



2950 PERALTA OAKS COURT P.O. BOX 5381 OAKLAND CALIFORNIA 94605-0381 T: 1-888-EBPARKS F: 510-569-4319 TRS RELAY: 711 WWW.EBPARKS.ORG

12:30 p.m. Item

TO: Board Operations Committee
FROM: Mimi Waluch, Business Services Manager
DATE: August 18, 2016
SUBJECT: **Review of Approved Caterers List:
District's Reservable Facilities**

The Reservable Facilities at the Brazilian Room, Fern Cottage, Shoreline Center, and Temescal Beach House have had an Approved Caterers list for over 20 years. The current 14 Approved Caterers under contract are in the final year of their term. On June 30, 2016, staff issued a Request for Proposal (RFP) seeking Approved Caterers for the Reservable Facilities who would provide high quality and a variety of menu selections, in addition to excellent service to the public, in an atmosphere compatible with the beautiful natural settings of the four park facilities.

Up to 65 RFP packets were distributed through e-mail and direct mail, in addition to advertising in local newspapers and posting to the District website under *Concession Opportunities*. The District received 18 completed proposals including proposals from the 14 Approved Caterers currently under contract. After initial screening and review, staff conducted 4 interviews with potential new caterers. All of the 14 existing Approved Caterers are being recommended to continue in the process. In an effort to expand and balance the menu selection and ideas and ability to promote facility mid-week utilization, staff proposes to add three new caterers for a total of 17 for the new term starting in 2017.

The choices of existing 14 Approved Caterers are:

Andronico's Catering	14234 Catalina Street, San Leandro, CA 94577
Ann Walker Catering	P.O. Box 85, San Anselmo, CA 94979
Blue Heron Catering	1430 23 rd Avenue, Oakland, CA 94606
Carrie Dove Catering	1552 Beach Street, Suite C, Emeryville, CA 94608
Checkers Catering & Special Events	83 Wright Brothers Avenue, Livermore, CA 94551
Culinary Excellence	8210 Capwell Drive, Oakland, CA 94621
Miraglia Catering	2096 Burroughs Avenue, San Leandro, CA 94577
Palmdale Estates Catering	415 Abbie Street, Pleasanton, CA 94566
Schumann's Four Seasons	2580-C Wyandotte Avenue, Mountain View, CA 94043
Serves You Right Catering	P.O. Box 8433, Berkeley, CA 94707
Swanky Catering & Events	2300 23 rd Avenue, Oakland, CA 94606
The Arlington	269 Arlington Avenue, Kensington, CA 94707
The Red Door Catering	6232 La Salle Ave., Suite E, Oakland, CA 94611
Trumpetvine Catering	2533 Seventh Street, Berkeley, CA 94710

The choices of new 3 Approved Caterers are:

Café Soleil
Jasmine Catering
Svetlana Catering & Events

3550 San Pablo Dam Rd., Space-O, El Sobrante, CA 94803
1800 Sacramento Street, Berkeley, CA 94702
3015 Adeline Street, #103, Oakland, CA 94608

Staff recommends that the Board Operations Committee approve and recommend to the full Board a one-year concession agreement, with four additional one-year option periods, to provide catering services on a non-exclusive basis to parties that rent the District's Reservable Facilities. There is no cost to the District for this action. The District can expect revenue of up to \$92,000 annually, representing concession fees, maintenance fund fees, and promotional fees based on total gross monthly food and beverage sales derived from catering services at the District's Reservable Facilities. Please see the following breakdown of percentage of fees per category.

Category	Weddings/Socials	Business
% of Gross F&B Concession Fee	4%	2%
% of Gross F&B Maintenance Fee	7%	3%
% of Gross F&B Promotion Fee	.5%	.5%
Total Fees	11.5%	5.5%

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1:10 p.m. Item

TO: Board Operations Committee

FROM: Dave Zuckermann, Northwest Regional Services Manager

DATE: August 18, 2016

**SUBJECT: Update Save the Redwoods League Collaboration:
Interpretive & Recreation Northwest Region**

Northwest Regional Services Manager Dave Zuckermann will present information to the Board Operations Committee on the Save the Redwoods League Collaboration.

In the presentation, Crab Cove interpretive staff along with the Save the Redwoods League, will highlight an outreach program partnership that primarily serves schools in the Tidewater Grant Area. This program takes place in Roberts and Redwood Regional Parks, as well as at the Crab Cove Visitor Center, and emphasizes watershed education.

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1:40 p.m. Item

TO: Board Operations Committee
FROM: Renee Patterson, Administrative Analyst II
DATE: August 18, 2016
SUBJECT: **Review of Skyline Ranch Equestrian Concession RFP:
Anthony Chabot Regional Park**

Skyline Ranch is a District equestrian concession located in Anthony Chabot Regional Park. The concession has a small indoor arena and 45 stalls for boarding. The concessionaire may choose to board up to fourteen of the stalls for lessons. There is also a large outdoor arena with paddocks along the hillside for turnouts. The facility includes a manure management area, feed storage area, and two caretaker residences.

In 1996 and again in 2006, the Board of Directors granted Judith Martin, d.b.a. Skyline Equestrian Center, two 5-year terms at the concession. On May 20, 2016, the East Bay Regional Park District issued a Request for Proposals (RFP) seeking an experienced operator to manage the equestrian concession. In order to offer open competition to the public, the equestrian center RFP was advertised in the local newspapers, posted on the District’s website, posted on a government RFP advertising website, sent to three local horse associations, and sixteen local horse barns. The District received one submittal from Judith Martin, who is the current operator.

District staff reviewed the proposal and interviewed the proposer to determine if continuing with the current operator would best accomplish the defined expectations of the RFP and to evaluate the operator’s acceptance of the District’s concessionaire agreement requirements, if awarded the concession. The proposal was concise and provided all the requested items.

After careful consideration and review of the proposer’s response to panel interview questions, District staff is recommending that the Board Operations Committee approve and recommend to the full Board the selection of Judith Martin, d.b.a. Skyline Equestrian Center, as the concessionaire at Skyline Ranch. Ms. Martin has met the criteria and requirements as contained in the District’s RFP.

Staff recommends a 3-year concession agreement with one additional 7-year period to manage and operate the Equestrian Center Concession for Anthony Chabot Regional Park. The District can expect revenue of up to \$10,350 annually, representing 3% of total gross monthly receipts derived from a combination of horse boarding, lessons, and day camps. In addition, up to \$24,150 annually, 7% of total gross monthly receipts will be set aside in a site-specific Concession Maintenance Fund. There will be no cost to the District for this action except for any unknown maintenance or repairs to the property not covered by the concessionaire or the Concession Maintenance Fund.

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1:55 p.m. Item

TO: Board Operations Committee

FROM: Renee Patterson, Administrative Analyst II
Mimi Waluch, Business Services Manager

DATE: August 18, 2016

**SUBJECT: Review Piedmont Stable and Redwood Arena Concession RFP:
Redwood Regional Park**

Piedmont Stable is a District equestrian concession in Redwood Regional Park. The concession is a 43-stall stable with an indoor arena and a turnout area for 43 horses with lighted outdoor paddock. There is a Hay Barn, a Shavings Barn, and a Manure Bin, as well as a caretaker residence.

Redwood Arena is nestled in the Oakland hills and has been in operation for many years. It provides an enclosed area for locals to ride and for lessons. Redwood Arena is a 3.2 acre sanded lot enclosed by a split rail fence. There are no lights onsite.

Judith Martin has been the Piedmont Stables concessionaire since August 2002 and the licensee for of the Redwood Arena since January 2001. On May 20, 2016, the District issued a Request for Proposal (RFP) seeking an experienced operator to manage the Redwood Regional Park equestrian concession and the special use arena as one concession. In order to offer open competition to the public, the equestrian concession RFP was advertised in the local papers, posted on the District's website, posted on a government RFP advertising website and sent to three local horse associations and sixteen local horse barns. The District received one submittal from Judith Martin, who is the current operator.

District staff reviewed the proposal and interviewed the proposer to determine if continuing with the current operator would best accomplish the defined expectations of the RFP and to evaluate the operator's acceptance of the District's concessionaire agreement requirements, if awarded the concession. The proposal was concise and provided all the requested items.

After careful consideration and review of the proposer's response to panel interview questions, District staff is recommending that the Board Operations Committee approve and recommend to the full Board the selection of Judith Martin, d.b.a. Skyline Equestrian Center as the concessionaire at Piedmont Stables and operate the Redwood Arena. Ms. Martin has met the criteria and requirements as contained in the District's RFP.

Staff recommends a 3-year concession agreement with one additional 7-year period to manage and operate the Equestrian Center Concession for Redwood Regional Park. The District can expect revenue of up to \$6,390 annually, representing 3% of total gross monthly receipts derived from a combination of horse boarding, lessons and day camps. In addition, up to \$14,910 annually, 7% of total gross monthly receipts, will be set aside in a site-specific Concession Maintenance Fund. There will be no cost to the District for this action except for any unknown maintenance or repairs to the property not covered by the concessionaire or the Concession Maintenance Fund.

Board of Directors