

**12:35 p.m. Item**

**TO:** Board Operations Committee

**FROM:** Tiffany Margulici, Business Services Manager

**DATE:** February 18, 2021

**SUBJECT: Approval of Recommendation for Anthony Chabot Equestrian Center Concession Request for Proposal Response and New Agreement: Anthony Chabot Regional Park**

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**Concession Background**

The Anthony Chabot Equestrian Center (Concession) provides a full-service equestrian facility for the public, including but not limited to, horse boarding, group and individual instruction for adults and youth, horse shows and clinics, educational, instructional, and other services consistent with an equestrian Concession such as a tack shop. The Concession has a large barn with an indoor arena and three smaller stall barns for a total of 65 stalls. In addition, there are, two outdoor arenas, several paddock areas and two residences for the concession manager and/or employees.

Anthony Chabot Equestrian Center is one of four Park District equestrian concessions. It is located on Skyline Boulevard in the Oakland hills and is part of Anthony Chabot Regional Park. The facility includes some limited parking for non-boarding trail users to access nearby trails, including the Goldenrod Trail and Horseshoe Trail. Currently due to COVID-19, the facility itself (barns and arenas) are limited to boarders and equine personal only. However, when not in a pandemic, public access to the site is mandatory.

**Request for Proposals (RFP)**

This Request for Proposals (RFP) was issued in response to the pending retirement of the current concessionaire, Mona Ellingson. Ms. Ellingson had started a 7-year concession agreement as of January 1, 2020 in response to the 2018 RFP process. However, due to a change of circumstances, the Concessionaire gave six months' notice of retirement on October 1, 2020 after only ten months of the agreement. In response, the Park District issued this current RFP on October 26, 2020.

To offer open competition to the public, the RFP was posted in the local newspapers under Legal Ads, posted on the Park District's website, posted on a government RFP advertising website, and sent directly to three interested parties and eight local businesses in the horse boarding and training industry resulting in one submittal from Kheystone Management Company (Kheystone).

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Park District staff reviewed the proposal and conducted a formal interview process to determine how Kheystone would best accomplish the defined expectations listed in the RFP and meet the Park District's concessionaire agreement requirements. The interview panel consisted of Park District representatives as well as an outside agency representative. After consideration of the proposal and interview, it was determined that Kheystone not only met the Park District's criteria, but also exceeded the criteria in several areas, including outreach to underserved communities. Therefore, Kheystone is being recommended by Park District staff for the Board's consideration.

### **Kheystone Management Company**

Kheystone Management Company's is a subsidiary of Kheystone Training, a successful 16-year horse training business. Kheystone's leadership team has 26 years of experience and a professional base at Anthony Chabot Equestrian Center, which will facilitate a smooth and seamless management transition. Kheystone's Co-Founder and President Vijo Lucas Ricardo, has been a volunteer, boarder and professional trailer at Anthony Chabot Equestrian Center since 1994. Kheystone Co-Founder and Managing Director Anthony Ricardo brings over 15-years of executive, high-level financial experience with accounting, financial modeling, financial advising and contract negotiations in the financial industry. This combination of hands-on horse management experience, combined with a modern, business-oriented approach is one of the strengths of Kheystone's proposal.

In addition, Kheystone proposes to maintain and expand meaningful training and access opportunities for the public, including outreach programs for underserved communities. Kheystone will maintain the existing, excellent boarder training programs while expanding partnerships with organizations such as the Humble Project. Kheystone will not make any changes to the existing fee structure at this time.

Kheystone is committed to continued facility improvement and enhancement, high quality services, stable and effective management, and significant concession and maintenance fee generation. They are committed to preserving and enhancing the Concession, a public and community asset; engaging and providing access to the diverse constituencies and communities the Park District serves through a Goodness Plan; and maintaining a fiscally sustainable, viable operation. Representatives from Kheystone will be present to answer any questions about the proposal.

**Park District staff recommends that the Board Operations Committee approve and recommend to the full Board the selection of Kheystone Management Company as concessionaire of Anthony Chabot Equestrian Center for an initial term of three years beginning April 1, 2021 with a mutual option to extend the term of the Agreement for one five-year period. The Park District can expect up to \$52,600 annually, representing 10% of total gross monthly receipts, (5% in concession fees and 5% to a site-specific Concession Maintenance Fund ("CMF")). There will be no cost to the Park District for this action except for any unknown cost of maintenance or repairs to the property not covered by the concessionaire or the CMF.**

**12:55 p.m. Item**

**TO:** Board Operations Committee

**FROM:** Tiffany Margulici, Business Services Manager

**DATE:** February 18, 2021

**SUBJECT: Approval of Recommendation for Las Trampas Stables Concession Request for Proposal Response and New Agreement: Las Trampas Wilderness Regional Preserve**

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**Concession Background**

The Las Trampas Stables (Concession) provides a full-service equestrian facility for the public, including but not limited to, horse boarding, group and individual instruction for adults and youth, horse shows and clinics, educational, instructional and other services consistent with an equestrian Concession such as a tack shop. The Concession has a 40-stall Boarding Barn, a covered outdoor arena, and a 10-stall covered paddock. The concession includes two residences for the concessionaire manager and/or employees with customer parking spaces and an area down the road to park horse trailers with a large barn for extra storage.

Las Trampas Stables is one of four Park District equestrian concessions. It is located on Bollinger Canyon Road in San Ramon is part of Las Trampas Wilderness Regional Preserve. Las Trampas Stables is in close proximity to many multi-use trails. Currently, due to COVID-19, the facility itself (barns and arenas) are limited to boarders and equine personal only. However, when not in a pandemic, public access to the site is mandatory.

**Request for Proposals (RFP)**

This Request for Proposals (RFP) was issued in response to the pending retirement of the current concessionaire, Mona Ellingson. Ms. Ellingson had started a 7-year concession agreement as of January 1, 2020 in response to the 2018 RFP process. However, due to a change of circumstances, the Concessionaire gave six months' notice of retirement on October 1, 2020 after only ten months of the agreement. In response, the Park District issued this current RFP on October 28, 2020.

To offer open competition to the public, the RFP was posted in the local newspapers under Legal Ads, posted on the Park District's website, posted on a government RFP advertising website, and sent directly to fourteen local businesses in the horse boarding and training industry resulting in one submittal from Juliene Bartley, Limited Liability Company (JB LLC). Juliene Bartley has been the onsite manager of the facility for the last two years.

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Park District staff reviewed the proposal and conducted a formal interview process to determine how Juliene Bartley LLC would best accomplish the defined expectations listed in the RFP and meet the Park District's concessionaire agreement requirements. The interview panel consisted of Park District representatives as well as an outside agency representative. After consideration of the proposal and interview, it was determined that JB LLC not only met the Park District's criteria, but also exceeded the criteria especially in the area of onsite knowledge of the Las Trampas Stables. Therefore, JB LLC is being recommended by Park District staff for the Board's consideration.

### **Juliene Bartley LLC (JB LLC)**

Juliene Bartley has been the onsite manager at Las Trampas Stables since 2019 and a boarder at the facility since 2018. During her tenure, she has established a good rapport with the boarders and their horses, as well as with the Las Trampas Park Supervisor and staff. Her efforts have resulted in a harmonious, safe, and comfortable environment. In addition to her experience at Las Trampas Stables, Ms. Bartley has more than twenty years' experience and expertise working with a large volume of animals in a professional environment, including horse boarding as well as dog board and care. Her proposal and interview demonstrated a passion for providing high-quality animal care, with a focus on rider safety.

JB LLC is committed to continued facility improvement and enhancement, high quality services, stable and effective management, and significant concession and maintenance fee generation. JB LLC will continue to work cooperatively and collaboratively with Park District staff to produce a fiscally responsible equine operation while fostering a safe and welcoming environment. JB LLC will not make any changes to the existing fee structure at this time. Juliene Bartley will be present to answer any questions about the proposal.

**Park District staff recommends that the Board Operations Committee approve and recommend to the full Board the selection of Juliene Bartley, Limited Liability Company as concessionaire of Las Trampas Stables for an initial term of three years beginning April 1, 2021 with a mutual option to extend the term of the Agreement for one five-year period. The Park District can expect up to \$28,800 annually, representing 10% of total gross monthly receipts, (5% in concession fees and 5% to a site-specific Concession Maintenance Fund ("CMF")). There will be no cost to the Park District for this action except for any unknown cost of maintenance or repairs to the property not covered by the concessionaire or the CMF.**

**1:15 p.m. Item**

**TO:** Board Operations Committee

**FROM:** Jeff Bennett, Gardener

**DATE:** February 18, 2020

**SUBJECT: Interpretive Parklands Unit Update: Greenhouse at Dry Creek Garden**

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As part of the Interpretive Parklands Unit Update, Gardener Jeff Bennett will highlight work conducted to construct a new greenhouse at the Meyer's Garden at Dry Creek Garden. The report will provide background on the new facility, the construction timeline and process, as well as the functionality of this new structure. Additionally, the presentation will showcase vegetation already growing inside the greenhouse and how – only 10 weeks of completion date – hundreds of plants are already being propagated from cuttings and seeds to plant out in the garden without any outside sourcing.

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