUSION

CONTRACTOR shall not conspire, attempt to conspire, or commit any other act of collusion with any other interested party for the purpose of secretly, or otherwise, establishing an understanding regarding rates or conditions to the solicitation that would bring about any unfair conditions.

15.0 RIGHTS TO PERTINENT MATERIALS

All responses, inquiries, and correspondence related to this solicitation and all reports, charts, displays, schedules, exhibits, and other documentation produced by the CONTRACTOR that are submitted as part of the submittal will become the property of the County when received by the County and may be considered public information under applicable law. Any proprietary information in the submittal must be identified as such and marked “CONFIDENTIAL INFORMATION” or “PROPRIETARY INFORMATION”. The County will not disclose proprietary information to the public, unless required by law; however, the County cannot guarantee that such information will be held confidential.

16.0 PREFERENCE FOR LOCAL CONTRACTORS

- 16.1 General Requirements: General Requirements: Each local supplier funded in whole or in part by County funds, or funds which the County expends or administers, shall be eligible for a local preference as provided in this section.
- 16.2 Rights of First Refusal: For competitive bids that require contracts to be awarded to the lowest responsible bidder, each local supplier who is within five (5) percent of the lowest responsible bid and who is otherwise responsive and responsible to the call for bids shall be provided the opportunity to reduce the local supplier's bid to the amount equal to the amount of the lowest responsible bid, if the lowest responsible bid is submitted by other than a local supplier. The opportunity to reduce the amount of the bid shall be provided first to the lowest eligible local supplier and, if not accepted by such local supplier within five (5) business days of the opening of bids, who is within five (5) percent of the lowest responsible bid. In the event an eligible local supplier reduces the bid to the amount of the lowest responsible bid; the eligible local supplier shall be deemed to have provided the lowest responsible bid and shall be awarded the contract.
- 16.3 For contracts awarded pursuant to requests for proposals or requests for quotations, the awarding authority may consider, as one of the factors in determining the most suitable proposal or quotation, if a local supplier submits the proposal or quotation.
- 16.4 Definitions: For the purpose of this Section 16, the following terms have the meanings indicated:
- 12.4.1 "Area" means Monterey County, San Benito County, and Santa Cruz County.
 - 12.4.2 "Bid" includes any competitive bid, whether formal or informal.
 - 12.4.3 "Local Supplier" shall mean a supplier doing business in the Area for not less than the past five (5) consecutive years.

12.4.4 "Supplier" shall mean a business or resident providing goods, supplies, or professional services.

16.5 Link to the County's Local Preference Policy:

<http://www.co.monterey.ca.us/cao/pdfs/LocalPreferencePolicy.pdf>

SAMPLE AGREEMENT SECTION

The COUNTY OF MONTEREY AGREEMENT greater than \$100,000 with all terms and conditions may be viewed at:

[http://www.co.monterey.ca.us/cao/pdfs/AGMTmore\\$100k.pdf](http://www.co.monterey.ca.us/cao/pdfs/AGMTmore$100k.pdf)

--End of Sample Agreement Section--

REFERENCES - ATTACHMENT A

Provide a list of at least three (3) customers for whom you have recently provided similar services (preferably California State or local government agencies). Be sure to include addresses and phone numbers.

Reference Name: _____ City: _____
 Contact _____ Phone No.: () _____
 Dates Served: _____
 Service Provided: _____

Reference Name: _____ City: _____
 Contact _____ Phone No.: () _____
 Dates Served: _____
 Service Provided: _____

Reference Name: _____ City: _____
 Contact _____ Phone No.: () _____
 Dates Served: _____
 Service Provided: _____

Reference Name: _____ City: _____
 Contact _____ Phone No.: () _____
 Dates Served: _____
 Service Provided: _____

Reference Name: _____ City: _____
 Contact _____ Phone No.: () _____
 Dates Served: _____
 Service Provided: _____

Failure to provide a list of at least three (3) customers may be cause for rejection of this Solicitation.

--End of Attachment A--

LOCAL BUSINESS DECLARATION FORM – ATTACHMENT B

COUNTY OF MONTEREY LOCAL BUSINESS DECLARATION FORM

If a business entity is claiming to be a “Local Vendor” as defined by the “Monterey County Local Preference Policy”, adopted by the Monterey County Board of Supervisors on August 29, 2012, it must certify they meet the definition of “Local Vendor” as defined and in accordance to the adopted policy. Any business entity claiming to be a local business as defined by the policy, shall so certify in writing herein that they meet all of the criteria listed within the policy, which can be accessed online at the following link:

Policy Link: <http://www.co.monterey.ca.us/cao/policies.htm>

County shall not be responsible or required to verify the accuracy or any such certifications, and shall have sole discretion to determine if a bidder meets the definition of “local vendor” as provided herein.

Any business which falsely claims a preference pursuant to Monterey County Local Preference Policy shall be ineligible to bid on county purchases or contracts for a period of three (3) years from the date of discovery of the false certification(s).

Any business eligible for the local preference who desires to have the preference applied during the award selection process shall return this completed Local Business Preference Declaration form with its proposal package response. Upon request, bidder agrees to provide additional information to substantiate this certification.

Select that which is applicable to your business entity (at least one in order for a business to be considered local):

- ☐ It either owns, leases, rents or otherwise occupies a fixed office or other commercial building, or portion thereof, having a street address within the Area. Vendor possesses a valid and verifiable business license, if required, issued by a city within the Area or by one of the three counties within the Area when the address is located in an unincorporated area within one of the three counties as defined as “Area”; and
- ☐ It employs at least one full time employee within the “Area”, or if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence(s) is located within the “Area”; and
- ☐ It’s business has been in existence, in its current name, within the “Area” for at least two (2) years immediately prior to the issuance of either a request for proposal or request for qualifications or request for quotations for the County; and
- ☐ It is a newly established business which is owned by an individual(s) formerly employed by a Local Business for at least two (2) years.

As per the policy: “**Area**” shall mean Monterey County, San Benito County, and Santa Cruz County.

Note; If applicable your organization must possess a valid resale license from the State Franchise Tax Board showing its local address within the “Area” and evidencing that payment of the local share of the sales tax goes to either a city within the “Area” or to one of the three counties within the defined “Area”

On behalf of my business entity (i.e.; organization) I certify under penalty of perjury that I have both read and confirm that my business entity meets the requirements as outlined within the County’s Local Preference Policy for the procurement in question.

Business Legal Name (and Db a name if any):

Business Address:

City: _____ ***State:*** _____ ***Zip Code:*** _____

Signature of Authorized Representative: _____ ***Date:*** _____

Title of Authorized Representative:

Telephone Number: (____) _____ ***E-Mail:*** _____

This form must be submitted within a bidder’s proposal package in order for the County to apply the applicable local preference.

Bidders who do not qualify as a local business as per the policy should not submit this form.

--End of Attachment B--

RFP SIGNATURE PAGE

COUNTY OF MONTEREY
CONTRACTS/PURCHASING DIVISION

RFP 10674
ISSUE DATE: February 22, 2018



RFP TITLE: Facility Management Services for Lake San Antonio and Lake Nacimiento

PROPOSALS ARE DUE IN THE OFFICE OF THE CONTRACTS/PURCHASING
OFFICER BY
3:00 P.M., LOCAL TIME, ON April 12, 2018

MAILING ADDRESS:
COUNTY OF MONTEREY
CONTRACTS/PURCHASING OFFICE
1488 SCHILLING PLACE
SALINAS, CA 93901

QUESTIONS ABOUT THIS RFP SHOULD BE DIRECTED TO
Jaime Ayala, AYALAJ@CO.MONTEREY.CA.US, (831) 7755-7047

CONTRACTOR MUST INCLUDE THE FOLLOWING IN EACH PROPOSAL (1 original plus 5 copies):

☐ ALL REQUIRED CONTENT AS DEFINED PER SECTION 8.0 HEREIN

This RFP Signature Page must be included with your submittal in order to validate your proposal.
Proposals submitted without this page will be deemed non-responsive.

☐ **CHECK HERE IF YOU HAVE ANY EXCEPTIONS TO THIS SOLICITATION.**

CONTRACTOR MUST COMPLETE THE FOLLOWING TO VALIDATE PROPOSAL

I hereby agree to furnish the articles and/or services stipulated in my proposal at the price quoted, subject to the instructions and conditions in the Request for Proposal package. I further attest that I am an official officer representing my firm and authorized with signatory authority to present this proposal package.

Company Name: _____ Date _____

Signature: _____ Printed Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Email: _____

License No. (If applicable): _____

License Classification (If applicable): _____

Exhibit A – Scope of Work

CONTRACTOR shall provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:

1. Administration

1.1. Operations Description

- 1.1.1. CONTRACTOR shall provide facility management services for the area of operations under County control at Lake San Antonio – North Shore (“LSA-N”), Lake San Antonio – South Shore (“LSA-S”) and Lake Nacimiento (“NACI”) (collectively known as, “Parks”) providing both in-house or outside services including but not limited to supplies, consultants, contractors, staff, equipment permits, licenses and materials required for the maintenance, operations and administration of the Parks.
- 1.1.2. County and CONTRACTOR may, upon mutual agreement, determine that specific operations, facilities or services should be suspended or terminated. Regardless of any individual suspension or termination, the terms of the agreement shall continue to apply to all remaining operations.

1.2. Hours and Operations

- 1.2.1. CONTRACTOR shall operate the Parks year-round under In-Season, Off-Season, or Standby status.
 - 1.2.1.1. “In-Season” means the peak visitor season for the Parks, generally defined as Memorial Day through Labor Day.
 - 1.2.1.2. “Off-Season” means the remainder of the year outside the determined In-Season period.
 - 1.2.1.3. Parks closed to the public shall be considered under “Standby” status.
- 1.2.2. CONTRACTOR shall establish dates for In-Season and Off-Season operation of the Parks, subject to approval by the RMA Director or Deputy Director(s).
- 1.2.3. All operation dates and times shall be included in the Operation Plan as described in Section 3.1.
- 1.2.4. CONTRACTOR shall establish daily Parks operating hours, subject to the written approval of the RMA Director or RMA Deputy Director(s).
- 1.2.5. Contractor shall submit any proposed changes to the approved regular operating status and hours for approval in writing to the County RMA Director or Deputy RMA Director(s).
- 1.2.6. County may temporarily or intermittently close Parks operations to the public. In such events, the RMA Director or Deputy Director(s) may notify the CONTRACTOR in writing that the County has temporarily suspended specific administrative or operation requirements at the closed Park operation.
 - 1.2.6.1. CONTRACTOR is not relieved of any responsibility to maintain closed Park facilities, unless that responsibility is directly suspended in writing by the RMA Director or RMA Deputy Director(s).

- 1.2.7.** The RMA Director or Deputy RMA Director(s) shall submit written notification of any non-emergency closure to CONTRACTOR with at least thirty (30) days' notice of Park operation closure.

- 1.2.7.1. County shall not open Park operations with less than thirty (30) days' notice to CONTRACTOR following a non-emergency closure.

- 1.2.8.** Due to environmental, economic and/or other factors or conditions outside the control of the County, an emergency closure may be required by authority of the County, County of Monterey Water Resources Agency, or any other federal, state or local authority having jurisdiction. The RMA Director or Deputy RMA Director(s) shall notify CONTRACTOR immediately of any emergency Parks closure.

- 1.2.8.1. County is not required to provide advanced notice of emergency closures.

- 1.2.8.2. County may reopen park after an emergency closure without providing an advance thirty (30) day notice to CONTRACTOR.

1.3. Park Access and Reservations

CONTRACTOR shall monitor and control access to the Parks, including:

- 1.3.1.** Receive and record all reservations for the Parks, including phone, internet and on-site reservations.

- 1.3.2.** CONTRACTOR shall maintain a count of the number of vehicles and passengers, as well as individual visitors to the Parks.

- 1.3.3.** All rates and charges to the public by CONTRACTOR for visitor services will be reasonable and appropriate for the type and quality of facilities, equipment and products provided. CONTRACTOR shall submit proposed rates and pricing to the County for review and approval by the RMA Director. Rates approved by the RMA Director but not included in the Monterey County Master Fee Schedule will be submitted to the County Board of Supervisors at the next revision of the schedule.

- 1.3.4.** CONTRACTOR may work with third party vendors to host special events at the Parks.

- 1.3.4.1. CONTRACTOR shall submit all special event requests estimated greater than one-thousand (1,000) attendees, including spectators, event volunteers and event employees to the RMA Director for review and approval.

- 1.3.4.2. County may host special events at the Parks by contracting directly with third party vendors. County shall notify CONTRACTOR of such special events and coordinate use of Parks Facilities as needed.

- 1.3.4.3. CONTRACTOR shall coordinate with County to provide additional support services including cleanup, janitorial work and repairs, beyond the standard requirements described in this scope of work for County-managed special events.

- 1.3.4.4. CONTRACTOR shall not permit event organizers, partners, attendees, or sponsors store equipment, vehicles, machinery, or any other items used in the performance of an event at Parks facilities, grounds or open space, beyond the terms agreed to by the County in a special event agreement, unless given written approval by the RMA Director or Deputy Director(s).

- 1.3.4.5. County shall notify CONTRACTOR of any event storage at the Parks by third parties.

1.4. County Access to Parks

- 1.4.1. Monterey County Water Resources Agency (“MCWRA”) has and maintains absolute entitlement to, use of, and release of all waters within the reservoirs at Lake Nacimiento and Lake San Antonio. MCWRA will from time to time as it solely deems necessary release or add water to each reservoir, and it is agreed MCWRA may do so without regard to the effect, if any, as to CONTRACTOR’s revenue, income or profit, whether gross or net.
- 1.4.2. Each reservoir was built, maintained and operated for the purpose of water conservation and flood control, regardless of any statements recorded or documented to the contrary.
- 1.4.3. CONTRACTOR should consider alternative income opportunities to render the Parks operations less dependent on the reservoir levels.
- 1.4.4. County may undertake improvements to the Parks during the term of the agreement. The County will attempt to make those improvements in a manner that does not interfere unreasonably with the operations of CONTRACTOR. CONTRACTOR expressly waives any and all claims for damages of any kind, including but not limited to, loss of profits as a result of the interruption of business of CONTRACTOR that may arise as a result of such improvements undertaken by the County.

1.5. Staffing

- 1.5.1. CONTRACTOR shall provide staff to operate and maintain Parks operations as specified in this scope of work, to such an extent and in a manner considered satisfactory by County.
- 1.5.2. CONTRACTOR shall be responsible for human resources management of the Parks operations. Human resources management will include recruiting, selection, hiring, retention, termination, and overall employee management. Employee benefits will be based on CONTRACTOR’s employee benefit policy.
- 1.5.3. CONTRACTOR shall ensure that one of its employees, authorized by the CONTRACTOR to make operational decisions, lives on site at one of the Parks.
 - 1.5.3.1. County shall only provide one housing unit for use by the CONTRACTOR’s on-site authority. County shall not be responsible for the housing costs or expenses of staff who live off site.
 - 1.5.3.2. CONTRACTOR shall not use any Parks facilities for staff housing without written approval by the RMA Director or RMA Deputy Directors(s).
 - 1.5.3.3. CONTRACTOR shall be responsible for maintenance of any staff housing in the Parks in compliance with the operation standards and best management practices of this scope of work.
 - 1.5.3.4. CONTRACTOR shall be responsible for compliance with all Federal, State and local laws and regulations applicable to Staff housing within the Parks.
 - 1.5.3.5. CONTRACTOR acknowledges that any property interest created by an agreement may be subject to property taxation and the CONTRACTOR may be subject to property taxes levied on such property interest.

1.5.4. On Site Staff Responsibilities

- 1.5.4.1. In addition to the maintenance requirements of Section 2 – Operations Standards and Best Management Practices, CONTRACTOR shall be responsible for maintaining the staff housing unit in a neat, orderly manner.
- 1.5.4.2. Personal belongings including vehicles, trailers, boats, must be stored out of public view.
- 1.5.4.3. The housing unit and surrounding landscape including gardens shall not be altered without prior written approval from the County RMA Director or Deputy Director(s).
- 1.5.4.4. Fencing, sheds, storage boxes and other structures shall not be added to the housing unit site without written approval from the RMA Director or Deputy Director(s).
- 1.5.4.5. CONTRACTOR staff pets must be well cared for and kept on a leash or otherwise confined. Presence of pets shall not be a nuisance to the public.
- 1.5.4.6. CONTRACTOR shall not permit any cattle, horses, goats, sheep, swine, reptiles, fowl or any domestic animal, including pigeons for breeding purposes to be kept or to graze at any Park, unless authorized by the RMA Director or designee on property designated for such purpose by the County,

1.6. Environmental

1.6.1. Environmental Laws

CONTRACTOR shall at all times in all aspects comply with all federal, state and local laws and regulations, and any amendments thereto affecting CONTRACTOR's operation on the Parks, including all federal, state and local laws, ordinances and regulations relating to the environment and Hazardous Material.

- 1.6.1.1. As used herein, the term "Hazardous Material" includes, without limitation, any hazardous or toxic substance, material or waste which is or becomes regulated by any local governmental authority, the State of California or the United States government. County shall be notified immediately of any release or threatened release of any hazardous material.

1.6.2. Endangered Species

- 1.6.2.1. CONTRACTOR shall coordinate with the RMA Director or Designee to ensure all applicable laws and regulations are followed when an endangered species or species under federal, state or local protection such as the Bald Eagle is identified within the Parks operations.
- 1.6.2.2. CONTRACTOR shall provide environmental risk mitigation services, environmental testing, enforcement and reporting as requested by the County.

1.6.3. Water Quality

CONTRACTOR shall comply with State, County and other regulatory requirements pertaining to water quality in recreational, water body areas. Specific

attention shall be given to harmful algal blooms as per the State Water Board's Surface Ambient Monitoring Program, in coordination with the San Francisco Estuary Institute and the Cyanobacteria Assessment Network (CyAN), a joint project of the National Aeronautics and Space Administration (NASA), National Oceanic and Atmospheric Administration (NOAA), U.S. Geological Survey (USGS), and Environmental Protection Agency (EPA).

- 1.6.3.1. When conditions are optimal, including light, temperature, levels of nutrients, and lack of water turbulence, cyanobacteria and some algae can quickly multiply into a harmful algal bloom (HAB). CONTRACTOR shall begin monitoring activities prior to opening of the Parks from Standby status or any time the Parks are open to the Public.
- 1.6.3.2. CONTRACTOR shall perform water quality tests and submit reports to appropriate agencies as required, and send copies of all such reports to the County.

1.7. Financial Statements and Accounts

1.7.1. Accounting System

CONTRACTOR shall utilize an accounting system that allows it to follow generally accepted accounting practices, including the ability to allocate personnel and other key costs to specific facility categories as described in Section 2.2.1, and other activities in the Parks to determine which make significant contributions to and which may detract from profit.

The accounting system shall be capable of providing information required by this scope of work and in final form acceptable to County.

1.7.2. Reporting Schedule

Financial reporting to County will be monthly, or at the direction of County. CONTRACTOR shall submit a monthly written profit and loss statement (P&L) to the County for review and approval within thirty (30) days prior to the end of each calendar month.

1.7.3. Profit and Loss Statement (P&L)

The P&L, as audited and approved by the County, will reflect all expenses paid in the normal course of business such as all personnel, supplies, materials and equipment needed for the operation of the Parks.

- 1.7.3.1. CONTRACTOR shall track and report expenses in a format acceptable to the County that identifies the associated facility category as specified in Section 2.2. Direct costs for the maintenance, repair and operation of facilities must be identified by category in the monthly profit and loss statement P&L.
- 1.7.3.2. Expenses not specifically associated with one of the categories listed in Section 2.2 can be submitted as part of the P&L without assignment.

1.7.4. Alcoholic Beverage Sales

Alcoholic beverage sales shall be equal to the balance of sales less the cost of goods for the alcoholic beverages sold at all locations and shall be retained by CONTRACTOR. All costs of goods shall be the sole responsibility of CONTRACTOR.

- 1.7.4.1. County owns six (6) State of California, Department of Alcoholic Beverage Control Licenses (hereinafter referred to as “Licenses”), identified as follows:

Lake Nacimiento

Permit #20-12923 Off Sale Beer and Wine Store

Permit #20-12926 Off Sale Beer and Wine Marina

Permit #41-16597 On Sale Beer and Wine Eating Place

Lake San Antonio

Permit #20/41-271152 Off Sale/On Sale Beer and Wine Marina/Eating Place

Permit #20-271150 Off Sale Beer and Wine South Shore Store

Permit #20-271151 Off Sale Beer and Wine North Shore Store

- 1.7.4.2. County will agree to transfer the Licenses to CONTRACTOR for the term of the agreement at no cost, and are to be used by CONTRACTOR to provide Services at each of these locations. Upon termination of the agreement, Licenses will revert to the County. Any and all revenues by CONTRACTOR from the sale of all alcoholic beverages under these Licenses shall be retained by CONTRACTOR as the sole property of CONTRACTOR. CONTRACTOR shall maintain a separate accounting for all such revenues. County shall have no interest, whatsoever, in the revenues from the sale of alcoholic beverages as long as the Licenses are held in CONTRACTOR’s name.

1.8. Audits and Reconciliation

- 1.8.1.** CONTRACTOR agrees that County will have the right to review, obtain and copy all records pertaining to the CONTRACTOR’s Parks operations. CONTRACTOR agrees to provide County with any relevant information requested, and shall permit County access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts and other material that may be relevant to a matter under investigation for the purpose of determining compliance with the agreement. CONTRACTOR further agrees to maintain such records for a period of three (3) years after final payment.

1.8.2. Independent Audit

CONTRACTOR shall employ an independent Certified Public Accountant (CPA) at CONTRACTOR’s cost, to perform an audit of the books and records of CONTRACTOR, as they pertain to the agreement, for each Fiscal Year, or applicable

portion thereof. For the purposes of this RFP, Fiscal Year is defined as beginning on July 1st and ending June 30th of the following calendar year. Such audit shall be in a format and in detail satisfactory to the County and shall include all of the following:

- 1.8.2.1. An audited statement of gross revenues shall be submitted to the County by no later than one hundred twenty (120) days following the last day of every fiscal year. Such audit shall be conducted by an independent CPA, and include all business transacted at the Parks under the terms of the agreement by CONTRACTOR during the preceding Fiscal Year, and excluding any other business transacted by CONTRACTOR.
- 1.8.2.2. A written statement, by such CPA, to the County stating that in the CPA's opinion, the payments made to the County by CONTRACTOR for the preceding fiscal year were paid in accordance with the agreement terms.
- 1.8.2.3. Copies of any reports prepared by such CPA relating to the agreement, and specifically describing any strengths or weaknesses of internal fiscal controls.
- 1.8.2.4. A management letter prepared by such CPA for CONTRACTOR relating exclusively to the agreement, and specifically describing CONTRACTOR's internal accounting controls as they relate to cash handling, processing of receipts and security of cash at the Parks, based on examination and testing of such controls by such CPA, including a control analysis of the strengths and weaknesses of such controls.
- 1.8.2.5. If CONTRACTOR fails to perform its obligations under this section, after thirty (30) days' notice by the County, the County may employ an independent CPA to perform the required audit and, in addition to any difference in revenue due the County from such audit, County shall recover the entire cost of such audit.

1.8.3. Statement Reconciliation

County Resource Management Agency staff shall reconcile any fees paid by the County with audited financial records and statements provided by CONTRACTOR, and provide comparison to the County Auditor-Controller's Office. Any excess or shortage in fees paid in comparison to the audited financials shall be reimbursed within thirty (30) days following discovery of such discrepancy.

- 1.8.3.1. In the event that the results of any such audit by County show any discrepancy as compared to the amount of CONTRACTOR's Gross revenues, as reported to County by CONTRACTOR, CONTRACTOR shall pay the County the difference or County shall reimburse CONTRACTOR, as the case may be, within thirty (30) calendar days following discovery of such discrepancy.
- 1.8.3.2. In the event that any such discrepancy exceeds the amount of such Gross revenues reported by CONTRACTOR to County by more than two percent (2%), CONTRACTOR shall reimburse County for all of County's costs in connection with such audit.

1.9. Utilities

CONTRACTOR shall be responsible for all utility costs at the Parks, including but not limited to Electric, Water, Sewer, Internet, Phone, and Propane.

- 1.9.1.** Utility bills will remain under the County’s name. CONTRACTOR shall include a monthly estimate of all utilities in its monthly P&L. CONTRACTOR estimates and actual costs paid by the County will be reconciled at the end of the fiscal year.

1.10. Marketing

- 1.10.1.** CONTRACTOR shall be responsible for advertising and marketing of the Parks.
- 1.10.2.** CONTRACTOR shall make all advertising material and agreements available to the County upon request.
- 1.10.3.** All advertising shall be subject to approval by the County. County may approve marketing strategies that allow the CONTRACTOR to determine the best approach and content, however the County may at any time require the CONTRACTOR to terminate any advertising.
- 1.10.4.** There shall be no advertising, sponsorships or event sanctioning for tobacco, gun, cannabis, or adult entertainment businesses.
- 1.10.5.** No advertising, sponsorship or event sanctioning agreement shall extend beyond the term of the CONTRACTOR’s agreement with the County without the express, written approval of the County.

1.11. Capital Projects

CONTRACTOR shall coordinate with RMA staff annually to submit capital projects as defined by the County of Monterey Capital Improvement Program (CIP) to the County for inclusion in the CIP each fiscal year.

2. Operation Standards and Best Management Practices

CONTRACTOR shall operate and maintain the Parks in accordance with the operating standards and Best Management Practices (BMPs) as described in this scope of work.

2.1. County and CONTRACTOR Assets

- 2.1.1.** County shall provide CONTRACTOR the use of both the real and personal property (“Facilities”) in the Parks for providing, operating and maintaining Parks operations.
- 2.1.2.** Facilities include but are not limited to the following: all buildings, facilities and grounds/open space under CONTRACTOR management at the Parks including Rental Lodges and Trailers, Marina, Fuel Systems, Water Systems, Campgrounds, Restrooms, General Stores, Restaurants and all facilities as described below.
- 2.1.3.** CONTRACTOR shall be responsible for providing and maintaining its own vehicles and vessels that, at CONTRACTOR’s discretion, are needed for Parks operations. All vehicles must be properly licensed and insured.

2.2. Facility Categories

- 2.2.1.** County has assigned the following facility categories to specific Parks buildings and facilities to better evaluate the profitability of specific Parks operations:

Lodges: Nineteen (19) cabins at Lake Nacimiento.

Cabins/Modular Units: Cabins and modular units for rent at all Parks.

Travel Trailers: Camper units for rent at all Parks.

Campgrounds: Tent and Recreational Vehicle (RV) camp facilities at all Parks.

Marina and Boat Launches: Marina, Fuel Stations, Marina Store and Boat Launches.

General Store/Restaurant: Restaurants and stores (except for marina store) at all Parks.

- 2.2.2. CONTRACTOR shall reference the appropriate facility category on all internal maintenance records as described under Section 2.3.3 Inspection Records and financial reports submitted to the County as described under Section 1.7.3. Profit and Loss Statement (P&L).

2.3. Maintenance and Repair

2.3.1. Maintenance Standards

CONTRACTOR shall provide preventative and corrective maintenance to keep all Facilities in a safe, operable condition that is in strict compliance with all applicable governmental regulations, laws and codes, including but not limited to applicable Building, Electrical, Plumbing and Fire codes.

- 2.3.1.1. CONTRACTOR shall return the Facilities at the termination of the agreement in as good order as when received, excepting ordinary wear and tear.

- 2.3.1.2. CONTRACTOR shall be responsible for providing all staff and equipment necessary to maintain and repair Parks facilities in accordance with the scope of work. County may at its sole discretion provide in writing for the use of County owned equipment by CONTRACTOR.

- 2.3.1.3. CONTRACTOR may decide to close specific buildings and facilities. This is separate from a Parks closure as described in Section 1.2. CONTRACTOR shall maintain all Parks facilities whether the facility is open or closed, unless express written permission is provided by the RMA Director or Deputy Director(s) stating that a facility may be allowed to continue without maintenance and repair.

- 2.3.1.4. CONTRACTOR shall maintain all buildings and facilities in good operating condition acceptable to the County, as generally described below:

- **Building Extensions:** All decks, railings, steps, patios and other building extensions are structurally sound. Railings are secured and do not present a fall hazard. Decks, patios, steps and other constructed surfaces do not present a trip hazard.
- **Doors:** Finish is in good condition, not chipped or peeling; locks function properly; threshold is not rotted, broken or presenting a trip hazard due to condition; weather-stripping is in place with no gaps; hinges tightened.
- **Exterior:** Siding or other exterior finish is intact and provides adequate protection to the structure and interior; no holes, missing slats/boards, broken stucco, etc. Paint is not peeling or cracked.
- **Fixtures, Equipment Misc.:** Appliances, fixtures and equipment (sinks, toilets, water heaters, filtration systems, HVAC, etc.) are in good working order; parts replaced as needed; leaks repaired; filters and other consumables replaced as needed per system and parts

manufacturer direction; burned out lights replaced. All facilities regularly spot-checked using inspection sheets as a guide.

- **Floors:** Flooring is free of trip hazards; Carpets are in good condition with no staining or discoloration beyond normal wear and tear; hard surface floors (wood, laminate, concrete, etc.) must be flat, clean, dry, structurally sound, free of squeaks and free of protruding fasteners.
- **Interior Walls:** Holes and other damage to the interior wall surfaces are properly patched and painted. Paint is not peeling, bubbled, or otherwise defective.
- **Marina:** Repair or replacement is required when flotation material no longer performs its designated function or it fails to meet the specifications for which it was originally warranted. Flotation should be adequate to maintain a stabilized and safe structure capable of supporting use loads. At least forty percent (40%) of the flotation should be above the waterline under all conditions. Flotation should be securely fastened to the dock using galvanized steel straps, treated wood dowels, galvanized bolts, or other acceptable methods.
- **Roof:** Roofing material does not leak and is in good condition. Gutters systems are clean, free of debris buildup. Roof is clean and free of leaves, pine needles, and other debris that may present a fire hazard.
- **Water Damage:** Source(s) of water damage identified and any ongoing contributing factors mitigated. Previous damage is assessed to determine the need for repair/replacement.
- **Windows:** Glass is not broken or cracked; Glazing and weather-stripping provides a good seal, is not cracked, broken or missing; locks are in place (if applicable) and work properly; paint and/or finish is not chipped or peeling. Exterior frame is sealed with no holes or gaps into the interior of the structure. Window screens are free of tears, holes. Screens are secured in frames on all sides, and spline, if appropriate, is intact.

2.3.1.5. CONTRACTOR shall require its staff to maintain all licenses and certifications necessary to legally and safely operate equipment.

2.3.2. Facilities Inspection

CONTRACTOR shall inspect all Parks facilities under CONTRACTOR management to provide a written record of facility conditions.

- 2.3.2.1. CONTRACTOR shall conduct quarterly inspections to compare facility conditions with Building and Facility Maintenance Standards described in Section 2.3.1. Inspections shall be performed on all Facilities on a quarterly basis or at an interval determined by the County.
- 2.3.2.2. CONTRACTOR shall record deficiencies identified through inspection, notification by visitors, County staff, etc. and remedy the issue promptly, to the satisfaction of the County.
- 2.3.2.3. CONTRACTOR shall create and regularly update a maintenance plan of all necessary repairs, replacements and upkeep projects at the Parks.

Deficiencies recorded in inspections shall be kept on record as part of the maintenance plan and each project's priority evaluated throughout the year. The maintenance plan shall be updated no less than annually as part of the Parks Operations Plan.

- 2.3.2.4. CONTRACTOR shall conduct additional inspections at the request of the County. County staff shall be allowed to accompany CONTRACTOR staff on inspections at any time.
- 2.3.2.5. County reserves the right to conduct its own inspection of any Facility without prior notice to the CONTRACTOR.

2.3.3. Inspection Records

- 2.3.3.1. CONTRACTOR shall maintain written records of inspections, and shall utilize inspection checklists to consistently document Facility conditions. CONTRACTOR shall note any deficiencies, new or ongoing on inspection forms. Deficiencies that present an imminent danger to life, health or property must be addressed immediately.
- 2.3.3.2. CONTRACTOR shall keep all inspection records on file for three (3) years in either hard copy or electronic .pdf format.
- 2.3.3.3. Forms must be signed and dated by individual completing the inspection. A scanned electronic copy of the inspection form must be sent to the County designated point of contact within ten (10) days after the inspection.
- 2.3.3.4. CONTRACTOR shall make any inspection record on file available to the County upon request.

2.3.4. Deficiencies and Repair

- 2.3.4.1. If CONTRACTOR refuses or neglects to undertake maintenance or repair which are CONTRACTOR's responsibilities under the agreement, County shall have the right to make such repairs on behalf of CONTRACTOR. Such work shall be paid for by CONTRACTOR within thirty (30) calendar days following written demand by the County for said payment.
- 2.3.4.2. CONTRACTOR shall be solely responsible for the cost of any repair or maintenance to Facilities resulting from the negligent acts or omissions of the CONTRACTOR. In the event of such damage, County may elect to perform such repair or maintenance itself, at CONTRACTOR's sole cost and expense, or require CONTRACTOR to perform the same at CONTRACTOR's sole cost and expense.
- 2.3.4.3. CONTRACTOR shall be responsible for immediately notifying County of any malfunction, problem, fault, or not-in-operation for any item for which County is responsible.

2.4. Grounds and Open Space

CONTRACTOR shall provide all open space maintenance, including mowing, road patching, tree trimming, removal of dead or hazardous trees, debris clearing, weed spraying, picking up litter and general cleaning for the campgrounds and open space within the Parks.

2.4.1. Trees, Vegetation and Fire Management

- 2.4.1.1. CONTRACTOR shall maintain grounds and open space in compliance with all applicable laws and regulations, such as fire codes and County policies and codes.
- 2.4.1.2. CONTRACTOR shall follow all applicable permitting requirements for the pruning or removal of trees.

2.4.2. Animal and Pest Control

CONTRACTOR shall be responsible for the control of all wildlife including rodents, insects and other pests and invasive species at the Parks.

- 2.4.2.1. Proactive preventative measures, including but not limited to netting, exterior surface protectors (skirt board, sheet metal), bat houses, bird deterrents, and rodent traps and deterrents shall be used as necessary to prevent wildlife from entering spaces within and under structures or otherwise damaging facilities.
- 2.4.2.2. Traps and repellents will be installed as needed around Parks facilities and removed or replaced when full or unsightly.
- 2.4.2.3. CONTRACTOR shall be responsible for all pesticide spraying and application, including all necessary permits.
- 2.4.2.4. CONTRACTOR shall provide mussel inspection services at public lakes facility entrances while they are open to the public. Entrances are located at 10625 Lake Nacimiento Drive, 2091 New Pleyto Rd and 2610 Lake San Antonio Rd. All inspections shall be conducted by trained personnel during hours which vessels are admitted to the Park. Staff assigned to mussel inspection services for Parks shall include at least two individuals at each inspection location that have completed the Pacific States Marine Fisheries Commission - Level II Watercraft Inspection and Decontamination Training.
- 2.4.2.5. Quagga Inspection services shall include use of a Quagga Inspection Database to track inspections. Database reports and information shall be available to the County upon request.
- 2.4.2.6. The County has in the past been awarded grants for Quagga Mussel inspections at the Parks. The County anticipates that it will continue to apply for available grants for Quagga Mussel inspections, and will expect CONTRACTOR to be involved in the execution of any grant scope of work related to these services.

2.5. Custodial/Janitorial

CONTRACTOR shall provide services and staff for all custodial and janitorial services at Parks facilities, including the following:

- 2.5.1. Restrooms:** Clean, stock and maintain all structural restrooms, chemical toilets and floating restrooms (including pumping). Stock toilet paper and paper towel dispensers, fill or replace hand soap dispensers, empty all waste bins, sanitize and mop floors, sanitize facility regularly and as needed.

2.5.2. Garbage/Recycle: Provide garbage and recycle collection services, to include cleaning and emptying of trash and recycle bins, cleanup of litter and debris and placement of trash and recycle bins as needed. Complete and adequate arrangements for the sanitary handling of all trash, garbage, and other refuse generated at the Parks.

2.5.2.1. CONTRACTOR may collaborate with the County to utilize existing County contracted services for waste hauling. CONTRACTOR shall reimburse County for all direct costs for waste hauling at the Parks.

2.5.3. Campgrounds: Pool (when open) is kept clean and free of leaves, debris and algae. Chlorine and pH is tested and maintained regularly.

2.5.4. Restaurant: Restaurant is kept sanitized and clean in accordance with all food health and safety standards.

2.6. Public Safety

2.6.1. CONTRACTOR shall provide security services at the Parks grounds, including the marina.

2.6.2. County shall provide all security and enforcement services on the water.

2.6.3. CONTRACTOR shall provide on-site security staff and/or contracted security services to monitor visitor activity and safety at the Parks based on the individual needs of each Park operation.

2.6.4. Security shall make any required reports to the CONTRACTOR on-site supervisor or manager, and/or the appropriate authorities as necessary.

2.6.5. Security shall observe and report any damage to Park property or suspicious activity.

2.6.6. Security shall observe, investigate and report issues related to parked vehicles such as car break-ins, lights left on, missing permits and passes, etc.

2.6.7. Security shall perform foot patrols of Park property including parking lots, campgrounds and public areas as required.

2.7. Water Systems:

CONTRACTOR shall maintain all drinking water and wastewater systems (pumps, lift stations, filtration systems, storage tanks, and sewer treatment) including:

2.7.1. Monitor drinking water quality levels including all required testing for turbidity.

2.7.2. Maintain all required water system permits.

2.7.3. Provide repair and upkeep to the water systems as needed.

3. Parks Operations

3.1. Annual Operation Plans

3.1.1. As part of the proposed agreement, CONTRACTOR would be required to submit a Parks Operations Plan for each Park location which would detail how CONTRACTOR will meet the operations and management standards of the agreement. CONTRACTOR may propose alternate plans for the use of each Park location, which may include relocation or closure of existing Park facilities, or the construction of new facilities.

3.1.1.1. CONTRACTOR will provide the County with an update to the Operations Plan at least ninety (90) days prior to the start of each year's In-Season operations as approved by the County.

3.1.2. The Operations Plan update shall include any changes to Parks operating days/times, and changes in specific facility operations (Restaurant, General Store, etc.).

3.2. Lake Nacimiento

3.2.1. Facility Operations

CONTRACTOR may, at its discretion, set dates and hours of operation for the restaurant, general store, marina, campgrounds, lodges, laundry and other facilities at Lake Nacimiento.

3.2.1.1. CONTRACTOR may, at its discretion, operate a vessel and equipment rental service at the marina.

3.2.1.2. Any vessels or equipment rented by the CONTRACTOR shall be provided by the CONTRACTOR and remain its property and responsibility, including all required permits, licenses and registration fees.

3.3. Lake San Antonio – South Shore

3.3.1. Facility Operations

CONTRACTOR may, at its discretion, set dates and hours of operation for the restaurant, general store, fuel service, campgrounds, laundry and other facilities at LSA-S.

3.3.2. Houseboats

CONTRACTOR shall maintain permitting and operation of houseboats on LSA-S in accordance with Monterey County Code Chapter 14.22, to include setting fees, maintaining waiting lists, coordinating inspections and issuing permits.

3.4. Lake San Antonio – North Shore

3.4.1. Facility Operations

CONTRACTOR may, at its discretion, set dates and hours of operation for the general store, campgrounds and other facilities located at LSA-N.

Exhibit B – Facility Descriptions

1.1. Lake Nacimient

1.1.1. Facilities and Equipment Descriptions

COUNTY shall provide CONTRACTOR the use of property (buildings, facilities, structures, equipment and inventory) as described below for providing, operating and maintaining visitor services during the term of the Agreement:

Administration Building (Shared Facility with County)

The Administration building, completed in 2004, is a shared facility, which is used to house both County and Contractors administrative staff. The structure contains two stories and is constructed with conventional wood framing on a concrete foundation with a high-end composition shingle roof and stucco exterior.

The upper story of the structure contains approximately 1,848 square feet and serves as the main entry and reception area. The interior walls are a combination of floor to ceiling beam and glass windows and painted drywall. The floor area is tiled and the reception area is fitted with granite countertops. Other amenities include a full height stone fireplace and men and women's restrooms.

The bottom story contains approximately 2,400 square feet with permanent offices and conference rooms along with men and women's restrooms. The walls are finished with paint and drywall. The floors are mainly carpeted with tiling in the restrooms.

The floor areas in both stories are fully furnished. Office spaces are furnished with chairs, desks, cabinets, tables, telephones and the conference room is furnished with tables and chairs. Ample storage area is available for supplies and records.

Other building features include fire sprinklers and a central HVAC system. An interior stairway serves as the primary access between the top and bottom stores. Access around the outside of the building is by walkways and stairs. No elevators are installed.

Campgrounds

Lake Nacimient has a total of 448 camp sites divided into 6 camping areas: Pine Knoll Oak Knoll, Quails Roost, Rocky Canyon, Sandy Point, Eagles Ridge and. The camp sites are categorized as follows:

Camp Area	No Hookup/Water Only		Full Hookup (Water, Elec, Sewer)
Pine Knoll	333 – Water at most		0
Oak Knoll	0		40
Sandy Point	12 – Water at most		0
Rocky Canyon	14 – Water at most		0
Quails Roost	58 – Water at most		0
Eagles Ridge	31 – No Hookup		0

Each campground area except Eagles Ridge include restroom facilities. Eagles Ridge has historically been reserved for large group camping, and portable toilets put in place when needed.

Nacimiento Lodges

There are currently nineteen (19) rental condos which were built in the late 1980s on a ridge above and to the south of the main parking lot with views of the lake. The units were built as multi-unit duplexes and triplexes. Each unit of the duplex and end units of the triplexes is two stories. The middle unit of each triplex is one story. The occupancy of two story units and one story units are ten (10) persons and four (4) persons respectively. The total footprint area of all condo units is estimated at 15,324 square feet. The total deck area contained within all the condo units is estimated at 3,520 square feet.

The units are constructed with conventional wood framing and founded on either concrete perimeter walls or footers or drilled concrete piers spanned with wood glulam beams. The exterior walls are faced with oiled shake shingles and the roofs are covered with asphalt shingles. The units contain exterior wood framed decks and railings. Each unit contains a kitchen, separate bedroom, full bath, and a living room on the first floor. The two story units have stairs to lofted sleeping quarters on the second floor. The floors in the kitchen, eating space, entry and bath areas are covered and finished with linoleum. The remaining floor areas are carpeted. Countertops in all units are covered with a Formica material. Kitchen appliances are apartment-sized units. Each unit is furnished with fire sprinklers, an HVAC system and an electric hot water heater unit. Power is supplied to all units from a central pad mounted transformer.

Marina Operations

The Marina is an integrated structure of floating decks stabilized with underwater cables and anchors. The cables feed through deck winches to maneuver the structure along the water surface to accommodate varying lake levels. The central aisle is connected to the shoreline by a gangplank and railing and branches into six (6) docking aisles. Four (4) of the docking aisles contain individual boat stalls (slips) with boarding walkways that harbor a total of one-hundred forty-six (146) medium size boats. Eight (8) of the slips contain boatlifts. The two (2) docking aisles nearest the gangplank do not contain slips but have designated spaces for mooring boats not assigned a slip. The remaining marina area includes a marina store, storage shed, fueling pad, jet-ski launch pad, a cable maintenance platform and restroom.

General Store and Restaurant

The General Store and Restaurant are land based and situated above high lake level just east of the Marina. The facility is centrally located between the main public parking area, boat launch ramps and Pine Knoll Campground. Permanently partitioned spaces for retail sales, information office, public restrooms and kitchen are provided within the footprint of the original steel building. The building is rectangular in shape and founded on a concrete slab with outside dimensions of approximately one-hundred ten feet (110) x sixty-three feet (63) x twelve (12) feet high enclosing 6,930 square feet. The exterior walls are a combination of storefront windows, stone wainscot, and painted wood siding. The roof is sheathed with corrugated sheet metal decking.

The retail area contains several freestanding beverage coolers and drink dispensers along with displays of lake branded clothing, snacks and sundries on freestanding shelves. Store sales are processed through two (2) checkout stands.

The public restrooms contain separate men and women's facilities

The Restaurant area of the facility contains a kitchen that is capable of serving 400 to 500 meals a day and contains a cooking stove, griddle, deep-fryer, warming ovens, dishwasher unit, walk-in refrigerator and freezer unit. The griddle and deep-fryer units are hooded and ventilated by a single duct fan. The food preparation and dishwashing counters are fabricated stainless steel sheet metal. The kitchen is fitted with a under the hood fire suppression system. The restaurant is fitted with a roof mounted A/C unit that is capable of cooling both the kitchen and seating area.

The restaurant dining area is a lean-to structure added on to the west side of the kitchen with dimensions of approximately fifty-on (51) feet x seventeen (17) feet containing 867 square feet including space for a beer/wine bar. A partially shaded outdoor wood deck runs along the west end of the restaurant to increase occupancy with a dimension of approximately thirty-two (32) feet x twenty (20) feet containing 640 square feet. The combined occupancy of the restaurant and deck is 125 people. The restaurant is fully outfitted with tables and chairs to accommodate the anticipated occupancy of 125 people.

Commercial power is provided to the General Store and Restaurant through a 440 volt, 3-phase central distribution panel adjacent to the kitchen area. A fixed 150 KW diesel generator and transformer switch provide backup power to run all of the refrigeration equipment, fans, ventilators, lights and other circuitry connected to the panel.

Swimming Pool

The swimming pool is concrete with tiled water lie and measures fifty (50) feet x twenty (20) feet with a depth ranging from 1 ½ feet to 9 feet deep. A concrete deck surrounds the pool. The pool is equipped with a circulating and pump system.

Portable RV Trailers

There are eight (8) portable RV Trailers fully contained units with beds, toilet/shower unit, and lounge and kitchen amenities. The footprint size of each unit is twenty-nine (29) feet x eight (8) feet enclosing 232 square feet.

Community Laundry

This facility is currently being housed in a doublewide mobile home unit. The unit contains washers and dryers all coin operated. The unit is estimated at fifty (50) years old, and needs significant repair.

Maintenance Yard (Shared facility with COUNTY)

The Maintenance Yard is an enclosed fenced area of approximately 10,000 square feet containing fuel and oil storage tanks, operations and maintenance vehicles, and storage sheds. Hydraulic fluid, engine oil, and shake oil are stored in separate fifty-five (55) gallon storage units.

Boat Storage Yard

The Boat Storage yard encloses approximately 28,000 square feet, paved with asphalt, and enclosed with a chain link security fence.

Other Assets

Other Assets include inventories of over-the-counter goods in the Marina and General Store, Restaurant pots, pans, dishes, silverware and boating supplies stored in the Marina shed.

1.2. Lake San Antonio - South

1.2.1. Facilities and Equipment Description

Ice House

The Ice House is located adjacent to the Laundry and Storage Building. The building is rectangular wood framed insulated and metal lined building and founded on a concrete slab with outside dimensions of approximately forty (40) feet x seventeen (17) feet x eight (8) feet high enclosing 680 square feet. In addition, the refrigeration unit is housed in a lean-to along the rear of the building. The unit is lined with insulated panels and metal lining.

Gas Station/Maintenance Building and Fuel Storage Tanks

The Gas Station/Maintenance Building is situated just north of the general store. The building is a rectangular concrete and block building and founded on a concrete slab with outside dimensions of approximately forty (40) feet x thirty-one (31) feet x twelve (12) feet high, enclosing 1,240 square feet... The gas pumping system includes two (2) dispensers and two (2) 12,000 gallon double walled horizontal storage tanks mounted on concrete slabs. The gasoline tanks contain spill boxes and vapor recovery systems. One (1) of the gas tanks is located adjacent to the Laundry and Storage Building, while the other tank is located adjacent to the Marina. The gas station building also serves as a maintenance shed, including laundry facilities for staff use.

Café, General Store, and Offices

The Café, General Store and Administrative offices are a 7,500 square foot wood sided structure. The Café has the capacity to provide breakfast, lunch and dinner. The building also houses a small game room. The General Store is stocked with the basic grocery items, camping and fishing supplies needed by guests. There are also several offices in the building. Coin operated laundry is available to guests on the southeast side of the building behind the game room.

Administrative Building

The administrative building is located just north of the Maintenance Yard. It is approximately 5,500 square feet structure with brick walls and asphalt shingle roof. The building contains a museum space, offices and restrooms.

Campgrounds

The San Antonio – South includes 419 campsites divided into three camp areas. The sites are categorized as follows:

Camp Area	No Hookup/Water Only	Electric/Water Only	Full Hookup (Water, Elec, Sewer)

Redonda Vista	110 – Water at most sites	0	86
Lynch	51 – Water at most sites	55	0
Harris Creek	91 – Water at most sites	26	0

Restroom and shower facilities are located throughout the camp areas. Redonda vista camp area includes the Oak Room group building with stove, commercial refrigerators, and sink. There is also an outdoor amphitheater with a plywood screen and concrete/wood seating.

Maintenance Yard

The maintenance yard includes offices, a breakroom, garage, gas pumps and outdoor storage structures. The garage is located on the north side of the main building and includes a vehicle lift. Attached to the northeast side of the main building are several small rooms with shower and restroom facilities. There is an office located on the northwest corner of the yard. The entire yard is fenced and gated. The entire yard including gas/diesel pumps is currently operated by the County. The County plans to maintain control and use of the Maintenance Yard

Rental Mobile Homes

The Mobile home units are founded on jacks with a skirting system enclosing the foundation from sight. The mobile home units are also used as weekend condo rentals during peak periods. The mobile homes on the south shore reside within an upslope area just west of the Marina. Seventeen (17) units of varying age and condition. Seven (7) units are located to the west of the general store. Ten (10) additional mobile home units are located at the top of a hill overlooking the lake.

Emergency Generator

The facility has a backup diesel powered generator installed in 2000 with the capacity of 150 KW. The generator provides backup electricity to the general store and the seven (7) lower mobile home rental units.

Rental Boats

The facility has several power cruising boats, fishing boats and jet skis in varying condition. Documented inventory as of January 10, 2018 in attached as Schedule 1.

Other Assets

Other Assets include inventories of over-the-counter goods in the General Store. There are several County staff residences within LSA-S that do not fall under the purview of this scope of work.

1.3. Lake San Antonio – North

1.3.1. Facilities and Equipment Description

Campground General Store

The Campground General Store is constructed of prefabricated modules encompassing a footprint measuring seventy-one (71) feet x sixty-six (66) feet or about 4,686 square feet.

Lodges

There are four (4) small lodges at LSA-N. Each is approximately 12ft by 35ft. Each unit includes one bedroom, bathroom, kitchen area and small dining area. There is a concrete patio facing the lake next to each unit.

Campgrounds

The San Antonio – South includes 445 campsites divided into “loops”. There are also “primitive” sites which do not have any hookups. The sites are categorized as follows:

Camp Area	No Hookup/ Water Only	Electric/Water Only	Full Hookup (Water, Elec, Sewer)
Loop A	37 – Water at most sites	0	0
Loop B	0	0	14
Loop C	0	6	0
Loop D	0	9	0
Loop E	0	10	0
Loop F	0	10	0
Loop G	0	5	0
Loop H	0	9	0
Loop I	0	11	0
Loop J	0	8	0
Loop K	0	26	0
Primitive	300 – No water	0	0

Los Robles Equestrian Facility

This is an equestrian facility near the park entrance. It includes a corral, arena, snack bar and trail access to LSA-N.

Other Assets

Other Assets include inventories of over-the-counter goods in the Campground General Store. There are several private residences, County staff residences and a County maintenance yard including a vehicle “boneyard” within LSA-N that do not fall under the purview of this scope of work.

PARKS FACILITIES MAINTENANCE AND REPAIRS MAP – EXHIBIT C

Exhibit C – Parks Facilities Maintenance and Repairs Map is a Google Earth layer that provides locations of various Parks facilities. Each location correlates to a Dropbox folder with photos of various repair and maintenance needs for that building or facility. The photos can be downloaded for easier reference. Some folders also include general photos of the structure for reference.

These records are being provided as part of this RFP for general reference only, and should not be considered complete. The pictures may not represent the current condition, as the pictures are always in the past, and work is ongoing, as noted in Section 2.1.6 of this RFP.

Dropbox link:

<https://www.dropbox.com/sh/h5rfm1eack72l6/AAAFUOi-QpCCEnZ2CuFRJpSea?dl=0>

The Google Earth layer can be found as a separate file on the Contracts/Purchasing Solicitation Center page for RFP 10674.