

**MEMORANDUM
DEPARTMENT OF FACILITY SERVICES
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **SEPTEMBER 24, 2013**

From: *MD* **MARY DIETRICH / MARK RIDEOUT** *MR*

Subject: **CLM PARK RANGER AND MAINTENANCE SERVICES**

ACTION REQUESTED / RECOMMENDATION: Approve a 21-month Agreement with California Land Management Services Corporation for Park Ranger and maintenance services at Hidden Falls Regional Park, the Bear River Campground, and Cisco Grove Gould Park in an amount not-to-exceed \$122,360 in FY 2013/2014, as a previously budgeted net county cost, and authorize the Chair to execute the Agreement on behalf of your Board.

BACKGROUND: In Fall 2012, Facility Services began preparing to open the 980-acre Phase II expansion of Hidden Falls Regional Park (HFRP), and evaluated opportunities to contract for services that could augment the work of Parks Division staff. Through this process, the Department determined that Bear River Campground (Bear River) and Cisco Grove Gould Park (Gould) could also benefit from contract services, due to these sites' remote locations and heavily used amenities. Facility Services contacted California Land Management Services Corporation (CLM), a recognized provider of Park Ranger services, to discuss alternatives for service at the three sites. The Parks Division subsequently developed a detailed Maintenance Management Plan (MMP) for each location, and presented recommendations in the County Budget Process for FY 2013/2014.

The recent HFRP expansion brings this site's total area to 1,200 acres, and the park now features a 30 mile network of multipurpose trails. The MMP identifies Parks Division staff as responsible for the heavy and skilled maintenance tasks required to maintain park amenities. Due to the focused nature of this work, these employees are not readily available to patrol the park and assist visitors. Through the proposed contract, CLM will provide Park Ranger staff to perform a variety of services and maintain an official presence throughout HFRP. The CLM scope of work includes opening and closing gates, addressing visitor questions, resolving minor code enforcement issues, and emergency communication. Other responsibilities include restroom cleaning, litter control, graffiti removal, vegetation trimming along trails, and culvert cleaning for water quality compliance.

Bear River is a popular 200 acre park located along the river near Colfax. It is improved with family and group camping sites that are open from April through October, and a day use area that is open year-round. Bear River is currently maintained and supervised by Parks staff, approximately three days per week during the high-season and twice per month in the low-season. Expanding services to the campground facilities has long been a goal of the Division. Through the proposed contract, CLM will provide Park Ranger staff for seven days per week, to operate the campground and day use areas during the open season. The CLM scope of work includes camping fee collection, litter control, restroom cleaning, trail maintenance, and regular patrols to control misuse of the facility and improper fires. Parks staff will continue to perform the low-season tasks, and be responsible to open and close the campgrounds seasonally.

The Gould property totals approximately 16 acres in area, and its Yuba River frontage near Cisco Grove makes it a popular stop for travelers on Interstate 80. This site is improved with restroom facilities and picnic tables, and the property includes small historic structures along Old Highway 40. The site is open from April through October, and for the last 5 years the Division has contracted with the United States Forest Service (USFS) for grounds and janitorial services. In preparation for contract renewal negotiations, USFS indicated the need for a significant cost increase to cover its travel expenses from Nevada City. Staff recognized that CLM currently maintains other sites near Gould and would be an option to provide services cost effectively.

Parks staff began working with Procurement Services during the investigation of service delivery alternatives, and determined that the range of services provided by CLM is unique in this region. As a result, Procurement Services agrees with the recommendation to contract with CLM on a sole source basis. The twenty-one month Initial Term will commence on October 1, 2013, and terminate June 30, 2015. Three successive one-year Option Terms are available to CLM at the County's discretion. The cost breakdown for the term of the Agreement (9 months in FY 2013/2014; 12 months in FY 2014/2015) is attached as Exhibit A. Costs shown in FY 2014/2015 and subsequent options, if exercised, are subject to CPI increases. In order to provide these Park Ranger and maintenance services, staff recommends your Board approve the Agreement with CLM. A copy of the Agreement is available for review at the Clerk of the Board's office.

ENVIRONMENTAL REVIEW: This Agreement is categorically exempt from the California Environmental Quality Act, pursuant to Title 14, California Code of Regulations, Section 15301, which allows for the operation, repair, maintenance, or minor alterations of existing facilities. The recommended action would not result in any new impact to the environment.

FISCAL IMPACT: As identified in Exhibit A, costs for the services in FY 2013/2014 will total \$122,360, and costs in FY 2014/2015 will total \$188,159 plus the CPI adjustment. Funding for this Agreement is a previously budgeted net county cost, appropriated within the FY 2013/2014 Parks and Grounds Division budget.

MD/MR/JR/KW

AVAILABLE FOR REVIEW AT THE CLERK OF THE BOARD'S OFFICE: AGREEMENT

ATTACHMENT: EXHIBIT A – CONTRACT BREAKDOWN

CC: COUNTY EXECUTIVE OFFICE
PROCUREMENT SERVICES

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EXHIBIT A

CONTRACT BREAKDOWN

FY 2013-2014

October 1, 2013 - June 30, 2014 (9-months)

Note: These dollar amounts are the payable maximum amounts.

Park	Basic Services	Additional Services	Maximum Cost
Hidden Falls Regional Park	\$ 86,066	\$ 8,600	\$ 94,666
Bear River Campground	\$ 22,872	\$ 2,300	\$ 25,172
Cisco Grove Gould Park	\$ 2,292	\$ 230	\$ 2,522
TOTAL			\$ 122,360

FY 2014-2015

July 1, 2014 - June 30, 2015 (12-months)

Note: These dollar amounts are twelve-month prices, based on FY 2013-2014 costs. These amounts will be adjusted by CPI to derive the payable maximum amounts for FY 2014-2015.

Park	Basic Services	Additional Services	Maximum Cost
Hidden Falls Regional Park	\$ 110,696	\$ 11,000	\$ 121,696
Bear River Campground	\$ 54,913	\$ 5,500	\$ 60,413
Cisco Grove Gould Park	\$ 5,500	\$ 550	\$ 6,050
TOTAL		(+/- CPI)	\$ 188,159

