



AGENDA
Facilities Committee Meeting
4 pm, Tuesday, December 14, 2021

Mission Oaks Recreation and Park District Advisory Board of Directors and Committee Meetings will be held remotely via Zoom Meetings (The Zoom platform is ADA compliant).

Meeting materials will be available online at MORPD.com.

The public may attend and make a public comment by visiting:

<https://us02web.zoom.us/j/89783316944?pwd=L1lEWm45a21XcVISZDhpTXBSNjN0UT09>

Join Zoom Meeting ID: 897 8331 6944, Passcode: 100147

You may also call in to 1-669-900-9128 US San Jose, (*long distance rates may apply*)

Staff: Daniel Barton, JR Hichborn, Debra Tierney, Shayne Hawthorne and Darren Woodland

Committee Members: Robert Evans and Michael Alcalay

****Denotes agenda items with attached information***

1. Review and approve Minutes from the October 28, 2021 Facilities Committee meeting *
2. Approve 2022 Facility Committee meetings schedule *
3. Review security services RFP *
4. Discuss vacant land on Hurley Way *
5. Review and forward to the full Advisory Board, implementing the signage plan for \$30,000 for FY 2022-23 *
6. Select Shrubs for Eastern Oak Park *

This agenda was posted and available for public review at the District Office, 3344 Mission Avenue, Carmichael, CA 95608; at Mission Oaks Community Center, 4701 Gibbons Dr., Carmichael, CA 95608; and at Swanston Community Center, 2350 Northrop Way, Sacramento, CA 95825 at least 72 hours in advance of the Facilities Meeting, in accordance with the Ralph M. Brown Act. The agenda is also available online at morpd.com. *Signed December 10, 2021 Debra Tierney,*



**Facilities Committee Meeting
Minutes**

4 pm, Thursday, October 28, 2021
Via Zoom Meeting ID: 823 7540 2248

Staff Present: Daniel Barton, J.R. Hichborn, Debra Tierney, Rodney Dahlberg, Darren Woodland and Shayne Hawthorne

Committee Members Present: Robert Evans and Michael Alcalay

Call to order 4 pm

1. Review and approve Minutes from the June 29, 2021 Facilities Committee meeting.
Minutes approved.
2. Discuss private security.
*Discussion regarding the dress code for and representation of Park District by Tiger Private Security guard.
Committee members requested staff write a report regarding the benefits and expectations of having private security and present it at the next Facilities Committee meeting.*
3. Approve Eastern Oak Park planting plan.
*Discussion regarding the specific plants selected to be planted to reduce noise from the pickleball court.
Staff had spoken with neighbors affected by noise and received a request for specific tree type found in their yards.
Committee members directed staff receive a recommendation from a nursery or an arborist regarding trees that will be appropriate for planting in the park and bring it back to the Facilities Committee.*
4. Discuss landscape services.
*Discussion regarding how the current landscape company, Brightview Landscaping, is not completing the obligations agreed to in the contract with the District.
Staff is asking Facilities Committee recommend to the Board that the current contract with Brightview Landscaping be terminated and the District enter a new contract with Emerald Green Landscaping. Committee members agree to recommend new company to the Board.*

5. Discuss Prop 68 Grant projects.

Discussion regarding the Prop 68 Grant projects, their costs, and the construction schedule for each project.

Committee members want staff to determine if Impact Fee's can be used to help with exercise equipment cost.

Committee members want to meet on a monthly basis due to the number of upcoming facilities projects in the District.

Staff asks if Facilities Committee Meetings can start at an earlier time.

Committee members agree to change meeting times to 3pm on December 14th.

Adjourned 5:24 pm



STAFF REPORT

DATE: December 7, 2021
TO: MORPD Facilities Committee
FROM: J.R. Hichborn, Parks Superintendent
SUBJECT: Approve 2022 Facility Committee meetings schedule

BACKGROUND:

In the October committee meeting, the Facilities Committee expressed the need for more frequent meetings to help move projects along. A suggestion was made that the Committee meet once a month, as the Facilities Committee has a higher workload than the other three committees, which typically meet twice a year.

DISCUSSION:

Staff proposes that the Facilities Committee meet every third Thursday of the month at 3:00pm. This will help staff get necessary agenda items from the Committee to the full Board in a matter of weeks as opposed to months. Staff would like to evaluate the frequency of meetings at the November 2022 Facilities Committee meeting, and then present a 2023 calendar to the Committee in the December 2022 committee meeting.

January	20 th	3 pm
February	17 th	3 pm
March	17 th	3 pm
April	21 st	3 pm
May	19 th	3 pm
June	16 th	3 pm
July	21 st	3 pm
August	18 th	3 pm
September	15 th	3 pm
October	20 th	3 pm
November	17 th	3 pm
December	15 th	3 pm

RECOMMENDATION:

Staff recommends that the Facilities Committee agrees to meet on every third Thursday of the month for 2022 and evaluate the need for monthly meetings in the November 2022 Facilities Committee meeting.

STAFF REPORT



DATE: December 10, 2021
TO: MORPD Facilities Committee
FROM: J.R. Hichborn, Parks Superintendent
SUBJECT: Review security services RFP

BACKGROUND:

In August 2021, the District began a trial period with a private security company to provide a third option for security. Per the direction of the Advisory Board, the District entered a three-month trial period with Tiger Security to see if acquiring their services would be beneficial to the District. Private security does not have the ability to issue citations or make arrests. However, private security services, such as Tiger Security, do act as a deterrent in parks, provides daily reports to the District, operates on a set schedule determined by the District, and provides an account manager to meet with District staff monthly. Staff goes more in depth in the private security services report **(Attachement A)** with the concerns, advantages, and costs that come with contracting a private security company.

DISCUSSION:

Tiger Security has addressed most of the Districts minor park rule violations. The biggest contribution Tiger Security has provided thus far has been having an officer at Eastern Oak Park every evening at dusk. People inside the park after hours has been a big problem for the neighbors since the park first opened in 2018. Having a security officer present at this time has helped reduce the number of park goers, especially pickleball players, after hours. Once they see the security vehicle pull into the Eastern Oak parking lot, they immediately start packing up their things and exit the park. Since Tiger Security started its contract with Mission Oaks, staff has not received a complaint regarding Eastern Oak Park from the neighbors. Tiger security has also acted as a deterrent, at several our other parks, for people who might otherwise let their dog off a leash or play loud amplified music. Transients who normally use the parks as camping areas get nervous around uniformed officers and are less likely to camp out or misbehave in the parks.

Knowing when officers are on duty and regulating where their time is spent has been a benefit to District staff. There have been multiple times that administrative staff were uncomfortable at their assigned site because of individuals acting aggressive or abnormal. Staff has been able to assign the security officer to be stationed at those sites until staff finished their shift or the threat left the premises.

Some areas where private security is not nearly as effective as the Districts other two security services are the medium to large park policy violations. Often police are needed to remove

criminals from the parks. While security does act as a crime deterrent, some criminals do not respect the authority of a private security officer. There have been a few times during the three-month trial period that Tiger Security needed to call law enforcement to address an incident.

The inability to issue citations has become problematic for repeat offenders of off leash dogs and camping in the parks overnight. Typically, police officers will issue a trespass notice to repeat offenders of park rules and then have those individuals removed if they enter the premises again. Private security is unable to enforce a trespass notice when confronted with individuals who have trespassed in the past.

RECOMMENDATION:

Review and discuss the security services RFP **(Attachment B)**. Bring the RFP to the Finance Committee to address how funds can be allocated to support all three security service entities.

Private Security Services Report



Background

Mission Oaks contracts its park patrol services currently with two (2) agencies; Fulton El Camino Recreation and Park District Police Department (FECRPD) and the Sacramento County Sheriff (SCS) off duty Officers. Each agency has different services that are advantageous to Mission Oaks.

Mission Oaks contracts park patrol services with FECRPD for twenty-eight (28) hours per week at \$65 per hour, \$94,640 annually. FECRPD can make arrests and issue citations when needed. FECRPD provides Mission Oaks with monthly citation reports which are presented to the Advisory Board monthly. FECRPD does not have a central dispatch and cannot respond to crimes as they occur. FECRPD does respond to requests made by Mission Oaks staff to address specific violations in the Parks during a specified window of time via emails to the police sergeant. FECRPD services are shared with several other districts in the area including the other two (2) dependent Park Districts in Sacramento County (Sunrise Recreation and Park District & Carmichael Recreation and Park District). FECRPD does not have specified shifts with Mission Oaks.

Mission Oaks also contracts with Sacramento County Sheriff off duty Officers (SCS) for park patrol services 20 hours per week at \$85.59 per hour, \$89,014 annually. SCS can make arrests and issue citations when needed. SCS have set shifts agreed upon with Mission Oaks, these shifts are typically Thursday through Saturday, 8:00pm to 2:00am in the spring and summer and 6:00pm to midnight, Friday and Saturday in the fall and winter. SCS officers communicate with Mission Oaks staff via phone calls and text messages from the deputies prior to, and during their shifts.

The Facilities Committee was presented with an idea of contracting out a third option of security during the May 2021 Facilities Committee meeting, after residents voiced their concern in the March 2021 monthly Advisory Board meeting of issues they were having at Eastern Oak Park. These issues included but were not limited to; loud amplified music, dogs off leash and park patrons staying in the park past dusk. The neighbors expressed that they were being put into a situation where they had to enforce park rules from their backyards and that they no longer felt safe doing so.

Staff were instructed to acquire three quotes from private security companies in the area. Staff put together specifications for security services outlining the need for one unarmed officer to work six-hour shifts, five days per week, Monday through Friday. Tiger security came in with the lowest quote of \$10,432.50 for a three-month contract. The proposals were presented to the Facilities Committee in June of 2021 and forwarded to the full Advisory Board for approval in the August 2021 monthly Advisory Board meeting. The Advisory Board approved entering a three-month contract with a unanimous vote. The Advisory Board was informed that private security does not have the ability to issue citations or make arrests. Private security acts as a

deterrent in parks, an ambassador of information and provides daily reports. Private security operates on a set schedule determined by Mission Oaks. Tiger security provides an account manager to meet with Mission Oaks staff monthly.

The Process

In August 2021, Mission Oaks began a trial period with a private security company to provide a third option for security. Per the direction of the Advisory Board, Mission Oaks entered a three-month trial period with Tiger Security to see if acquiring their services would be beneficial to Mission Oaks.

Staff was able to go on a ride along with Mission Oaks assigned officer at the beginning of the service contract. During that ride along staff set expectations for issues that needed to be addressed. Staff emphasized on the officer being an ambassador for Mission Oaks by being visible and approachable for park patrons to feel safe and to establish a deterrent for individuals not wanting to follow park rules. The officer was instructed to be at Eastern Oak Park every day at dusk to make sure people were leaving the park at the appropriate times. Other key points that were emphasized to the officer were checking in at the beginning of each shift with the Parks Superintendent at the District Office, locking the tennis courts up at Swanston park and watching for off leash dogs throughout the Districts Parks.

Officer Ryan, who was assigned to Mission Oaks at the time, was introduced at the September 2021 monthly Advisory Board meeting. While involved with a Q & A session, officer Ryan's past training was brought to light and he was not able to articulate in the moment of the training provided to him by Tiger Security or the future trainings scheduled for him. For obvious reasons, this raised some red flags for Board Members and staff was asked to provide the officers training to the Board Members who sit on the Facilities Committee.

Staff reached out to the Tiger security's account manager and requested officer Ryan's training records. Tiger Security instructed staff that officer Ryan had completed the 8-Hour standard BSIS guard requirements, which include: Power to Arrest and Weapons of Mass Destruction - (SC-101), Communication and its Significance (SC-102), Public Relations (SC-103), Observation and Documentation (SC-104), Liability / Legal Aspects (SC-105) and Arrests, Search and Seizure - (SC-106). Staff was told that in his first year he needs to complete 40 hours of continued training. The training could be administered by the guard's employing private patrol operator or by a Bureau-certified course provider. The power to arrest training must be completed prior to the issuance of a Security Guard Registration (BPC Sections 7583.6 and 7583.8). The thirty-two (32) hours of training in security officer skills must be completed within the first six (6) months of licensure. The training could be administered by the guard's employing private patrol operator or by a Bureau-certified course provider. Eight (8) hours of continuing training must be completed annually (BPC 7583.6 and CCR 643).

Officer Ryan had the opportunity to again meet two of Mission Oaks Advisory Board members, this time in person and out at Eastern Oak Park during his patrol. Directors Michael Alcalay and Jeff Rothberg were engaged in a game of pickleball at the newly renovated courts at Eastern Oak Park, when they spotted officer Ryan out on patrol and took the opportunity to introduce themselves and discuss some of the day-to-day operations of the services provided

to Mission Oaks. At the conclusion of their conversation, the Advisory Board members reached out to staff with a few of their concerns. The Board Members inquired about (1) Getting a Mission Oaks magnet for the security officers' car so that they are identifiable as Mission Oaks Security Service and to include the Mission Oaks logo. (2) Having business cards made with Mission Oaks Park logo, security contact information, and web address that the security officer can hand out to park patrons. (3) Tightening up the dress of the security guard to make him appear more official looking and including on the uniform a name badge, security on the back of his shirt, cap with Mission Oaks logo and the word security, and any other elements that might make him more creditable.

Staff reached out to Mission Oaks insurance company (CAPRI) about getting a Mission Oaks logo put on the security vehicle and was advised against it for liability reasons. Staff was able to get security business cards made up and had officer Ryan issued a new slimmer fitting shirt with patches sewn on.

Officer Ryan was assigned to the Mission Oaks account for the first two months until he was promoted to an armed security guard and assigned to an account that required those increased needs. For the month of November, Mission Oaks received services from three other officers and the Owner of Tiger Security (Bryan Martin).

Services Provided

Tiger Security has addressed most of the Districts minor park rule violations. The biggest contribution Tiger Security has provided thus far has been having an officer at Eastern Oak Park every evening at dusk. People inside the park after hours has been a big problem for the neighbors since the park first opened in 2018. Having a security officer present at this time has helped reduce the number of park goers, especially pickleball players, after hours. Once they see the security vehicle pull into the Eastern Oak parking lot, they immediately start packing up their things and exit the park. Since Tiger Security started its contract with Mission Oaks, staff has not received a complaint regarding Eastern Oak Park from the neighbors.

Tiger security has also acted as a deterrent, at several our other parks, for people who might otherwise let their dog off a leash or play loud amplified music. Transients who normally use the parks as camping areas get nervous around uniformed officers and are less likely to camp out or misbehave in the parks.

Knowing when officers are on duty and regulating where their time is spent has been a benefit to Mission Oaks staff. There have been multiple times that administrative staff were uncomfortable at their assigned site because of individuals acting aggressive or abnormal. Staff has been able to assign the security officer to be stationed at those sites until staff finished their shift, or the threat left the premises or one of Mission Oaks other two security services were on Duty.

Some areas where private security is not nearly as effective as Mission Oaks other two security services are the medium to large park policy violations. Often police are needed to remove criminals from the parks. While security does act as a crime deterrent, some criminals do not respect the authority of a private security officer. There have been a few times during the three-month trial period that Tiger Security needed to call law enforcement to address an incident.

The inability to issue citations has become problematic for repeat offenders of off leash dogs and camping in the parks overnight. Typically, police officers will issue a trespass notice to repeat offenders of park rules and then have those individuals removed if they enter the premises again. Private security is unable to enforce a trespass notice when confronted with individuals who have trespassed in the past.

Alternative Security Options

As mentioned previously in this report all three security services contracted with Mission Oaks offer different pros and cons. Each service comes with different levels and pricing. Sacramento County Sherriff off duty Officers program (SCS) is Mission Oaks most expensive option but provides the highest most recognizable level of service, being Sacramento County's primary law enforcement agency. The SCS does not issue very many, if any, citations on behalf of Mission Oaks. When compared to FECRPD in the monthly patrol logs, their services are minimal from a reporting perspective. SCS has been extremely responsive and provide officers exclusively to the Mission Oaks Parks in accordance with a monthly schedule provided to the Parks Superintendent regularly.

Fulton El Camino Recreation and Park District Police Department (FECRPD) is Mission Oaks second most expensive contracted security service. At a cost of 76% of SCS, FECRPD provides Mission Oaks with far more citations and arrests per the monthly patrol logs submitted to the MORPD Advisory Board every month. Mission Oaks receives a percentage of the fines issued by FECRPD. FECRPD is an official police department which operates in a partnership with the Sacramento County Sheriff's office and piggybacks off their dispatch system. FECRPD services many Park Districts simultaneously, so Mission Oaks staff is not provided with a monthly schedule of when FECRPD Officers are in Mission Oaks Parks. Recently FECRPD has offered a service where and officer can be assigned to a specific park district at an assigned time for an increased rate of \$80 per hour.

Armed private security is a third option that is available but has not been explored yet by Mission Oaks. In theory, armed security has the ability to issue citations and make arrests. Citations would be turned into Sacramento County and all funds from those citations would go to Sacramento County and not to Mission Oaks. Armed security essentially can perform the same duties as FECRPD and SCS at a reduced rate but are not an official police department and would not provide the same deterrent as either FECRPD or SSC.

Unarmed private security is what Mission Oaks has just experimented with. Unarmed security has been fantastic in addressing minor issues such as removing patrons from the parks at dusk, locking gates and providing a sense of security for park patrons by acting as ambassadors to the park. The disadvantage to unarmed security are the medium and major issues that require a police presence.

Financing Private Security

Currently Mission Oaks budgets \$171,400 for security services. These services include patrol services from Fulton El Camino Recreation and Park District Police Department (FECRPD) and Sacramento County Sheriffs off duty Officers, plus Mission Oaks surveillance and alarm systems from SEC Technologies. Adding unarmed private security to Mission Oaks parks would require an estimated annual amount of about \$50,000. The three graphs below illustrate Mission Oaks current allocation of funds and possible options of reducing patrol services in other areas to provide additional private security services.

Current budget breakdown

	\$ Per Hour	Hours per week	Annual \$
Fulton El Camino	\$ 65.00	28	\$ 94,640.00
Sac County Sherriff	\$ 85.59	16	\$ 71,210.88
SE Technologies	NA	NA	\$ 2,400.00
Total			\$ 168,250.88

*Below are possible options while trying to stay close to the current \$171,400

Optional budget breakdown (Unarmed Security)

	\$ Per Hour	Hours per week	Annual \$
Fulton El Camino	\$ 65.00	20	\$ 67,600.00
Sac County Sherriff	\$ 85.59	12	\$ 53,408.16
Private Security Unarmed	\$ 31.00	30	\$ 48,360.00
SE Technologies	NA	NA	\$ 2,400.00
Total			\$ 171,768.16

Optional budget breakdown (Unarmed Security)

	\$ Per Hour	Hours per week	Annual \$
Fulton El Camino	\$ 65.00	10	\$ 33,800.00
Sac County Sherriff	\$ 85.59	18	\$ 80,112.24
Private Security Unarmed	\$ 31.00	36	\$ 58,032.00
SE Technologies	NA	NA	\$ 2,400.00
Total			\$ 174,344.24

Optional budget breakdown (Armed Security)

	\$ Per Hour	Hours per week	Annual \$
Fulton El Camino	\$ 65.00	21	\$ 70,980.00
Sac County Sherriff	\$ 85.59	6	\$ 26,704.08
Private Security Armed	\$ 45.00	30	\$ 70,200.00
SE Technologies	NA	NA	\$ 2,400.00
Total			\$ 170,284.08

Optional budget breakdown (Armed Security)

	\$ Per Hour	Hours per week	Annual \$
Fulton El Camino	\$ 65.00	10	\$ 33,800.00
Sac County Sherriff	\$ 85.59	16	\$ 71,210.88
Private Security Armed	\$ 45.00	30	\$ 70,200.00
SE Technologies	NA	NA	\$ 2,400.00
Total			\$ 177,610.88

The graph below provides a look at eliminating two security services and having a sole provider of Mission Oaks security. This sole entity would work assigned hours and days in the Parks and report to the Advisory Board upon request.

	\$ Per Hour	Hours per week	Annual \$
Fulton El Camino	\$ 80.00	41	\$ 170,560.00

	\$ Per Hour	Hours per week	Annual \$
Sac County Sherriff	\$ 85.59	38	\$ 169,125.84

	\$ Per Hour	Hours per week	Annual \$
Private Security Unarmed	\$ 31.00	56	\$ 90,272.00

	\$ Per Hour	Hours per week	Annual \$
Private Security Armed	\$ 45.00	56	\$ 131,040.00

	\$ Per Hour	Hours per week	Annual \$
Fulton El Camino	\$ 65.00	50	\$ 169,000.00

*FEC and SEC have increased their cost over the last two years by 15%

Summary

In summary, Mission Oaks staff feels that adding private security has been overall beneficial to the Mission Oaks Parks. In a perfect world staff would like to have Police Officers assigned to Mission Oaks on set days and times, but since that currently is not an option and police costs continue to rise every year, staff would like to see a combination of private security, Fulton El Camino Police and Sacramento County Sherriff patrol Mission Oaks Parks at various days and times.

Having different entities all working to provide security services to Mission Oaks simultaneously can be hard to manage at times but can also provide multiple perspectives and approaches on how security is handled.

Private security tends to work more during the daylight hours and is therefore more visible to the public. Police tend to work more at night when the potential for illegal activities are increased dramatically. Having both entities has provided Mission Oaks with around the clock coverage of its parks.



Mission Oaks Recreation and Park DISTRICT

Sacramento County, California

RFP DOCUMENTS

Security Services

Proposal, Contract, and Specifications

Xxxx xx, 2022

REQUEST FOR PROPOSALS FOR SECURITY SERVICES

TO WORK WITH THE MISSION OAKS RECREATION AND PARKS DISTRICT

INTRODUCTION

The purpose of this Request for Proposals (RFP) is to identify and retain a firm for the provision of security services for the Districts (3) Facilities and its (15) Public parks.

NOTICE IS HEREBY GIVEN:

That the Mission Oaks Recreation and Park District will receive proposals from firms for Security Services as outlined in this RFP by the date and at the address listed below:

PROPOSALS DUE:

2:00 PM on xxxx xx, 2022

Attn: J.R. Hichborn, Parks Superintendent
Mission Oaks Recreation and Parks District
3344 Mission Avenue
Carmichael, CA 95608

REQUEST FOR QUALIFICATIONS

SECURITY SERVICES

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SECTION 1: INTRODUCTION

1.1 Statement of Purpose

The purpose of this Request for Proposals (RFP) is to identify and retain a qualified firm for the provision of security services for the Districts (3) Facilities and its (15) public parks.

1.2 Scope of Work – See Section 10 for Additional Details and Bid Forms

The selected firm shall serve as the District's representative when designated. J.R. Hichborn, Parks Superintendent, shall oversee and facilitate the activities of the firm with other government agencies or District departments as needed. The selected firm shall provide professional services and expertise related to the provision of security services in compliance with the governing codes and applicable regulations.

1.2.1 Maintenance Specifications

The overall list of tasks that are intended to be the responsibility of the selected firm are described in the Maintenance Specifications detailed in Attachment 10.1, provided below.

1.2.2 Equipment and Supplies

The contractor shall furnish all tools, materials, supplies, and equipment to perform the tasks identified in Section 1.2.1 above.

1.2.3 Mandatory Responding Firm's Qualifications Requirements (see sections 3.15 and 5.2.2)

At the time the bid proposal is submitted, the Contractor must possess: (a) A minimum of five (5) years' experience in security services; (b) A current and valid California Driver's License; and (c) Contractors license valid in the state of California

1.2.4 Area Definitions

The following is a list of locations which are included in this RFP. If at any time, additional locations are developed or added to the contract, pricing will be negotiated by the District and the Contractor.

- Swanston Park – Facility and Park
- Ashton Park
- Valley Oak Park
- Hazelwood Greens
- Eastern Oak Park
- Mission North Park – Facility and Park
- Gibbons Park – Facility and Park
- Cowan Park (School site)
- Maddox Park
- Maintenance shop
- Oak Meadow Park
- Orrville Wright Park
- Sierra Oak Park (School site)
- Shelfield Park
- Windemere Park

SECTION 2: SUBMITTAL DEADLINE

Proposals shall be submitted no later than the deadline specified on page 2. Firms shall respond to the written RFP and any exhibits, attachments, or amendments. A responding firm's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified.

Responding firms assume the risk of the method of dispatch chosen. The District assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual receipt of the proposal by the District. Late proposals shall not be accepted, nor shall additional time be granted to any responding firm.

Proposals may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

SECTION 3: GENERAL REQUIREMENTS AND INFORMATION

3.1 District Contact for Request for Proposals

The following District Representative shall be the main point of contact for this RFP.

Attn: J.R. Hichborn, Parks Superintendent
Mission Oaks Recreation and Parks District
3344 Mission Avenue Carmichael, CA 95608
Office (916) 359-1606

3.2 Required Review and Waiver of Objections by Responding Firms

Responding firms should carefully review this RFP and all attachments, including, but not limited to, the *Standard Contract*, for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called "comments"). **Comments must be made in writing and received by the District no later than XXX XX at 2:00 PM** (Deadline for Written Comments). Questions can be faxed or emailed to JRHichborn@MORPD.com. This will allow issuance of any necessary amendments and help prevent the opening of defective proposals upon which contract award could not be made.

Objections shall be considered waived and invalid if not brought to the attention of the District, in writing, by the Deadline for Written Comments.

3.3 Proposals

3.3.1 Responding firm shall respond to this RFP with a proposal. One (1) original and two (2) copies of the proposal shall be submitted to the District in a sealed package and clearly marked: "***Proposal for security Services***"

3.3.2 All proposals must be submitted at the following address by the date and time identified in the Proposals Due on page 2.

Attn: J.R. Hichborn, Parks Superintendent
Mission Oaks Recreation and Park District
3344 Mission Avenue
Carmichael, CA 95608

3.4 Proposal Preparation, Interview and Negotiation Costs

The District shall not be responsible for and/or shall not pay any costs associated with the preparation, proposal, or presentation of any proposal, or costs incurred by the responding firms during the interview and negotiations phase of the solicitation process.

3.5 Proposal Withdrawal

To withdraw a proposal, the responding firm must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the responding firm may submit another proposal at any time up to the deadline for submitting proposals.

3.6 Proposal Amendment

The District shall not accept any amendments, revisions, or alterations to the proposal after the deadline for the proposal.

3.7 Proposal Errors

Responding firms are liable for all errors or omissions contained in their proposal. Responding firms shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

3.8 Incorrect Proposal Information

If the District determines that a responding firm has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the responding firm knew or should have known was materially incorrect, the proposal may be rejected in the District's sole discretion.

3.9 Prohibition of Respondent Terms and Conditions

A responding firm may not submit the firm's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the District, at its sole discretion, may reject the proposal, unless the proposed terms are in accordance with Section 5.2.1.6 below.

3.10 Assignment and Subcontracting

3.10.1 The selected firm(s) may not subcontract, transfer, or assign any portion of the contract without prior written approval from the District. Each subcontractor / subconsultant must be approved in writing by the District in its sole discretion. The substitution of one subcontractor / subconsultant for another may be made only at the discretion of the District and with prior written approval from the District.

3.10.2 Notwithstanding the use of approved subcontractor / subconsultant, the selected firm(s), if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

3.11 Proposal of Alternate Services

Proposals of alternate services (i.e., proposals that offer something different from that requested by the RFP) will be considered non-responsive and rejected.

3.12 Proposal of Additional Services

If a responding firm indicates the capability and offers services in addition to those required by and described in this RFP, these additional services may be added to the contract before contract signing, at the sole discretion of the District. The cost for any such additional services shall be mutually agreed upon by the selected firm(s) and the District and incorporated into the contract before contract signing.

3.13 Insurance

The apparent successful responding firm will be required to provide proof of insurance as set forth in the attached Standard Contract prior to commencing work.

3.14 Licensure and Special Certification

Before a contract pursuant to this RFP is signed, the selected firm(s) must hold all necessary applicable business and professional licenses, and certifications. The District may require any or all responding firms to submit evidence of proper licensure and certifications.

3.14.1 Contractor Registration. Pursuant to Labor Code section 1725.5, no contractor or subcontractor may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations (DIR) pursuant to Labor Code section 1725.5. No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the DIR pursuant to Labor Code section 1725.5. This project is subject to compliance monitoring and enforcement by the DIR.

3.14.2 Prevailing Wages. Responding firms are hereby notified that the DIR has determined the general prevailing rate of wages for each craft, classification, or type of worker needed to execute the work. Copies of the current schedules for California prevailing wages are located on the Department of Industrial Relations (DIR) website, and the contents of those schedules are included herein as if set forth in full.

3.15 Conflict of Interest and Restrictions

By submitting a proposal, the responding firm certifies that no amount shall be paid directly or indirectly to an employee or official of the District as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the responding firm in connection with the procurement under this RFP.

3.16 RFP Amendment and Cancellation

The District reserves the unilateral right to amend this RFP in writing at any time. The District also reserves the right to cancel or reissue the RFP at its sole discretion. The District shall post copies of the RFP and amendments on the webpage under www.MORPD.com and it shall be the responsibility of the responding firm to monitor the posting of written responses. Responding firms shall respond to the final written RFP and any exhibits, attachments, and amendments.

3.17 Right of Rejection

3.17.1 The District reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

3.17.2 Any proposal received which does not meet the requirements of this RFP may be considered to be non-responsive, and the proposal may be rejected. Responding firms must comply with all of the terms of this RFP and all applicable state and local laws and regulations. The District may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

3.17.3 Responding firms may not restrict the rights of the District or otherwise qualify their proposals. If a responding firm does so, the District may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.

3.17.4 The District reserves the right, at its sole discretion, to waive variances in proposals provided such action is in the best interest of the District. Where the District waives variances in proposals, such waiver does not

modify the RFP requirements or excuse the responding firm from full compliance with the RFP. Notwithstanding any variance, the District may hold any responding firm to strict compliance with the RFP.

3.18 Disclosure of Proposal Contents

All proposals and other materials submitted in response to this RFP procurement process become the property of the District. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, shall be held in confidence during the evaluation and selection process. Upon the completion of the evaluation and selection process, indicated by approval of a contract for services emanating from this RFP by the District Advisory Board or by rejection of all proposals, the proposals and associated materials shall be open for review by the public to the extent required by the California Public Records Act. By submitting a proposal, the responding firm acknowledges and accepts that the contents of the proposal and associated documents shall become open to public inspection.

3.19 Proprietary Information

The master copy of each proposal shall be retained for official files and will become public record after the award of a contract unless the proposal or specific parts of the proposal can be shown to be exempt by law. Each responding firm may clearly label part of a proposal as "CONFIDENTIAL." In doing so, the responding firm thereby agrees to indemnify and defend the District. The failure to so label any information that is released by the District shall constitute a complete waiver of all claims for damages caused by or related to any release of the information. If a public records request for labeled information is received by the District, the District will endeavor to notify the responding firm of the request and delay access to the material until seven (7) working days after the District's receipt of the public records request. Within that time delay, it will be the duty of the responding firm to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

3.20 Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the District and responding firms shall be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

SECTION 4: SPECIAL REQUIREMENTS

4.1 Joint Ventures and Partnering

Proposals from joint ventures or entities partnering for a specific service must be designed to minimize any administrative burden on the District as a result of the participation of multiple entities.

4.1.1 The proposal shall clearly set forth the respective responsibilities and functions that each Principal of the joint venture or partnering entities would perform if awarded a contract pursuant to this RFP.

4.1.2 The proposal must include a copy of the joint venture or partnering agreements that identify the Principals involved, as well as their rights and responsibilities regarding a contract pursuant to this RFP.

4.1.3 The proposal transmittal letter must be signed by each Principal of the joint venture and include all required information.

SECTION 5: STATEMENT OF QUALIFICATIONS FORMAT AND CONTENT

5.1 General Proposal Requirements

5.1.1 The District discourages lengthy and costly proposals. Proposals should be prepared simply and economically and provide a straightforward, concise description of the responding firm's capabilities to satisfy the

requirements of this RFP. Emphasis should be on conformity to the District's instructions, requirements of this RFP, and completeness and clarity of content.

5.1.2 Responding firms must follow all formats and address all portions of the RFP set forth herein providing all information requested. Responding firms may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all of the District's information requirements.

5.1.3 Responding firms must respond to every subsection under the proposal and fee schedule sections below. Responding firms must label each response to RFP requirements with the section and subsection numbers associated with the subject requirement in this RFP (e.g., the response to the second requirement of the Proposal Transmittal Letter would be labeled 5.2.1.2). **Failure to follow the specified format, to label the responses correctly, or to address all of the subsections may, at the District's sole discretion, result in the rejection of the proposal.** Proposals must **not** contain extraneous information. All information presented in a proposal must be relevant in response to a requirement of this RFP, must be clearly labeled and, if not incorporated into the body of the proposal itself, must be referenced to and from the appropriate place within the body of the proposal. Any information not meeting these criteria shall be deemed extraneous and shall in no way contribute to the evaluation process.

5.1.4 Proposals shall be prepared on standard 8 1/2" x 11" paper. Foldouts containing charts, spread sheets, and oversize exhibits are permissible. All responses, as well as any reference material presented, must be written in English. All monetary amounts must be detailed in United States currency. All proposal pages must be numbered. Proposals shall not include unnecessary company advertisement material.

5.2 Proposal

The proposal shall be divided into the following sections:

1. Proposal Transmittal Letter,
2. Mandatory Responding Firm's Qualifications,
3. General Responding Firm's Qualifications and Experience,
4. Technical Project Approach, and
5. Cost Proposal Forms

If a proposal fails to detail and address each of the requirements detailed herein, the District may determine the proposal to be nonresponsive and reject it.

5.2.1 Proposal Transmittal Letter. The proposal must provide a written transmittal and offer of the responding firm in the form of a standard business letter. The Proposal Transmittal Letter shall reference and respond to the following subsections in sequence and attach corresponding documentation as required. Each proposal must meet the Proposal Transmittal Letter requirements and provide all required documentation. A Proposal Transmittal Letter is mandatory and failure to provide the information as required may result in the proposal being considered nonresponsive and rejected.

5.2.1.1 The letter shall state that the proposal remains valid for at least sixty (60) working days subsequent to the proposal due date and thereafter in accordance with any resulting contract between the responding firm and the District.

5.2.1.2 The letter shall provide the complete name of the individual or the firm making the proposal.

5.2.1.3 The letter shall provide the name, mailing address, and telephone number of the person the District should contact regarding the proposal.

5.2.1.4 The letter shall state whether the responding firm intends to use subcontractors. If so, clearly identify the names of the subcontractors/sub-consultants along with complete mailing addresses and the

scope and portions of the work the subcontractors / sub-consultants shall perform. **(NOTE: The selected firm(s) must obtain written approval from the District prior to the use of any subcontractors / sub-consultants).**

5.2.1.5 The letter shall state whether the responding firm or any individual who shall perform work under the contract has a possible conflict of interest and, if so, the nature of that conflict. The District reserves the right to cancel an award if any interest disclosed from any source could either give the appearance of a conflict of interest or cause speculation as to the objectivity of the offer. Such determination regarding any questions of conflict of interest shall be solely within the discretion of the District.

5.2.1.6 The letter shall also include a statement of acknowledgement that the District's *Standard Contract* (Section 10) has been reviewed and accepted with or without qualification. If qualifications are involved, those items requiring adjustment or modification must be identified and listed along with suggested modifications to the contract. If no modifications to the Contract are noted, then the District will assume that the responding firm is capable of performing all normal managerial tasks and services without reservation or qualification to the contract.

5.2.1.7 The letter shall be signed by a company officer empowered to bind the responding firm to the provisions of this RFP and any contract awarded pursuant to it. If said individual is not the company president, the letter shall attach evidence showing authority to bind the company.

5.2.2 Mandatory Responding Firm's Qualifications. Proposals shall provide responses and documentation, as required, establishing that the responding firm has met the Mandatory Responding Firm's Qualifications Requirements (see section 1.2.3). Any proposal which does not meet the mandatory requirements and provide all required documentation may be considered nonresponsive, and the proposal may be rejected.

5.2.3 General Responding Firm's Qualifications and Experience. Proposals shall provide the following information (referencing the subsections in sequence) to evidence the responding firm's experience in delivering services similar to those required by this RFP:

5.2.3.1 A brief description of the responding firm's background and organizational history.

5.2.3.2 Years in business.

5.2.3.3 A brief statement of how long the responding firm has been performing the services required by this RFP.

5.2.3.4 Location of office(s) with clear identification of the office(s) from which services will be performed.

5.2.3.5 A description of the responding firm's number of employees, longevity, client base.

5.2.3.7 Form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, joint venture, Limited Liability Company, etc.).

5.2.3.8 A statement as to whether there is any pending litigation against the responding firm, and if such litigation exists, attach an opinion of counsel as to whether the pending litigation will impair the responding firm's performance in a contract under this RFP.

5.2.3.9 A statement as to whether, in the last ten (10) years, the responding firm has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors, and, if so, an explanation providing relevant details.

5.2.3.10 A list, if any, of all current contractual relationships with the District and all those completed within the previous five-(5) year period.

(NOTE: Current or prior contracts with the District are NOT a prerequisite to being awarded the maximum available points for the responding firm's Qualifications and Experience category. The existence of such current or prior contractual relationships will not automatically result in the addition or deduction of evaluation points. Any such current or prior contractual relationships shall be generally considered in awarding the responding firm Qualifications and Experience category points.)

5.2.3.11 A brief descriptive statement indicating the responding firm's credentials to deliver the services sought under this RFP.

5.2.3.12 Describe in detail a maximum of ten (10) public sector or similar projects maintained in the last five (5) years that demonstrates the following:

- Experience performing tasks listed in Section 1.2.1 of the RFP.

Limit: One project per page.

5.2.3.13 Describe in detail, work that the responding firm has directly performed on a maximum of four (4) projects that shows:

- A demonstrated ability to respond to the security needs of a municipality or special district.
- A demonstrated ability to meet project deadlines, major milestone, and overall project schedule
- A demonstrated ability to provide necessary equipment to effectively maintain security needs within a seasonal timeline.

Limit: One page per project.

5.2.3.14 Provide a matrix referencing work performed relative to projects listed indicating key personnel responsible for performance and the extent of their involvement in the project. Differentiate which work was performed by subcontractor/sub-consultant if subcontractor/sub-consultant are proposed.

5.2.3.15 An organizational chart highlighting the key people who shall be assigned to accomplish the work required by this RFP and illustrating the lines of authority and designate the individual responsible for the completion of each service component and deliverable of the RFP.

5.2.3.16 A narrative description of the proposed project team, its members and organizational structure; identify the primary contact person who will lead the day-to-day work effort and serve as the primary contact to the District on a day-to-day basis.

5.2.3.17 A personnel roster and resumes of key people who shall be assigned by the responding firm and its subcontractors/sub-consultants who will be performing duties or services under the contract. Resumes shall detail each individual's title, education, current position with the responding firm or subcontractor/sub-consultant. Identify the duration of employment with the responding firm and other firms for each person listed. Describe the relevant experience and education, professional licenses, and demonstrated accomplishments of these key staff members.

5.2.3.18 Proposals shall include a list of proposed equipment inventory and staffing levels intended to service this contract. Failure of the responding firm to provide agreed upon equipment inventories and staffing levels, adjusted proportionally to growth over the term of the agreement, shall constitute material breach by the responding firm.

5.2.4 Technical Project Approach. Describe the operational or organizational approach to fulfilling the scope of work/ contract intent

Responding firm must provide a comprehensive narrative on how to accomplish required objectives and provide continuity on work efforts.

SECTION 6: COST PROPOSAL

6.1 A Cost Proposal (Exhibit A) Must be Submitted in a Separately Sealed Envelope.

6.1.1 The responding firm shall provide the following information to allow for the review of the hourly rates for the proposed services:

6.1.1.1 Provide a Schedule of Values for the responding firm and proposed subcontractors/sub-consultants, including rates for each service.

6.1.1.2 It is the District's intent to negotiate a fixed fee "not to exceed" contract for mutually agreed upon services. The selected firm will bill monthly for the contracted services based on a schedule of values of tasks performed or on a time and materials basis for extra work not to exceed the negotiated fee for each specific unit of work.

SECTION 7: EVALUATION, CONSULTANT SELECTION, AND CONTRACT AWARD

7.1 Proposal Evaluation Categories and Maximum Points

The categories that shall be considered in the evaluation of proposals are Qualifications and Experience, Cost, and Technical Project Approach. The maximum points that shall be awarded for each of these categories are:

CATEGORIES	MAXIMUM POINTS POSSIBLE
Quality (Reference checks and site visits)	40
Bid Amount	40
Technical Project Approach (Final interview)	20

7.2 Proposal Evaluation Process

7.2.1 The evaluation process is designed to award the procurement to the responding firm with the best combination of attributes based upon the evaluation criteria listed in Section 7.1.

7.2.2 The RFP Coordinator shall manage the proposal evaluation process and maintain proposal evaluation records. The evaluation team members shall be responsible for evaluating proposals.

7.2.3 All proposals shall be reviewed by the RFP Coordinator to determine compliance with basic proposal requirements as specified in this RFP.

7.2.4 The evaluation team shall evaluate responsive proposals. Each evaluator shall score the General Responding Firm's Qualifications and Experience section and the Technical Project Approach section of each proposal. The evaluation scoring shall use the pre-established evaluation criteria and weights set out in this RFP. Each evaluator shall use only whole numbers for scoring proposal.

7.2.5 The District reserves the right, at its sole discretion, to request clarifications of proposals or to conduct discussions for the purpose of clarification with any or all responding firms. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the District and, if held, shall be after initial evaluation of the proposal. If clarifications are made as a result of such discussion, the responding firm shall put such clarifications in writing.

7.2.6 Upon completion of proposal evaluation scoring by the evaluation team, the RFP Coordinator shall calculate the average proposal score for each proposal.

7.2.7 The top-rated firms with the highest score from the proposal evaluation scoring may be interviewed and rated. The District reserves the right, at its sole discretion, to request interviews. The interviews will be limited to an hour. Interviews will consist of oral panel questions and company presentations. Time slots for the interviews will be assigned by District staff. Consideration will be given to firms with significant driving time requirements. The interviews will be held at the District Office located at 3344 Mission Avenue Carmichael, CA 95608.

The interview should be led by the individual identified by the responding firm who will be the primary contact with the District on a day-to-day basis and if possible, members of the proposed team.

7.2.8 The District reserves the right to select a qualified firm offering the best value to the District, based on that firm's overall qualifications and cost proposal. The selected firm may not necessarily be the firm with the lowest cost proposal.

7.3 Contract Award Process

7.3.1 The District may invite the selected firm to participate in contract negotiations with the District, as the need arises.

7.3.2 If a firm fails to sign and return the contract drawn pursuant to this RFP and final contract negotiations within seven (7) working days of its delivery to the firm, the District may determine, at its sole discretion, that the firm is nonresponsive to the terms of this RFP.

7.3.3 If the District determines that the firm is nonresponsive, the District reserves the right to negotiate with the next highest-ranked selected firm(s).

7.3.4 The RFP files shall be made available for public inspection immediately following contract approval or rejection of all proposals.

SECTION 8: STANDARD CONTRACT INFORMATION

8.1 Contract Approval

The RFP and the consultant selection process' do **not** obligate the District and do **not** create rights, interests, or claims of entitlement in the apparent best evaluated responding firm or any potential consultant or sub-consultant. Contract award and District obligations pursuant thereto shall commence **only** after the contract is signed by the authorized representative of the selected firm(s) and the District.

8.2 Contract Payments

Contract payments shall be made in accordance with the Payment Terms and Conditions provision of the final contract. No payment shall be made until the contract is approved. Under no conditions shall the District be liable

for payment of any type associated with the contract or responsible for any work done by the consultant, even work done in good faith and even if the consultant is orally directed to proceed with the delivery of services, if it occurs before the contract start date specified by the contract or before contract approval by District Advisory Board.

8.3 RFP and Proposal Incorporated into Final Contract

This RFP and the successful proposal emanating from the RFP negotiation process shall be incorporated into the final contract.

8.4 Contract Monitoring

The selected firm(s) shall be responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and acceptance by the District. The District may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. At reasonable times, the District may inspect those areas of the selected firm's place of business that are related to the performance of the contract. If the District requires such an inspection, the selected firm(s) shall provide reasonable access and assistance.

8.5 Contract Amendment

During the course of this contract, the District may request the selected firm(s) to perform additional work for which the selected firm(s) would be compensated. That work shall be within the general scope of this RFP. In such instances, the District shall provide the selected firm(s) a written description of the additional work, and the selected firm(s) shall submit a time schedule for accomplishing the additional work and a price for the additional work based on the rates included in the selected firm's fee schedule to this RFP or a lump sum fixed fee that is mutually agreeable to the District and the selected firm(s), whichever is lowest. If the District and the selected firm(s) reach an agreement regarding the work and associated compensation, said agreement shall become effective by means of a contract amendment.

SECTION 9: Security SPECIFICATIONS

9.1 Specifications

ALL SITES

DAILY SERVICES

- A. Patrol Parks
 - a. Walk sensitive parks (Swanston, Gibbons, Mission North, Eastern Oak, Ashton) in their entirety.
- B. Park Gates
 - a. Lock Park entry gates after dusk (Swanston, Gibbons, Mission North, Eastern Oak, Ashton, Valley Oak, Hazelwood)
- C. Miscellaneous:
 - a. Be at Eastern Oak Park at dusk nightly and have all park patrons leave the park.
 - b. Lock the tennis courts at Swanston Park nightly
 - c. Lock the drive gate at the District office nightly
- D. Reports:
 - a. Report daily patrol logs to the park superintendent via email

Weekly services

- A. Patrol Parks
 - a. Walk all District parks in their entirety

- b. Walk into the community centers (Swanston and Gibbons) and speak with the office coordinators about any security issues they may be having that week at their sites.

9.2 District Locations

- Swanston Park – Facility and Park
- Ashton Park
- Valley Oak Park
- Hazelwood Greens
- Eastern Oak Park
- Mission North Park – Facility and Park
- Gibbons Park – Facility and Park
- Cowan Park (School site)
- Maddox Park
- Maintenance shop
- Oak Meadow Park
- Orville Wright Park
- Sierra Oak Park (School site)
- Shelfield Park
- Windemere Park

SECTION 10: WRITTEN WORK PLAN

Proposals shall all include a written work plan, per the instructions included.

10.1 Additional requirements

- A. Officer shall drive a clean, marked vehicle while on duty
- B. Officer shall have a form fitting uniform while patrolling District parks
- C. Officer shall be friendly and approachable while engaged with park patrons
- D. Officers' patches shall be sewn onto the officer's uniform.
- E. Officer shall begin each shift at the District office and check in with the Parks Superintendent unless otherwise instructed.
- F. Officers shall be identifiable at all times while patrolling District Parks

SECTION 11: PROPOSAL FORMS

Proposal Forms provided are to be completed and submitted as part of the overall Proposal submittal. Proposal Forms include: Proposal Form, Proposal Form Summary, Proposal Breakdown for Park Patrol Services.

SECTION 12: STANDARD CONTRACT

The MORPD *Standard Professional Services Contract* (provided below in Attachment 12.1) contains capitalized and bracketed items that shall be replaced with appropriate information in the final contract.

SECTION 10

LOCATION PAGES

PROPOSAL TO:

Mission Oaks Recreation and Park District

FOR THE SERVICES OF:

Security Services

Contents:

Swanston Park (2350 Northrop Avenue)
Ashton Park (4251 Ashton Drive)
Valley Oak Park (1150 Eastern Avenue)
Hazelwood Greens (4604 Hazelwood Avenue)
Eastern Oak Park (3127 Eastern Avenue)
Mission North Park (3344 Mission Avenue)
Gibbons Park (4701 Gibbons Drive)
Maddox Park (4821 Thor Way)
Maintenance shop (1616 Mission Avenue)
Oak Meadow Park (2734 American River Drive)
Orville Wright Park (23331 Saint Marks Way)
Sierra Oak Park (2762 Huntington Road)
Shelfield Park (1849 Suffolk Way)
Windemere Park (Windemere Lane)
Cowan Park (3350 Becerra Way)

**PROPOSAL FORM
MISSION OAKS RECREATION AND PARK DISTRICT
FOR**

Security Services

Security COSTS	Monthly Amount Years 1-3 Security Services	Monthly Amount Years 4-5 (optional) Security Services
Mission Oaks District Parks	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTAL COST PER MONTH	\$	\$
TOTAL COST PER YEAR	\$	\$

Bidder's Signature: _____ Date: _____

**PROPOSAL FORM
MISSION OAKS RECREATION AND PARK DISTRICT
FOR**

Security Services

UNSCHEDULED WORK	UNIT	AMOUNT PER UNIT
Supervisor	Hour	
Armed officer	Hour	
Unarmed officer	Hour	

Bidder's Signature: _____ Date: _____

MISSION OAKS RECREATION AND PARK DISTRICT

The undersigned deposits the above-named security as a proposal guarantee and agrees that it shall be forfeited to the MORPD in case this proposal is accepted by the MORPD and the undersigned fails to execute a contract with the MORPD as specified in the Contract Documents or fails to furnish the required payment and performance bonds, or substitute, and insurance certificates and endorsements. Should the MORPD be required to engage the services of an attorney in connection with the enforcement of this bid, bidder promises to pay MORPD's reasonable attorneys' fees, incurred with or without suit.

The names of all persons interested in the foregoing proposals as principals are as follows: (NOTICE - If bidder or other interested person is a corporation, state legal name of corporation, and the president, secretary, treasurer, and manager thereof; if a general partnership, state true name of firm, and the names of all individual partners composing firm; if a limited partnership, the names of all general partners and limited partners; if bidder or other interested person is an individual, state first and last names in full; if the bidder is a joint venture, state the complete name of each venturer).

As required by Section 2.19 of the General Conditions, Bidder hereby submits the following list of contact names and phone numbers for three (3) or more agencies for whom the Bidder has constructed similar projects.

Bidder hereby confirms that it has all licenses and permits required by federal, state, and local statutes, regulations, and ordinances. The following are the CONTRACTOR'S applicable license numbers (add pages if needed):

<u>CONTRACTOR's License No.</u>	<u>Expiration Date</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Pursuant to the requirements of California Business and Professions Code Section 7028.15(e), a bid submitted to the MORPD by a CONTRACTOR who is not licensed pursuant to Chapter 9 of Division 3 of the Business and Professions Code shall be considered nonresponsive and shall be rejected as provided for by law.

Signature of Bidder: _____
Printed Name: _____
Title: _____
Company: _____

Dated: _____, 2022.

NOTE: If bidder is a corporation, the legal name of the corporation shall be set forth above, together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation and the corporate seal; if bidder is a partnership, the true name of the firm shall be set forth above, together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; if the bidder is an individual, his signature shall be placed above; if the bidder is a joint venture, the name of the joint venture shall be set forth above with the signature of an authorized representative of each venturer.

NON-COLLUSION DECLARATION

The undersigned declares:

I am the _____ of _____, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The Bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the Bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The Bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____, [date] at _____, [City] _____. [State]

[Signature of Bidder]

STAFF REPORT



DATE: December 7, 2021
TO: MORPD Facilities Committee
FROM: J.R. Hichborn, Parks Superintendent
SUBJECT: Discuss Vacant land on Hurley Way

BACKGROUND:

At the November 2021 Advisory Board Meeting a member of the public requested that the District look into acquiring a vacant lot on the corner of Bell Street and Hurley Way (**Attachment A**). The idea behind this acquisition is that it would benefit the community by providing a safe area for students when walking to school and for parents to conjugate while they wait for their children to get out of school.

The property currently is zoned as a multiple family residential-20 (RD-20), meaning it is intended for apartments. The lot is 0.23 acres or 9,815 square feet. Public parks are currently permitted in all residential zones.

The vacant lot at 2291 Hurley Way is located approximately ¼ mile from where emPOWERment Park will be. The lot is not big enough for a traditional neighborhood park. Due to its size, the lot would act more as a parklet than a neighborhood park.

The vacant lot was purchased in 2005 for \$210,000. Currently the lot is up for sale at the asking price of \$210,000. The lot has been available November 18, 2021.

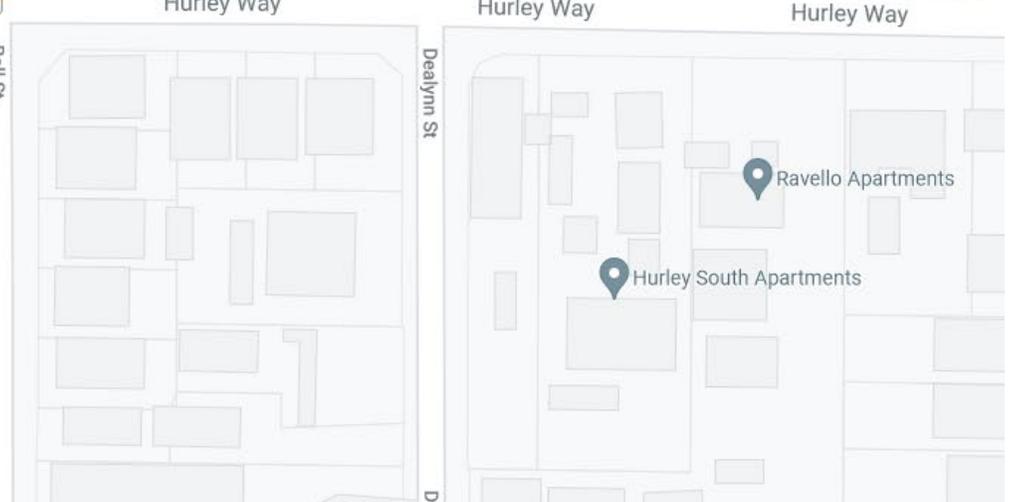
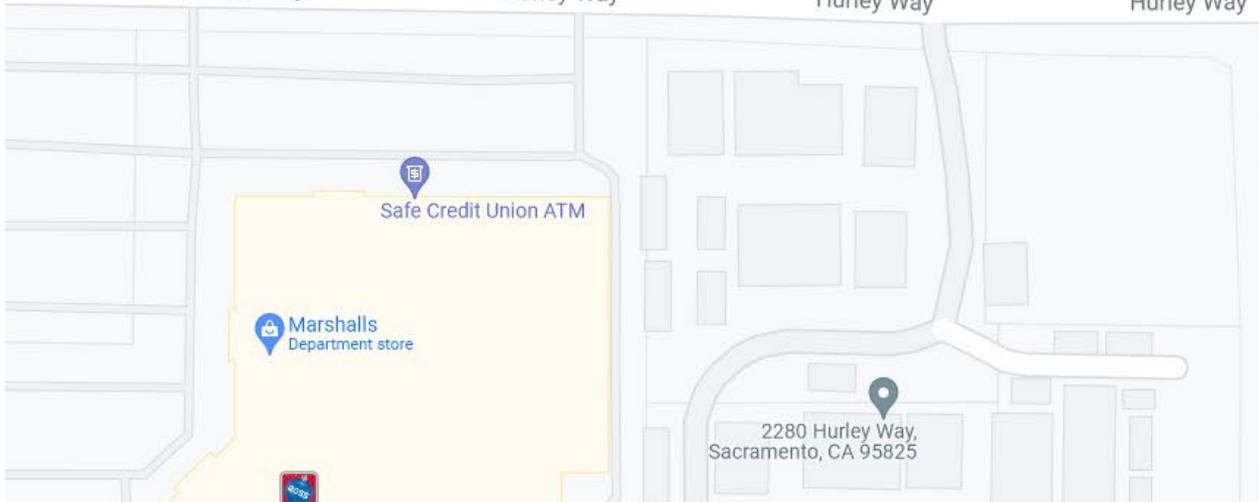
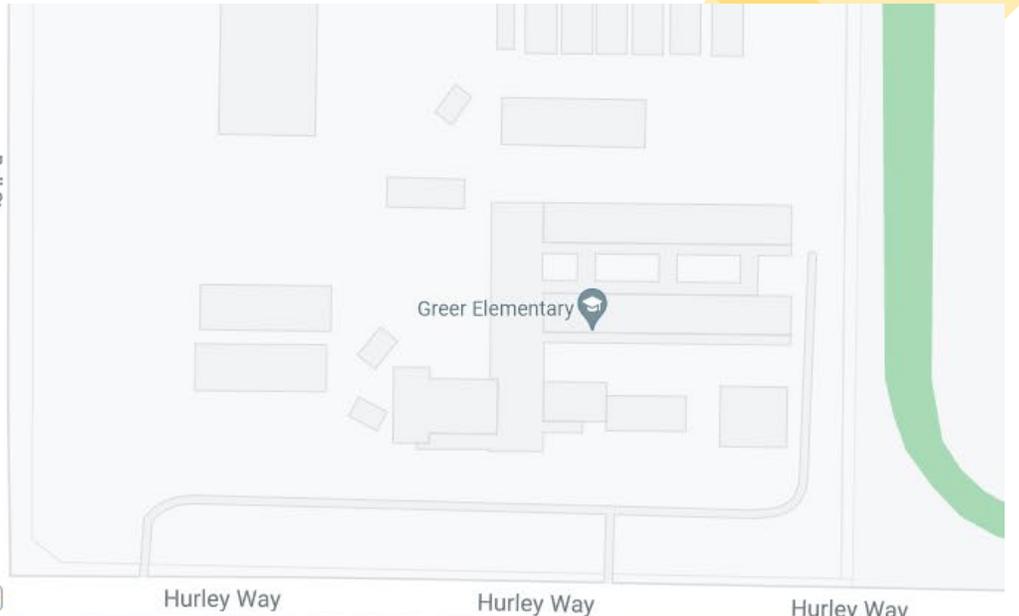
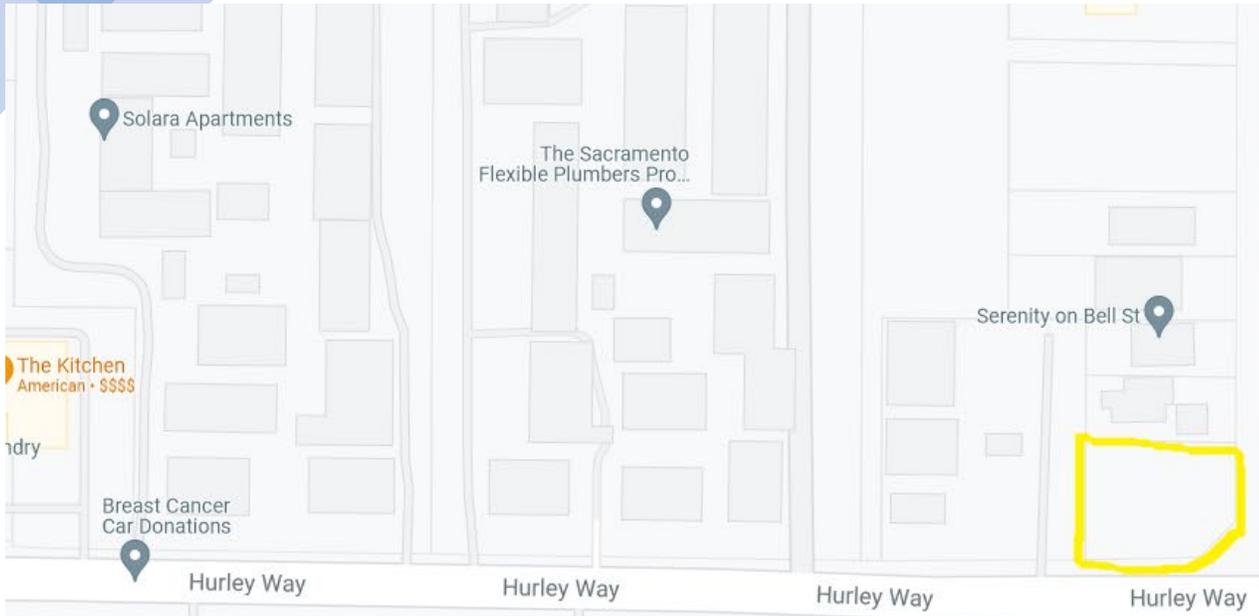
DISCUSSION:

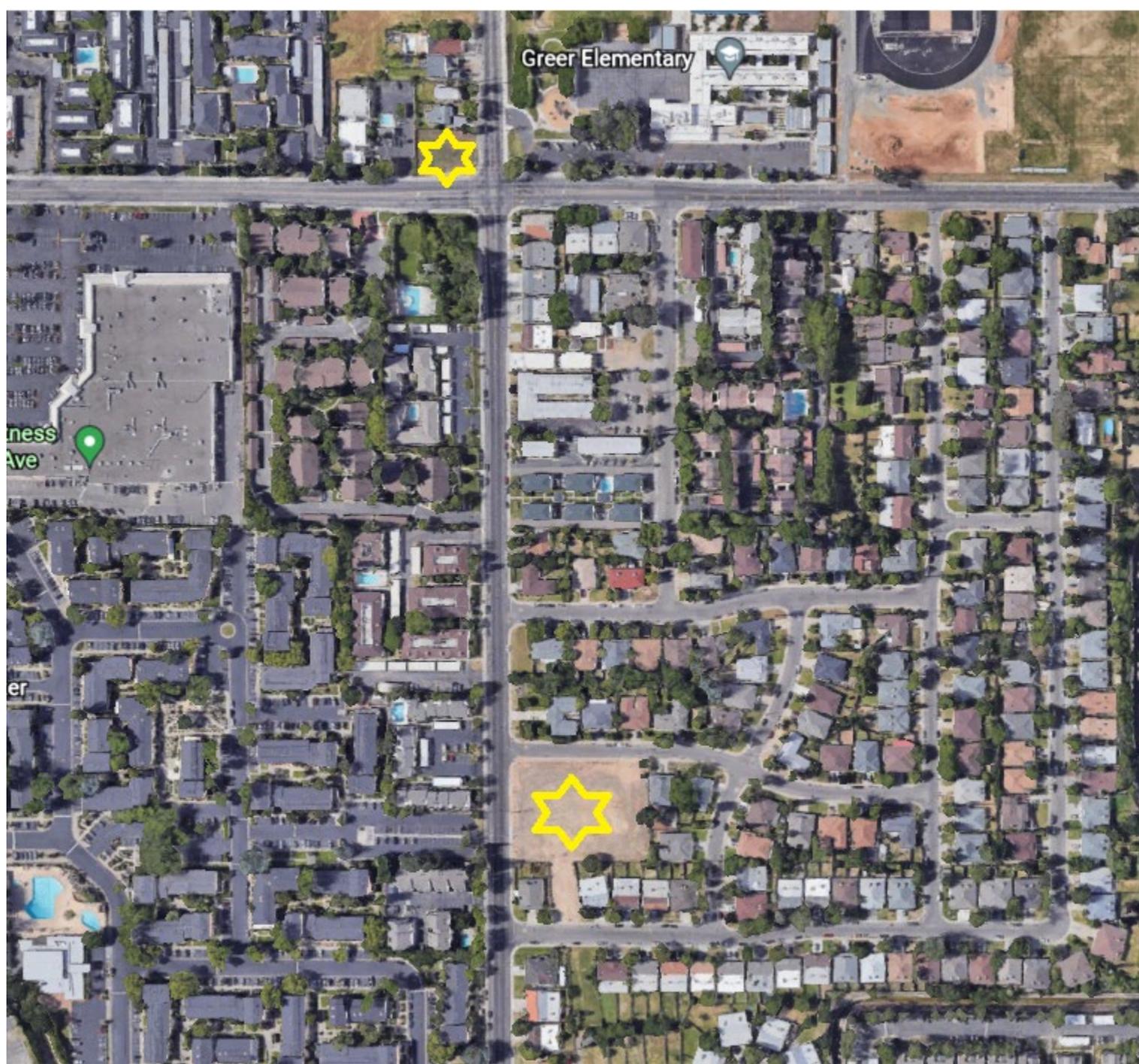
Discuss the value of acquiring a lot not big enough for a traditional neighborhood park. Currently Mission Oaks does not have any parklet areas. The Districts smallest park is Cowan Park.

RECOMMENDATION:

Send the potential acquisition of 2291 Hurley Way to the Finance Committee to review the possibility of acquiring property for the District and how it would impact the Districts reserve.







Greer Elementary

Fitness Ave

er

STAFF REPORT



DATE: December 8, 2021

TO: MORPD Facilities Committee

FROM: J.R. Hichborn, Parks Superintendent

SUBJECT: Review and forward to the full Advisory Board, implementing the signage plan for \$30,000 for FY 2022-23

BACKGROUND:

The Facilities Committee has been working on a park signage standard for the Mission Oaks Parks. **Attachment A** shows the existing signs, and their locations at four parks. The attachment is meant to illustrate the inconsistencies of signs throughout the Districts parks. Not only are the signs different sizes and colors, but they are also scattered throughout the parks with little consistency from park to park. Staff was instructed to put a signage standard together to provide consistency throughout the Districts' parks. The signage plan was presented to the Facilities Committee, where it was discussed and recommended to bring to the Finance Committee for discussion and a recommendation.

DISCUSSION:

Staff created a site plan with optimal locations for signage in the Parks. The goal is to capture the attention of park patrons as they enter the park and in areas where the most congregation occurs. **Attachment B** shows the proposed locations of the signs in the park. **Attachment C** shows an illustration of the different signs intended to be put throughout the parks. **Attachment D** specifies the types of signs proposed in each park along with the amount, and the total cost of each sign. **Attachment E** is an overall summary of the cost of the proposed signage replacement at 14 MORPD Parks. Staff can budget for the plan in the FY 2022-23 budget, staff can begin implementing the plan a few parks at a time or staff can implement the whole plan this fiscal year.

The Finance Committee has sent this signage plan back to the Facilities Committee with a recommended that the Facilities Committee approve the signage plan to be implemented for a first phase of a "not to exceed" \$30,000 for FY 2022-23. These funds would come out of the general fund budget as a capital improvement project.

STAFF RECOMMENDATION:

That the Facilities Committee recommends implementing the signage plan for \$30,000 for FY 2022-23, to the Advisory Board for approval.



Ashton Park



- Concrete address sign



- Park rules sign



- Picnic reservation sign



- Doggie cleanup sign



- Court sign



- Miscellaneous sign





Concrete
Address sign



Park Rules sign





Picnic reservation signs



Doggie clean up signs



Court signs







Miscellaneous signs





Maddox Park



- Concrete address sign



- Park rules sign



- Dog rules sign



- Doggie cleanup sign



- Miscellaneous sign







Mission Oaks
Recreation & Park District

Maddox Park

Mission Oaks Recreation and Park District

4821 Thor Way, Carmichael, California



Park Hours: Sunrise to Sunset

ALCOHOLIC BEVERAGES PROHIBITED SCC. 9.36

ALL DOGS MUST BE ON LEASH SCC. 9.36

EMERGENCY 875-5000



Doggie clean up signs





Mission North Park



- Concrete address sign



- Park rules sign



- Picnic reservation sign

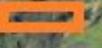


- Park trail sign



- Miscellaneous sign





Concrete address signs





Park rules
sign



Picnic reservation signs



Park trail signs



Miscellaneous signs



Shelfield Park



- Concrete address sign



- Park rules sign



- Doggie cleanup sign



- Court sign



- Miscellaneous sign







Mission Oaks
Recreation & Park District

Shelfield Park

Mission Oaks Recreation and Park District
1849 Suffolk Way, Carmichael, California



SHELFIELD PARK

MISSION OAKS RECREATION AND PARK DIST.

Park Hours: Sunrise to Sunset

ALL DOGS MUST BE ON LEASH SCC. 9.36

ALCOHOLIC BEVERAGES PROHIBITED SCC.9.36

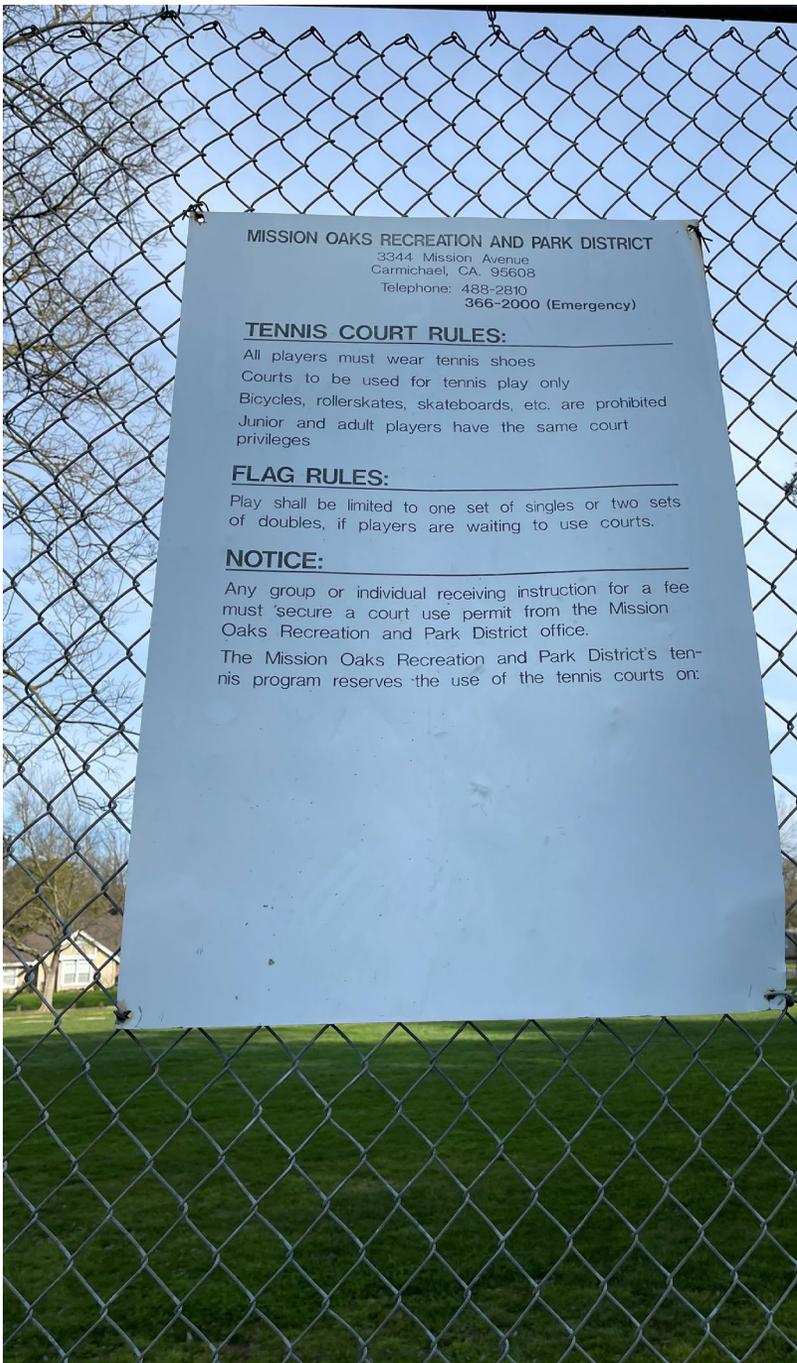
EMERGENCY 875-5000



Doggie
clean up
signs



Court signs





Miscellaneous
signs

Shelfield Park



#1 Dogs off leash and rules sign

#2 Message Center

#3 Wall mount information board

Maddox Park



#1 Dogs off leash and rules sign

#2 Message center

Ashton Park



#1 Dogs off leash and rules sign

#3 Wall mount information Board

#2 Message center

#4 Vertical small information Board

Valley Oak Park



#1 Dogs off leash and rules signs

#2 Message center

#3 Observation board

Sierra Oaks



#1 Dogs off leash and rules sign

#3 Wall mount information boards

#2 Message center

#4 Vertical small information board

Oak Meadow



#1 Dogs off leash and rules sign

#2 Message center

Oak Meadow (open space)



#1 Dogs off leash and park rules sign

Swanston Community Park



#1 Dogs off leash and park rules sign

#3 Wall mount information boards

#2 Message center

#4 Large hexagon information center

Orville Wright Park



#1 Dogs off leash and Park rules sign

#2 Message center

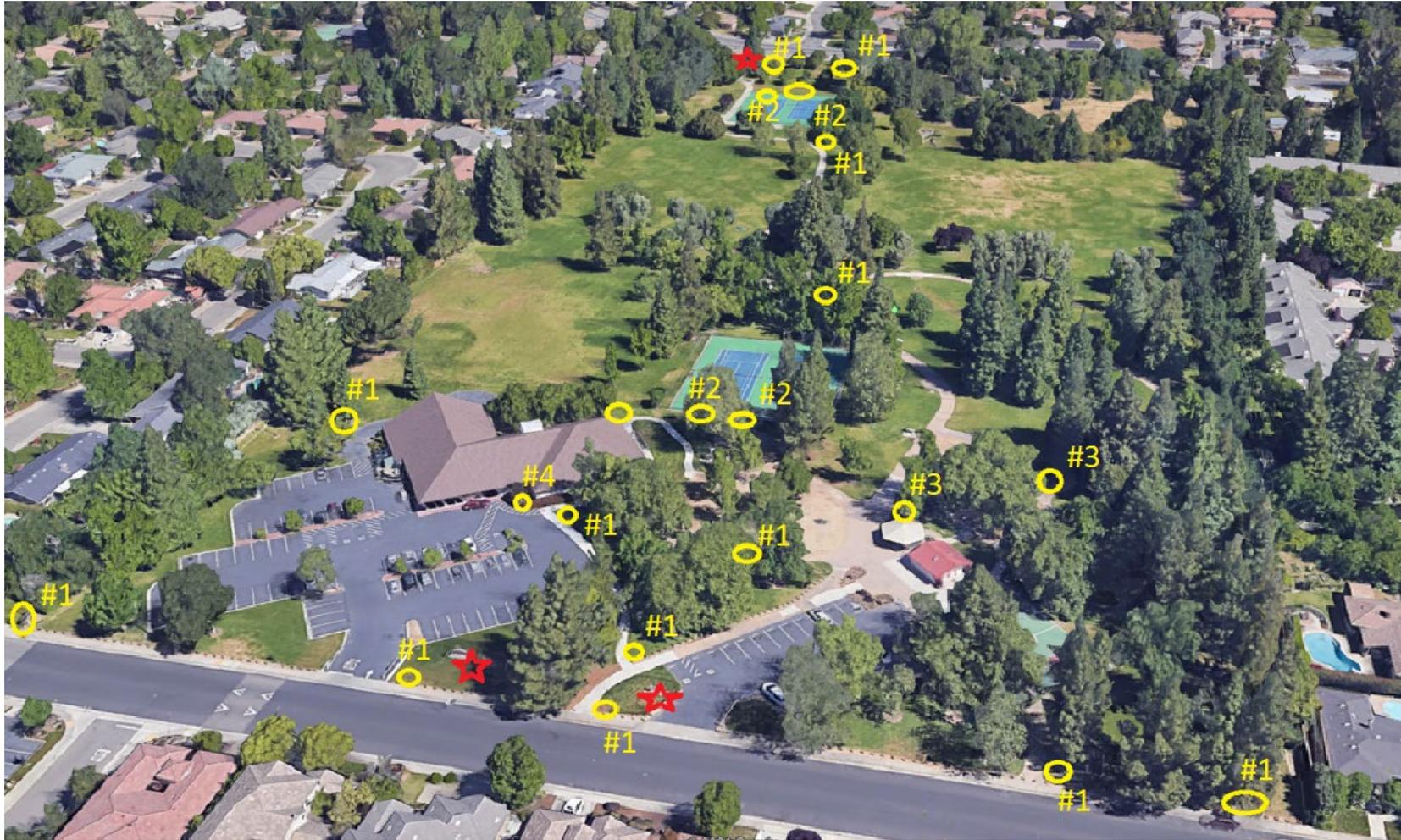
Windemere Park



#1 Dogs off leash and Park rules signs

#2 Message center

Gibbons Community Park



#1 Dogs off leash and Park rules sign

#3 Message centers

#2 Wall mount information boards

#4 Large hexagon information center

Eastern Oak Park



#1 Dogs off leash and Park rules sign
#3 Message center

#2 Wall mount information boards
#4 Vertical small information board

Cowan Park



#1 Dogs off leash and Park rules sign

#2 Message center

Hazelwood Greens



#1 Dogs off leash and Park rules sign

Mission North Park



#1 Dogs off leash and Park rules sign
#3 Large hexagon information center

#2 Message center
#4 Observation board



Mission Oaks Park proposed signs



Message Center

\$1,350

Width 56.25"

Height 77"



Wall mount
information
board

\$700

Width 31”

Height 39.25”



Observation
board

\$750

Width 38.75"

Height 36"



Vertical small
information
board

\$600

Width 23.5"

Height 76"



Large Hexagon Information

center

\$7,000

Width 91.75"

Height 82.75"



3 Panel
message center
\$3,500
Width 119”
Height 82.5”



Metal signpost with hardware

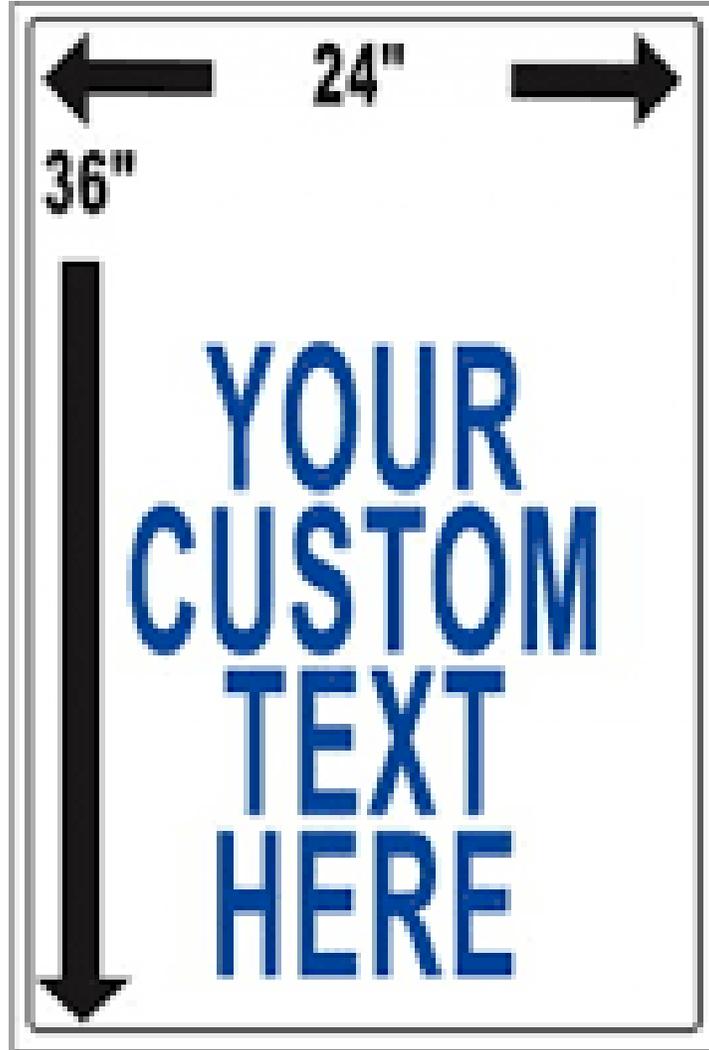
\$62



Generic reflective
aluminum signs

\$50

12" X 18"



Custom
aluminum

sign

\$75

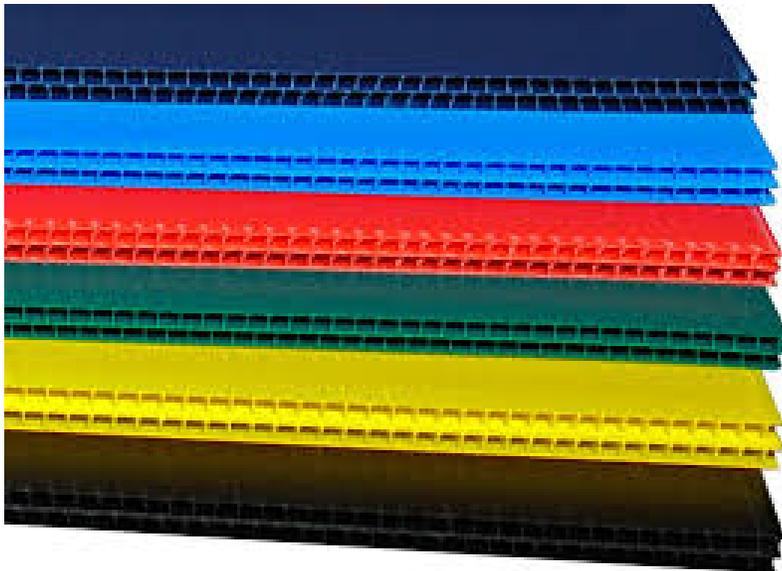
24" X 36"



Corrugated Plastic
custom sign

\$18

18" X 24"



Park Signs



Maddox Park

(4) Dogs off leash signs	\$200
(4) Park Rules signs	\$200
(4) Sign posts	\$248
(1) message center	\$1,350
Total	\$1,998

Shelfield Park

(5) Dogs off leash signs	\$250
(5) Park Rules signs	\$250
(5) Sign posts	\$310
(1) message center	\$1,350
(2) Wall mount information boards	\$1,400
Total	\$3,560

Ashton Park

(5) Dogs off leash signs	\$250
(5) Park Rules signs	\$250
(5) Sign posts	\$310
(4) message center	\$5,400
(4) Wall mount information boards	\$2,800
(1) Vertical small information board	\$600
Total	\$9,610

Valley Oak Park

(5) Dogs off leash signs	\$250
(5) Park Rules signs	\$250
(5) Sign posts	\$310
(2) message center	\$2,700
(3) Observation boards	\$600
Total	\$4,110

Sierra Oaks School Park

(5) Dogs off leash signs	\$250
(5) Park Rules signs	\$250
(5) Sign posts	\$310
(1) message center	\$1,350
(2) Wall mount information boards	\$1,400
(1) Vertical small information board	\$600
Total	\$4,160

Oak Meadow Park

(5) Dogs off leash signs	\$250
(5) Park Rules signs	\$250
(5) Sign posts	\$310
(1) message center	\$1,350
Total	\$2,160

Oak Meadow open space

(4) Dogs off leash signs	\$200
(4) Park Rules signs	\$200
(4) Sign posts	\$248
Total	\$648

Swanston Park

(11) Dogs off leash signs	\$550
(11) Park Rules signs	\$550
(11) Sign posts	\$682
(3) message center	\$4,050
(2) Wall mount information boards	\$1,400
(1) Large Hexagon information center	\$7,000
Total	\$14,232

Orrville Wright Park

(5) Dogs off leash signs	\$250
(5) Park Rules signs	\$250
(5) Sign posts	\$310
(1) message center	\$1,350
Total	\$2,160

Windemere Park

(3) Dogs off leash signs	\$150
(3) Park Rules signs	\$150
(3) Sign posts	\$186
(1) message center	\$1,350
Total	\$1,836

Gibbons Park

(12) Dogs off leash signs	\$600
(12) Park Rules signs	\$600
(12) Sign posts	\$744
(2) message center	\$2,700
(4) Wall mount information boards	\$2,800
(1) Large Hexagon information center	\$7,000
Total	\$14,444

Eastern Oak Park

(12) Dogs off leash signs	\$600
(12) Park Rules signs	\$600
(12) Sign posts	\$744
(3) message center	\$4,050
(4) Wall mount information boards	\$2,800
(1) Vertical small information board	\$600
Total	\$9,610

Cowan School Park

(3) Dogs off leash signs	\$150
(3) Park Rules signs	\$150
(3) Sign posts	\$186
(1) message center	\$1,350
Total	\$1,836

Hazelwood Greens

(4) Dogs off leash signs	\$200
(4) Park Rules signs	\$200
(4) Sign posts	\$248
Total	\$586

Mission North Park

(7) Dogs off leash signs	\$350
(7) Park Rules signs	\$350
(7) Sign posts	\$434
(1) message center	\$1,350
(6) Observation boards	\$ 0
(1) Large Hexagon information center	\$7,000
Total	\$9,484

Attachment E

Park	Price
Maddox Park	\$ 1,998
Shelfield Park	\$ 3,560
Ashton Park	\$ 9,610
Valley Oak Park	\$ 4,110
Sierra Oaks School Park	\$ 4,160
Oak Meadow Park	\$ 2,160
Oak Meadow open space	\$ 648
Swanston Park	\$ 14,232
Orville Wright Park	\$ 2,160
Windemere Park	\$ 1,836
Gibbons Park	\$ 14,444
Eastern Oak Park	\$ 9,610
Cowan School Park	\$ 1,836
Hazelwood Greens	\$ 586
Mission North Park	\$ 9,484
Total	\$ 80,434

STAFF REPORT



DATE: December 8, 2021

TO: MORPD Facilities Committee

FROM: J.R. Hichborn, Parks Superintendent

SUBJECT: Select Shrubs for Eastern Oak Park

BACKGROUND:

At the October 2021 Facilities Committee meeting, the committee was presented a planting plan for Eastern Oak Park. Part of that planting plan included Cherry Laurel shrubs at the request of the residents, who's fences would have the plants directly behind them. The Committee did not want Cherry Laurel shrubs, as their toxicity level in their seasonal berries could potentially be harmful. The Committee asked staff to bring more suitable alternative shrubs to the next meeting.

DISCUSSION:

Below are some safer alternatives to the Cherry laurel shrub that are still excellent privacy shrubs and will sufficiently reduce the noise levels for the Eastern Oak neighbors.

Privet (*Ligustrum Vulgare*) Common privet shrubs can reach a height of four to fifteen feet with a spread of four to eight feet. These fast-growing shrubs bear white flowers in late spring or early summer, and black berries typically follow. When pruned into hedges, privet shrubs provide dense foliage. This dense foliage, along with their height, makes the privet shrub an attractive privacy hedge in California.

Eugenia (*Syzygium Paniculatum*) Eugenia is a non-invasive broadleaf evergreen that's commonly used as one of the best privacy hedges in California. The shrub can reach anywhere from 12 to 20 feet tall and 8 to 15 feet wide. It's relatively fast growing and will need to be shaped with hedging tools periodically.

Italian Cypress (*Cupressus Sempervirens*) Native to southern Europe, the biggest distinguishing characteristic of Italian Cypress trees is their tall, column-like form. Classified as an aerial hedge, these trees grow to a mature height of 40 to 60 feet and width of five to seven feet which make them a perfect option if you're looking to screen something large such as a tennis court. Italian Cypress trees are considered easy growing and need little intervention after their first year of becoming acclimated to your property. Italian Cypress trees are ideal for California because they are drought tolerant and do well in our semi-arid climate.

Cotoneaster (Cotoneaster horizontalis) The branching of rock cotoneaster is stiff and dense, giving the plant a rather bristly look. Stems shoot off the branches in what is often referred to as a "herringbone pattern," a term also used in hardscaping. The bristly look is significantly softened once the red berries appear, as your attention will be drawn to their fleshy orbs.

Photinia (Photinia fraseri) Evergreen shrub. Fast growing. Upright broadly oval form. Medium-sized oval leaves are glossy dark green. New leaves are glossy vibrant red. Big heads of tiny white flowers in spring. Good screening plant. Low water needs once established.

RECOMMENDATION:

Staffs recommends planting Photinia shrubs. The fast growing shrub will allow staff to get faster results in reducing unwanted noise into neighbors backyards.

Attachment A

Park	Price	Park	Price	Park	Price
Mission North	\$ 9,484	Gibbons community Park	\$ 14,444	Swanston community Park	\$ 14,232
Shelfield Park	\$ 3,560	Eastern Oak Park	\$ 9,610	Oak Meadow Park	\$ 2,160
Hazelwood Greens	\$ 486	Orrville Wright Park	\$ 2,160	Oak Meadow open space	\$ 648
Maddox Park	\$ 1,998			Windemere Park	\$ 1,836
Ashton Park	\$ 9,610			Valley Oak Park	\$ 4,110
Cowan Park	\$ 1,836			Sierra Oaks	\$ 4,160
Total	\$ 26,974	Total	\$ 26,214	Total	\$ 27,146