

March 24, 2025 – UPDATED 4/2/2025

Camp Arroyo Request for Proposals

Questions

- 1. Will the concessionaire be responsible for summer programming? Or, is summer programming a part of The Taylor Family Foundation (TTFF), or maybe something completely different?**
 - a. TTFF no longer directly operates camps onsite but any groups using Camp Arroyo (summer or otherwise) will make reservations directly with the concessionaire. The District anticipates that many of the summer groups previously served by TTFF and/or TTFF funding will continue to return since many of them have enjoyed Camp Arroyo for many years and are interested in continuing.

- 2. Will the concessionaire be required to provide programming to any specific non-profit organizations?**
 - a. This is not a requirement of the concessionaire contract.

- 3. Could you provide the current Profit and Loss statement for the ongoing operations?**
 - a. No. The concessionaire is responsible for the profit and loss statement.

- 4. How many staff members are currently onsite?**
 - a. The concession has onsite housing for approximately 7 concessionaire staff (approximately 6 in the bunk house/staff housing and approximately 1 at the Director's house near the entrance gate).

- 5. Is the property listed on platforms like Airbnb, VRBO, or Corporate Housing – Retreat?**
 - a. No, these platforms have not been used historically to advertise Camp Arroyo. The concessionaire has been responsible for reservations and booking. Any proposals suggesting use of such platforms would need to explain in detail how use of these platforms would comply with the concession agreement including responsibility for the groups and insurance compliance.

- 6. What are the ongoing costs for PG&E?**
 - a. The Park District does not have this information. The concessionaire pays PG&E.

- 7. How many programs are you currently running with school districts?**
 - a. The Park District does not run programs at Camp Arroyo. Programs are run by the concessionaire. The concessionaire business during the school year is primarily school groups coming to the location for outdoor education experiences.

- 8. Section 2 of the RFP describes the responsibilities of the Park District as including some items that are also listed in Section 14 and/or Exhibit E of the Concession Agreement Template as the responsibility of the concessionaire. Who is responsible for repairs, routine maintenance, and structural maintenance?**
- a. This can be discussed further at the site visit in terms of definitions and responsibilities for maintenance. Typically, Park District concessionaires are responsible for the day-to-day maintenance and the Park District is responsible for the infrastructure (i.e. roofs, building envelope, utility connections, water tanks, etc.)
- 9. Is the Park District planning any capital improvements for the site?**
- a. The Park District is in progress of completing compliance upgrades to the swimming pool including re-plastering, scheduled to be completed in spring 2025.
 - b. The Park District has approved funding for painting the exterior buildings at Camp Arroyo. This is scheduled for September 2026.
 - c. The Park District has been undertaking the design and permitting of a replacement for the double-wide staff residence. This project is in the design/permitting phase with no schedule for construction at this time.
 - d. The Park District does not have funding allocated for the replacement of aging kitchen equipment.
- 10. Is there a concession maintenance fund (CMF) for Camp Arroyo?**
- a. The Park District's Concession Maintenance Fund balance is \$0.
- 11. Section 2 of the RFP requires the Concessionaire to "Provide a presence (by either Concessionaire, an employee or person acting on behalf of Concessionaire) on the site to operate the facility and respond to emergencies on a daily basis." Is the intention that the concessionaire have a representative present on the property 24/7, during regular business hours, during rental hours, or something else entirely?**
- a. A residence is provided to the concessionaire for the purpose of onsite presence for their Manager/Director. The concessionaire should have a representative present on the property during rental hours and any time the camp is in use. If the concessionaire intends to not have an employee onsite when the camp is not in use, that must be stated and agreed to by the District, in writing.
- 12. Can Letters of Recommendation be included in a proposal?**
- a. No, the Park District's Camp Arroyo RFP does not ask for recommendations. Please only submit what is required by the RFP in SECTION 3.