



November 12, 2014

To Prospective Bidders:

Enclosed is the State's response to proposer questions concerning the Request for Proposals (RFP) released on October 9, 2014, for an Equestrian Lessons and Trail Rides concession within Will Rogers SHP located in Pacific Palisades, California. This package includes the following:

- 1) The State's Response to Proposer Questions received from two (2) parties. The questions are presented as written by the respective party.
- 2) Errata #1 with modifications to the RFP and/or Sample Contract.

You may access all materials referenced in this letter on the Concessions website at www.parks.ca.gov/concessions.

Sincerely,

Teresa Montijo
Concessions Program Manager

Attachments



**Will Rogers State Historic Park REQUEST FOR PROPOSALS (RFP)
Equestrian Lessons and Trail Ride Concession**

**STATE'S RESPONSES TO QUESTIONS FROM INTERESTED PARTIES
(NOVEMBER 12, 2014)**

Questions from ANDREA YOUNG, ELVENSTAR

1) Can a second proposal be sent outside the parameters of the current RFP that could possibly increase the benefit to Will Rogers State park?

State's Response: Proposals responsive to this RFP must meet or exceed the minimum requirements. The Proposal Information, commencing on RFP Page 14, provides the opportunity to describe operational and/or facility enhancements within each element of the proposal. However, if an interested party desires to propose visitor services outside or in conflict with the stated goals and objectives of the RFP as summarized on RFP Page 1, such a proposal may not be considered responsive to this particular RFP.

2) Can sprinklers be installed for dust control in the arenas?

State's Response: As stated on RFP Page 1, facility improvements must be consistent with applicable components of Will Rogers State Historic Park General Plan. The General Plan describes the department's primary goal "to preserve and maintain the historic features associated with Will Rogers and his family's life at the ranch...The primary historic period shall reflect the years 1927 to 1935." The concession operation is located within the historic zone. Any modern improvements, including sprinklers, should be consistent with the park's planning documents and objectives. Proposers should also describe how any proposed modern improvements, such as sprinklers, would be consistent with RFP goals and objectives; and comply with Sample Contract Sections 14 Resource Conservation; 25 Construction and Completion of Improvements, and 30 Compliance with Laws, Rules, Regulations and Policies.

3) Can shelters be added during inclement weather to insure the health and wellbeing of the horses in accordance with California Penal code Section 597(b)?

State's Response: Penal Code 597(b) prohibits the mistreatment of animals, including inadequate shelter, allowing needless suffering, or inadequate protection from the weather. Per the Sample Contract Section 30 Compliance with Laws, Rules, Regulations and Policies, the care of animals shall be consistent with Penal Code 597(b). Any modern improvements, including horse shelters, should also be consistent with the park's planning documents and objectives. Proposers may propose shelters for the State's review and approval consistent with the identified planning documents.

4) In the RFP on Page 2 Current Concession Operations are records from the concession or for the park as a whole?

State's Response: The statistical information provided at the bottom of RFP page 2 applies to both the concession and the park as a whole. Specifically, "Gross Sales" and "Rent Paid" refer only to the current concession operations. "Visitation" applies to the number of people who visited the park as a whole.

Question from an unidentified party

5) How often is Polo played at the park?

State's Response: The Will Rogers Polo Club plays polo every weekend from April to October. Will Rogers Polo Club has no affiliation with Will Roger Equestrian Lessons and Trail Rides Concession. Polo is played on the Polo Field which is not part of the concession premises.



**Will Rogers State Historic Park Request for Proposals (RFP)
Equestrian Lessons and Trail Ride Concession**

ERRATA #1

- 1) In the RFP, page 5, the last sentence is changed to read: *A written compilation of all questions and answers, and any RFP addenda, will be posted at www.parks.ca.gov/concessions. If requested, the Questions and Answers may be sent hard copy by U.S. mail.*
- 2) In the RFP, page 9, within the last sentence, reference to “Proposer Bond” was corrected to read “Proposal Bond.”
- 3) In the RFP, page 24, the Historic Landscape Management Plan was updated to the most current version dated March 2003; and the Interpretive Plan (1974) was added to the reference list.
- 4) In the Sample Contract, page 42, Section 14(A)(3), Resource Conservation, Erosion Control/Water Quality/Environmental Sensitivity, a sentence was added to read: *State retains resource management responsibility for the pastures, including erosion control and revegetation.*

The modified RFP and Sample Contract pages follow.

SECTION 2 - THE RFP PROCESS

2.1 PROPOSAL PROCESS

Tentative Proposal Dates

October 9, 2014	Opening Date - Publication of the RFP
October 21, 2014	Mandatory Pre-Proposal Meeting
October 30, 2014	Questions - Last date for proposers to submit written questions to DPR
November 11, 2014	Answers - DPR provides written responses to questions
January 15, 2015, 2:00 PM	Closing Date - Deadline for proposal submission
February 2015	DPR investigation and evaluation of Proposals
March 2015.....	Notification of "Intent to Award Contract"
April 2015	Award, preparation, and execution of contract
May 1, 2015.....	Contract begins

Note: This schedule does not consider unforeseen factors that could impact the timing of the project. It is the intent of the State to keep proposers apprised of changes in the schedule as they occur. Should the award of the contract be protested, additional time will be required to resolve the matter.

Mandatory Pre-Proposal Meeting

Proposers or designated representative must attend the mandatory pre-proposal meeting at 1:00 PM on **Tuesday, October 21, 2014** at the Rotunda of the Main Stables at Will Rogers State Historic Park, 1501 Will Rogers Park Road, Pacific Palisades, CA 90272. Failure to attend the meeting or lack of signature on the sign-in sheet will cause the proposal to be rejected. There will be no exceptions to this requirement. The meeting provides an equitable forum for all proposers to:

- Meet local Department staff;
- Learn about the RFP process, including procedures for questions and answers, proposal submission, and contract award;
- Inspect the concession site and receive information on the park and facility history, facility improvements and Department plans for the park and the current concession;
- Review the RFP document.

RFP Content Questions

Questions regarding this RFP must be submitted in writing and received no later than 5:00 p.m. on **Thursday, October 30, 2014**. To ensure fair competition, all proposers will receive a written response to written questions; telephone or personal inquiries about this RFP will NOT be answered. Questions must be submitted in writing to the Department by email or fax at the address and phone numbers listed below. A written compilation of all questions and answers, and any RFP addenda, will be posted at www.parks.ca.gov/concessions . If requested, the Questions and Answers may be sent hard copy by U.S. mail and sent by first-class mail to all identified potential proposers.

Failure to file a verified petition within the ten-day period shall constitute a waiver of the right to protest. Protests must be sent to:

Director
California Department of Parks and Recreation
1416 Ninth Street, 14th Floor
P. O. Box 942896
Sacramento, California 94296-0001
Fax: 916-657-3903

A copy of the protest must be served on the Attorney General within the ten-day period by the proposer/bidder. Serve the Attorney General at:

State of California
Department of Justice
Office of the Attorney General
Land Law Section
1300 I Street
Sacramento, California 95814
Facsimile: 916-322-5609

If a protest is timely served and a hearing is demanded, or if the Director on his or her own motion orders a hearing, proceedings shall be conducted according to the Administrative Procedure Act, and the protest statement shall be treated as a statement of issues. Any recommendation or decision of the hearing officer shall be submitted to the Director for approval, adoption, modification, disapproval, or other interlocutory or final action. If a hearing is not so demanded or ordered, the action of the Director shall be final.

2.3 CONTRACT EXECUTION

Preparation of Contract

Subsequent to the award of a contract, if an award is made, the State will prepare a final contract for execution. The contract will contain "exhibits" developed from the selected proposal including the proposal's Operation, Facility Improvement, and Interpretive Plans, as required. Minor changes or modifications to the contract, proposal plans, and contract exhibits may be made prior to execution based on agreement between the State and concessionaire. However, no material change to the contract or its exhibits as presented in the RFP and in the selected proposal may be made.

Performance Bond and Insurance

The successful proposer will be required to submit a Performance Bond and evidence of insurance required under the contract. Failure to submit the bond and/or insurance verification within the time limit presented may be treated as a refusal to execute, if the State so elects. The State may take the Proposer Bond and select the next Best Responsible Proposal.

ATTACHMENT 1 – PROPOSER’S REFERENCE LIST

WILL ROGERS STATE HISTORIC PARK

*Will Rogers State Historic Park Planning Documents

- Will Rogers General Plan (1992) Concessions Elements section (pages 133-136)
(<http://www.parks.ca.gov/pages/22374/files/wr%20gen%20plan.pdf>)
- Equestrian and Livestock Plan (2006)
(http://www.parks.ca.gov/pages/22491/files/final_equestrian_and_livestock_management_plan_wrshp_october_2006.pdf)
- **Historic Landscape** Management Plan (**March** 2003).
(http://www.parks.ca.gov/?page_id=22456)
- **Interpretive Plan (1974)**

<http://webedit.parks.ca.gov/pages/22374/files/interpretive%20plan%201974.pdf>

Accessibility

All Visitors Welcome: Accessibility in State Park Interpretive Programs and Facilities by Erika Porter. Published by the California Department of Parks and Recreation. Rev ed. 2011, available at http://www.parks.ca.gov/?page_id=22651

Additional accessibility resources are available at www.ada.gov; and http://www.parks.ca.gov/?page_id=21944 (State Parks Accessibility Program)

California Department of General Services / Division of the State Architect access compliance reference materials at <http://www.dgs.ca.gov/dsa/programs/progaccess/accessmanual.aspx>

A list of State Certified Access Specialists/Consultants is available at https://www.apps.dgs.ca.gov/casp/casp_certified_list.aspx

Interpretation

*Resources for the development of an Interpretive Plan are available at <http://www.parks.ca.gov/pages/735/files/interpretation%20planning%20workbook%20web2014.pdf>. A comprehensive list of this and other interpretive resources is available at http://www.parks.ca.gov/?page_id=21700.

Environmental Interpretation: a Practical Guide for People with Big Ideas and Small Budgets by Sam Ham. Published by North American Press.

Past into Present: Effective Techniques for First Person Historical Interpretation by Stacy Roth. University of North Carolina Press, Chapel Hill, 1998.

Interpretation of Historic Sites. By William T. Alderson and Shirley Payne Low. American Association for State and Local History, Nashville, TN.

*Noted publications may be located through the California State Parks website www.parks.ca.gov or may be purchased through the Angeles District office at 1925 Las Virgenes Road, Calabasas, CA 91302, telephone (818) 880-0363.

include, but are not limited to, paper, newsprint, cardboard, bimetal, plastics, aluminum and glass. At the start of each Contract Year, Concessionaire and State shall review items sold, and containers or utensils used or dispensed by Concessionaire, and, whenever possible, eliminate the use of non-returnable or non-recyclable containers or plastics.

- 2) Water and Energy Conservation: The Concessionaire shall implement water and energy conservation measures. As new technologies are developed, Concessionaire shall explore the possibility of integrating them into existing operations where there is potential for increased efficiency, reduced water or energy consumption, and/or reduced impacts on the environment.
- 3) Erosion Control/Water Quality/Environmental Sensitivity: The Concessionaire shall comply with all requirements set forth by various oversight agencies that have jurisdiction and oversight authority relating to the Premises and surrounding properties, including, but not limited to, erosion control, water quality and environmental sensitivity standards. State retains resource management responsibility for the pastures, including erosion control and revegetation.

B. Resource Management and Preservation: Concessionaire shall comply with State's resource management and preservation mandates in the conduct of all activities that impact cultural, natural, or scenic resources. These mandates include the Public Resources Code Sections 5024 and 5097 et seq., the Department Operations Manual Chapter 300, Department's cultural resource management directives and Secretary of the Interior's Guidelines for Historic Preservation. Of particular importance,

- 1) All feed and hay shall be certified weed-free, specifically, no bermuda hay unless certified "seed free.