



TOWN OF DISCOVERY BAY

"A COMMUNITY SERVICES DISTRICT"

SDLF PLATINUM-Level of Governance

Chair Carolyn Graham and Vice-Chair Byron Gutow

NOTICE OF THE REGULAR MEETING OF THE PARKS & RECREATION COMMITTEE OF THE TOWN OF DISCOVERY BAY September 02, 2026 04:30 PM

To Attend In-Person:

Discovery Bay Community Center, 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505

In addition to physical attendance at the address indicated above, the Town of Discovery Bay Community Services District is offering the following teleconferencing options as an alternative means for the public to participate in this meeting:

To Attend by Zoom Webinar: <https://us06web.zoom.us/j/83080753986>

To Attend by Phone: +1 (669) 444-9171 OR +1 (719) 359-4580 & Webinar ID 83080753986

To Download Agenda Packet & Materials: <http://www.todb.ca.gov/>

A. ROLL CALL

1. Call business meeting to order at 4:30p.m.
2. Roll Call.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)

During Public Comments, the public may address the Committee on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Committee for consideration. Any person wishing to speak will have 3 minutes to make their comment. There will be no dialog between the Committee and the commenter as the law strictly limits the ability of Committee members to discuss matters not on the agenda. We ask that you refrain from personal attacks during comment, and that you address all comments to the Committee only. Any clarifying questions from the Committee must go through the Chair.

Comments from the public do not necessarily reflect the viewpoint of the Committee Members.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

- C.1 Approve Parks & Recreation Committee DRAFT Meeting Minutes from July 1, 2026. Page 4

D. UPDATES

- D.1 Community Center Electrical Work Update
Sponsor(s): Monica Gallo, Park & Landscape Manager

E. PRESENTATIONS

- E.1 Bi-Monthly Landscape & Recreation Activity Report Page 7
Sponsor(s): Monica Gallo, Park & Landscape Manager

F. DISCUSSION ITEMS

- F.1 Discussion and Possible Recommendation Regarding the Discovery Bay Chamber of Commerce Special Event Permit Application for Seafood-Lobster Boil to be held October 17, 2026. Page 18
Sponsor(s): Monica Gallo, Park & Landscape Manager
- F.2 Discussion and Possible Recommendation Regarding the Special Event Permit Application for "Discovery Bay Farmers Market". Page 28
Sponsor(s): Monica Gallo, Park & Landscape Manager
- F.3 Discussion and Possible Recommendation to Issue the Town of Discovery Bay's Park, Landscape, and Recreation Master Plan RFP. Page 31
Sponsor(s): Stephen Griswold, Assistant General Manager and Monica Gallo, Park & Landscape Manager

G. FUTURE AGENDA ITEMS

H. ADJOURNMENT

Adjourn to the next Regular Meeting of the Parks & Recreation Committee at the Community Center

located at 1601 Discovery Bay Boulevard.

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925) 634-1131, during regular business hours, at least forty-eight hours prior to the time of the meeting.

Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours.



**MINUTES OF THE REGULAR MEETING OF THE
PARKS & RECREATION COMMITTEE
OF THE TOWN OF DISCOVERY BAY
July 01, 2026 04:30 PM**

Chair Carolyn Graham and Vice-Chair Byron Gutow

A. ROLL CALL

Meeting was called to order at 4:30 pm.

Roll call was taken and all members were present.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to 3 minutes)

None.

C. CONSENT CALENDAR

Moved By Vice-Chair Byron Gutow

Seconded By Chair Carolyn Graham

Motion to approve the Consent Calendar.

For (2): Chair Carolyn Graham, and Vice-Chair Byron Gutow

Motion Carried (2 to 0)

C.1 Approve SPECIAL Parks & Recreation Committee DRAFT Meeting Minutes from June 3, 2026.

D. UPDATES

D.1 Bi-Monthly Parks, Landscape, and Recreation Update - June 2026
Presented by Landscape Manager Monica Gallo.

- July 24th movie will now be a Flick 'n Float event.
- Swim lessons will be offered the last two weeks of summer.
- Landscape team duties include:
 - mow and detail 25 acres of turf
 - maintain the Community Center
 - maintain 5 parks
 - maintain 795,000 sq. ft of shrub beds
 - maintain walking pathway from Newport to Sandy Cove Shopping Center
 - empty all trash and waste receptacles
 - remain current on all County AG Pesticide Permits
 - Capital Improvement Projects
- Regatta Park tree work was completed.
- Bixler Road landscaping is ongoing.

E. PRESENTATIONS

None.

F. DISCUSSION ITEMS

F.1 Discussion & Possible Recommendation Regarding the Discovery Bay Lions Club Special Event Permit Application for the Summer Jam Event on August 22, 2026.

Landscape Manager Monica Gallo introduced Lions Club members Lisa Combs and Jennifer Bruno.

Lisa Combs and Jennifer Bruno spoke on the proposed August 22, 2026, Summer Jam event.

- Security concerns were addressed. Eight security guards will be on site.
- There will be no outside food or drink permitted.
- Special Event Permit Fee is \$3,750.00

This item will be presented to the full Board of Directors for a vote.

G. FUTURE AGENDA ITEMS

None.

H. ADJOURNMENT

Meeting was adjourned at 5:08 pm.

Kelly Rajala

PARKS, LANDSCAPE and RECREATION UPDATES JULY & AUGUST 2026



JULY 2026

Item E.1

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		Irrigation / Leaks Mow/Detail CC and Dog Park Clearing: Bixler Clearing: Newport Pool maintenance	Irrigation / Leaks Mow/Detail Cornell Park Clearing: Bixler Clearing: Newport Pool maintenance	HOLIDAY – July 4th
Trash Pickup Irrigation / Leaks Mow/Detail Regatta Park Mow/Detail Slifer Park Pool maintenance	Irrigation / Leaks Mow/Detail Ravenswood Park Mow/Detail Common Lawns and Park & Ride Clearing: Bixler Pool maintenance	Irrigation / Leaks Mow/Detail CC and Dog Park Cleaning: Bixler Clearing: Newport Pool maintenance	Irrigation / Leaks Mow/Detail Cornell Park Clearing: Bixler Clearing: Newport Pool maintenance	Irrigation / Leaks Clearing: Bixler Clearing: Newport Pool maintenance
Trash Pickup Irrigation / Leaks Clearing: Clipper Clearing: POT Pool maintenance	Irrigation / Leaks Clearing: POT Pool maintenance	Irrigation / Leaks Mow/Detail CC and Dog Park Clearing: POT Pool maintenance	Irrigation / Leaks Mow/Detail Cornell Park Clearing: POT Pool maintenance	Irrigation / Leaks Clearing: POT Pool maintenance
Trash Pickup Irrigation / Leaks Mow/Detail Regatta Park Mow/Detail Slifer Park Clearing: Newport Shrub Pool maintenance	Trash Pickup Continued Irrigation / Leaks Mow/Detail Ravenswood Park Mow/Detail Common Lawns and Park & Ride Clearing: Slifer Park, Slifer Drive, Wilde Drive Pool maintenance	Irrigation / Leaks Mow/Detail CC and Dog Park Clearing: Seal, So. Point, Cabrillo Pool maintenance	Irrigation / Leaks Mow/Detail Cornell Park Clearing: Newport Sound wall Pool maintenance	Irrigation / Leaks Clearing: Newport (school) Pool maintenance

JULY 2026

Trash Pickup Irrigation / Leaks Clearing: Willow Lake Rd (school) Pool maintenance	Irrigation / Leaks Clearing: CC, Willow Lake Road (school) Pool maintenance	Irrigation / Leaks Mow/Detail CC and Dog Park Clearing: Poe Pool maintenance	Mow/Detail Cornell Park Clearing: Poe Pool maintenance	Irrigation / Leaks Clearing: Poe Pool maintenance
---	---	---	--	---

AUGUST 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Trash Pickup Irrigation / Leaks Mow/Detail Regatta Park Mow/Detail Slifer Park Pool maintenance	Irrigation / Leaks Mow/Detail Ravenswood Park Mow/Detail Common Lawns and Park & Ride Clearing: Poe Pool maintenance	Irrigation / Leaks Mow/Detail CC and Dog Park Clearing: Newport Dr. Pool maintenance	Mow/Detail Cornell Park Clearing: Newport Drive Pool maintenance	Irrigation / Leaks Clearing: Newport Drive Weeds/Suckers: DB Blvd. median, East side Pool maintenance
Trash Pickup Tree work: Clipper <u>Myoporium's</u> Weeds: DB Blvd. Median Pool maintenance	Irrigation / Leaks Clearing: Wilde Drive, Slifer Drive Tree work: Clipper <u>Myoporium's</u> Pool maintenance	Irrigation / Leaks Mow/Detail CC and Dog Park Clearing: Bixler Pool maintenance	Irrigation / Leaks Mow/Detail Cornell Park Clearing: Bixler Pool maintenance	Irrigation / Leaks Clearing: Bixler Concrete Fencing RP to Newport Dr. Pool maintenance
Trash Pickup Irrigation / Leaks Mow/Detail Regatta Park Mow/Detail Slifer Park Spray: Poe, Slifer Dr. Slifer Park Pool maintenance	Irrigation / Leaks Mow/Detail Ravenswood Park Mow/Detail Common Lawns and Park & Ride Clearing: Laguna, Discovery Pt., Regatta Overflow Parking Pool maintenance	Irrigation / Leaks Mow/Detail CC and Dog Park Clearing: Bixler Road Pool maintenance	Irrigation / Leaks Mow/Detail Cornell Park Clearing: Bixler Road Pool maintenance	Irrigation / Leaks Clearing: Bixler Road Pool maintenance
Trash Pickup Irrigation / Leaks Clean up after SJ Clearing: Sandpoint Rd, Sandpoint Island, DB Blvd. Pool maintenance	Irrigation / Leaks Clearing: Bixler Road Pool maintenance	Irrigation / Leaks Mow/Detail CC and Dog Park Clearing: Bixler Road Pool maintenance	Irrigation / Leaks Mow/Detail Cornell Park Clearing: Bixler Road Pool maintenance	Irrigation / Leaks Clearing: Bixler Road Pool maintenance



RAVENSWOOD PARK





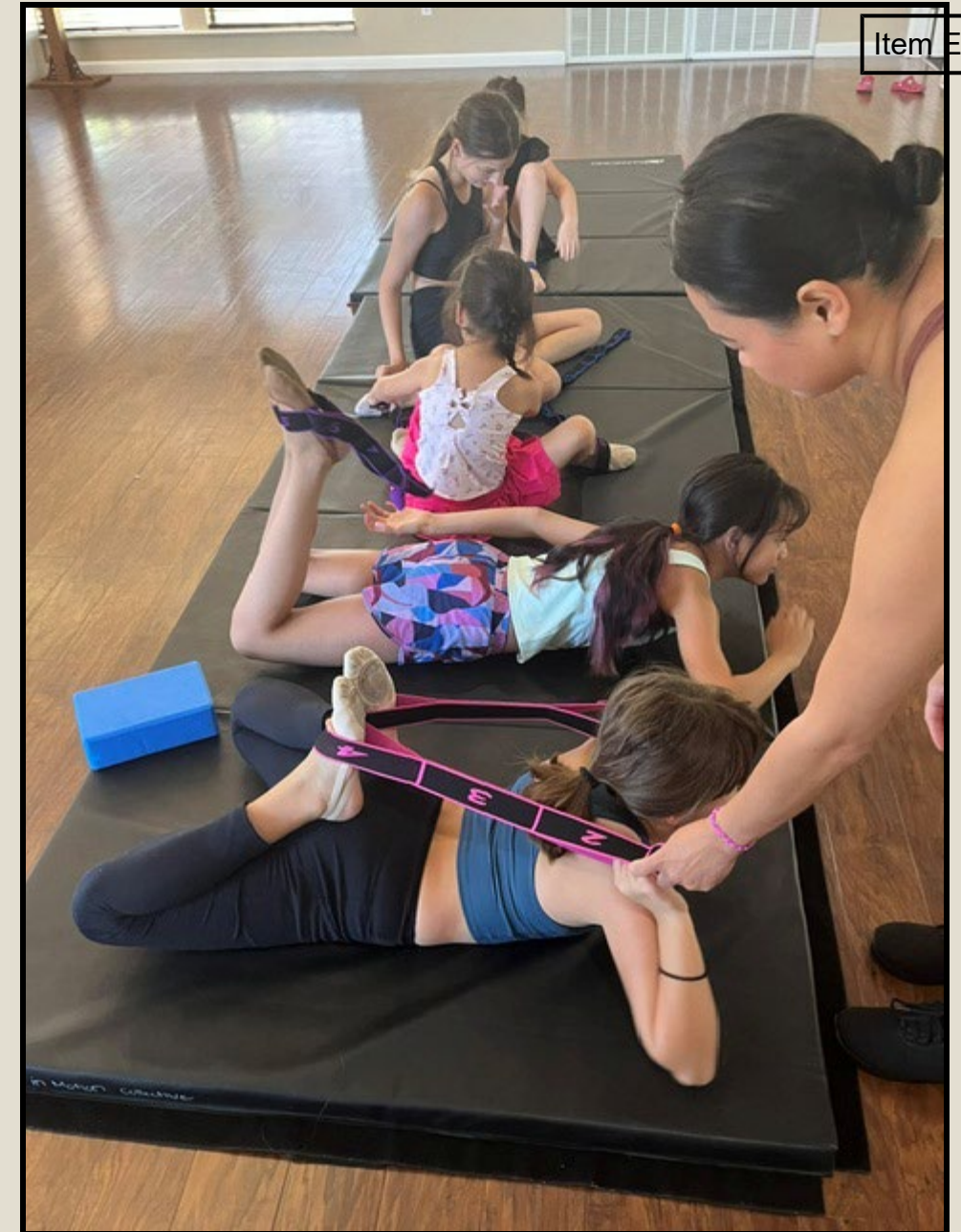
PICKET FENCE PROJECT CLIPPER DRIVE



Item E.1



ACRO TUMBLING & STRETCHING



KINDER TOTS



SWIM LESSONS

Item E.1





IN-SERVICE LIFEGUARD TRAINING

Item E.1



2026 AQUATICS SEASON – WRAPPING UP

Adult Lap Swim

June 15, 2026 – September 30, 2026

502 Participants as of 8/23/2026

Swim Lessons

July 13, 2026 – August 27, 2026

126 Participants as of 8/23/2026

Recreational Swim

June 12, 2026 – September 19, 2026

1,221 Participants as of 8/23/2026

Water Fitness

June 15, 2026 – September 30, 2026

251 Participants as of 8/23/2026



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Recommendation Regarding the Discovery Bay Chamber of Commerce's Special Event Permit Application for their Seafood-Lobster Boil to be held on October 17, 2026.

Meeting Date: September 2, 2026

Prepared By: Monica Gallo, Park & Landscape Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that the Parks & Recreation Committee make the following recommendation to the Board of Directors:

- Recommend that the Board of Directors review the application and associated materials and make a determination on the issuance on the special event permit application for the Discovery Bay Chamber of Commerce Seafood/Lobster Boil on October 17, 2026.

EXECUTIVE SUMMARY:

The Discovery Bay Chamber of Commerce submitted a Special Event Permit application to host a Seafood/Lobster Boil on Saturday, October 17, 2026, at the back event lawn only at the Discovery Bay Community Center. The proposed event includes live entertainment, food vendors, alcoholic beverage sales, and associated event activities.

The Chamber of Commerce will be responsible for payment of all applicable District fees associated with the event, including but not limited to rental of the Community Center grounds; District staff time; facility preparation and restoration; and any other direct costs incurred by the District in support of the event.

The conditions of approval and applicable fees are outlined below for Committee consideration.

- Special Event Permit Fee - \$800.00
- Staff Time - \$200
- Deposit - \$1,500.00

Facility Use Requirements:

- The Chamber of Commerce will be responsible for securing and monitoring the tennis and pickleball courts to prevent unauthorized access.
- Security personnel must be present in the parking lot at all times to ensure vehicles are parked safely and legally.
- The Chamber must provide its own generator(s) if generators are necessary. The Community Center has limited outside electrical outlets.
- The rear sliding gate located behind the pool at the south end of the property will not be available for use.

- Amplified sound must cease no later than 10:00 p.m.
- The primary contact identified on the application must remain on-site for the duration of the event.
- Parking or driving on paver stone surfaces or synthetic turf areas is strictly prohibited.

Alcohol and Food Service Requirements:

- Alcohol sales will be limited exclusively to those conducted by the Chamber of Commerce. A copy of the required ABC permit must be provided to the Community Center prior to the event
- All food vendors must provide copies of applicable Contra Costa County Health Permits prior to the event.

Public Safety Requirements:

- The Contra Costa County Sheriff's Office and Contra Costa County Fire Protection District must be notified of the event at least one week prior to the event date.

Insurance Requirements:

- Submit Certificate of Liability Insurance listing the Town of Discovery Bay Community Services District as the certificate holder and additional insured with limits of not less than \$1,000,000 per occurrence. The Town of Discovery Bay Community Services District must be listed as both the certificate holder and additional insured, and the additional insured endorsement must be included. Must be submitted no later than ten (10) days prior to the event.
- Proof of appropriate insurance coverage for the sale and service of alcoholic beverages must also be submitted no later than ten (10) business days prior to the event.

Additional Conditions:

- The Town dumpster is not available for use by outside organizations.
- Deposit requirements are subject to adjustment based on the final scope and operational needs of the event.
- All event personnel, volunteers, vendors, and contractors must comply with the directions and instructions of Town staff at all times.
- A minimum of three (3) portable restrooms, including at least one (1) ADA-accessible unit, and two (2) handwashing stations must be provided.
- A minimum of two (2) first aid kits and two (2) fire extinguishers must be available on-site at all times.
- Pool Closed – No one should be in the pool area at all for any reason.
- Electrical outlets inside the pool area may not be used.

FISCAL IMPACT:

All District costs associated with the event are intended to be fully recovered through facility rental fees deposit, reimbursement of District staff time, and any additional direct costs incurred by the District. Approval of this event is not anticipated to result in any net fiscal impact to the District.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

N/A

ATTACHMENTS:

1. Discovery Bay Chamber Application.1
2. Discovery Bay Chamber Application.2

Item F.1

Note about transcribed forms: this format exists to remove accessibility barriers, but some recipients prefer the original printed format. If you'd like help moving your entries into the original form, please use the live assistance options in the sidebar or contact the author.

 Seal logo for the Town of Discovery Bay, California.

Town of Discovery Bay Community Services District

Facility rental & use permit application

Contact information

Contact information

Name/ organization:

Discovery Bay Chamber of Commerce

Address:

155 Riverlake Rd Suite J

E-mail:

president@discoverybaychamber.org

Main contact:

Tony George

Phone number (main contact):

9259158669

Secondary contact:

Phone number (secondary contact):

Requested location

Community center

- ☐ Art room, maximum occupancy 35
- ☐ Swimming pool
- ☐ Multi-purpose room, maximum occupancy 35
- ☒ Event lawn area
- ☐ BBQ area

Tennis courts

- ☐ Tennis courts

Number of courts:

Court number (select all that apply)

- ☐ Court no. 1
- ☐ Court no. 2
- ☐ Court no. 3
- ☐ Court no. 4
- ☐ Court no. 5
- ☐ Court no. 6

Item F.1

Pickleball courts☐ Pickleball courtsNumber of courts: **Court number (select all that apply)**

- ☐ Court no. 1
- ☐ Court no. 2
- ☐ Court no. 3
- ☐ Court no. 4
- ☐ Court no. 5
- ☐ Court no. 6

Event information

Event information

Date submitted:

Event date:

Event type:

Estimated attendance:

Set up times: from to Actual event times: from to Take down/ clean-up: from to **Food at event**

Will food be served?

- ☒ Yes
- ☐ No

If yes, by whom?

Decorations

Will there be decorations?

- ☒ Yes
- ☐ No

If yes, describe:

Public access

Will the event be open to the public?

- ☐ Yes
- ☒ No

Item F.1

Admission fee

Will an admission fee be charged?

- ☒ Yes
- ☐ No

If yes, purpose of fee:

Chamber funds for local events

Jump house☐ Jump house

If yes, name of company

Phone number

Alcohol and food trucks☐ No alcohol

Initials (for no alcohol acknowledgement):

☐ No food trucks/carts

Initials (for no food trucks/carts acknowledgement):

If alcohol is on site, this may be reason to forfeit deposit

Signature:

Tony George

Description of event:

Seafood boil dinner even, beer and wine sold onsite, small 2-3 piece jazz music.

Revised 06/2024

Page 2

No alcohol allowed**Please note that we are not a banquet facility and do not have a kitchen****Fees / Deposit(s) / Cancellations**

The rental fee and deposit are due the day you make your reservation. The rental fee may be paid by Visa, Mastercard, Discover, check or money order. The deposit is required to be paid separately from the rental fee by Visa, Mastercard, Discovery, check or money order made payable to the "Town of Discovery Bay CSD."

Cancellations: Park Rental cancellations occurring five (5) business days or more prior to the event will be refunded all fees and deposits. Cancellations occurring four (4) business days or less prior to the event will forfeit all applicable fees but be refunded all of the deposit.

Cancellation for indoor Facility Rentals at the Community Center occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15)

days prior to the event date will forfeit all applicable fees. In all cases of cancellation, the deposit shall be returned.

Item F.1

There is a cancellation processing fee on all cancelled reservations. The processing fee is equal to 50% of your Rental Fee, or \$35; whichever is less.

Applicant signature: Tony George**Date:**

07/21/2026

Waiver, Release & Indemnity Agreement

Waiver, Release and Indemnity Agreement: The person signing this Agreement warrants that he/she has the authority to execute this Agreement on or on behalf of the Organization/Group and that he/she or the Organization/Group will be bound to the terms of the Agreement by such signature. I hereby understand this application is to request usage of a Facility and accept personal responsibility for damage sustained and/or cost incurred by the Town of Discovery Bay CSD because of the occupancy of said premises by myself or my Organization/Group. I, or my Organization/Group, agree to fully reimburse the Town of Discovery Bay CSD for any damage arising from the use of said Facility, and costs and/or attorneys' fees, if any, incurred in collection. I have received, read and fully understand the rules, regulations and policies for use of the Facility. I agree to abide by, inform my Organization/Group, and enforce the rules, regulations and policies of the Town of Discovery Bay CSD governing the use of the Facility. I understand and agree that failure to abide by the rules, regulations and policies of the Town of Discovery Bay CSD shall result in the immediate loss of privileges of use of the Facility and/or privileges for future use. I also agree to hold the Town of Discovery Bay CSD, its officers, employees, the individual members thereof, agents, and volunteers, harmless from any damage, liability, cost or legal expense that may arise during or be caused in any way by such use or occupancy of the Facility. I agree that this Waiver, Release and Indemnity Agreement is binding on my heirs and assigns.

Applicant signature: Tony George**Date:**

07/21/2026

For Accounting Use Only

Rental rate: **Deposit amount:** **Deposit ck #** **Date rental fee paid:****Number of hours:** 07/21/2026☐ Ck # ☐ Cash ☐ Credit card**Total:** **Insurance required?** **Staff signature:** **Date:**

07/21/2026

Fee waiver approval by Town General Manager: **Date:**

07/21/2026

Note any pre-existing damage to the area:

Item F.1

Post Event Inspection

Note any damage or cleaning needed to the premises:

Deposit amount:

Cost of cleaning:

Cost on damages:

Deposit returned:

Revised 06/2024

Page 3

Staff signature

Signature **Date**

07/21/2026

Renter signature

Signature **Date**

07/21/2026

Revised 06/2024



SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENT: **Location:** ☒ Community Center ☐ Cornell Park ☐ Ravenswood Park

Please check all that apply to your Special Event:

- | | | |
|---|--|--|
| ☐ Arts/Crafts/Safety Faire | ☐ Concert | ☐ Pyrotechnics/Fireworks |
| ☐ Block Party | ☐ Egg Hunt | ☐ Parking Lot Sales |
| ☐ Business/Health Faire | ☐ Filming | ☐ Pickleball Court |
| ☐ Car Show | ☒ Fundraiser | ☐ Protest/Rally/Demonstration |
| ☐ Carnival/Circus | ☐ Parade/Procession | ☐ Pyrotechnics/Fireworks |
| ☐ Carnival/Circus | ☐ Park Festival | ☐ Retail Sales |
| ☐ Certified Farmers Market | ☐ Pickleball Courts | ☐ Race/Run/Marathon |
| ☐ Clothing/Food Give-Away | ☐ Protest/Rally/Demonstration | ☐ Street Festival |
| | | ☐ Walk-A-Thon |

☐ Other: _____ Estimated number of participants per day: 200 Total Attendance: 200

CONTACT INFORMATION

Name/Organization: Discovery Bay Chamber of Commerce

Address: 1555 Riverlake Rd Suite J E-mail: president@discoverybaychamber.org

Main Contact: Tony George Phone Number: (925) 915-8669

Secondary Contact: Rich Cotton Phone Number: _____

EVENT INFORMATION

Date Submitted: 3/13/2026 Actual Event Dates: _____

Set up Times: _____ to _____ Actual Event Times: _____ to _____ Take down/Clean-up: _____ to _____

Check all applicable items:

- | | | |
|--|---|--|
| ☒ Alcohol to be Sold* | ☐ Fireworks/Pyrotechnics | ☐ Portable Fencing |
| ☐ Alcohol to be given away* | ☐ Food to be given away** | ☒ Portable Lights |
| ☒ Amplified Sound | ☒ Food to be sold** | ☐ Portable Stage |
| ☐ Animals | ☐ Free Admission | ☒ Portable Toilets |
| ☒ Comfort Stations | ☒ Garbage Removal | ☒ Private Event |
| ☐ Cones and/or Delineators | ☐ Jump/Bounce Houses | ☐ Recycling Receptacles |
| ☐ Craft Booths | ☐ Mobile Medical Service Vehicles | ☐ Rides/Amusements |
| ☒ Electric Generators | ☒ Music ☒ DJ ☐ Live Band | ☐ Security |
| ☒ Electrical Power Sources | ☐ Open to the public | ☐ Tents |
| ☒ Entertainment | ☐ Parade | ☒ Tickets to be sold for entry |
| ☐ Extra Parking Lots | ☐ Portable Bleachers | ☐ Vendor Booths |
| ☐ Food Trucks | | |

Description of event: Working out all the details but this would be a seefood/lobster boil. similiar to a crab feed Item F.1

We would like to use the community center lawn area without the BBQ area

***ALCOHOL IS NOT ALLOWED WITHOUT APPROVAL BY THE DEPARTMENT OF ALCHOLOIC BEVERAGE
CONTROL (ABC) AND APPROVAL BY THE GENERAL MANAGER****

**** A Temporary Food Event Permit must be obtained from CCCEH if food is given away or sold at a
public/community event**

PLEASE NOTE THAT WE ARE NOT A BANQUET FACILITY AND DO NOT HAVE A KITCHEN

See Policy 012 for a complete list of rules and regulations.

FEE(S) / DEPOSIT(S) / CANCELLATIONS

The rental fee and deposit are due the day you make your reservation. The rental fee may be paid by Visa, Mastercard, check or money order. The deposit is required to be paid separately from the rental fee by check or money order made payable to the "Town of Discovery Bay CSD."

Cancellation for Special Event Permit Applications occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, 100% of deposit shall be returned.

Applicant Signature: Tony George - Electronic Signature

Date: 03/13.2026

WAIVER, RELEASE & INDEMNITY AGREEMENT

Waiver, Release and Indemnity Agreement: The person signing this Agreement warrants that he/she has the authority to execute this Agreement or on behalf of the Organization/Group and that he/she or the Organization/Group will be bound to the terms of the Agreement by such signature. I hereby understand this application is to request usage of a Facility and accept personal responsibility for damage sustained and/or cost incurred by the Town of Discovery Bay CSD because of the occupancy of said premises by myself or my Organization/Group. I, or my Organization/Group, agree to fully reimburse the Town of Discovery Bay CSD for any damage arising from the use of said Facility, and costs and/or attorneys' fees, if any, incurred in collection. I have received, read and fully understand the rules, regulations and policies for use of the Facility. I agree to abide by, inform my Organization/Group, and enforce the rules, regulations and policies of the Town of Discovery Bay CSD governing the use of the Facility. I understand and agree that failure to abide by the rules, regulations and policies of the Town of Discovery Bay CSD shall result in the immediate loss of privileges of use of the Facility and/or privileges for future use. I also agree to hold the Town of Discovery Bay CSD, it officers, employees, the individual members thereof, agents, and volunteers, harmless from any damage, liability, cost or legal expense that may arise during or be caused in any way by such use or occupancy of the Facility. I agree that this Waiver, Release and Indemnity Agreement is binding on my heirs and assigns.

Applicant Signature: Tony George - Electronic Signature

Date: 03/13.2026

For Office Accounting Use Only

Rental Rate: _____ Deposit Amount: _____ Deposit Ck # _____

Number of Hours: _____ Date Rental Fee Paid: _____ ☐ Ck # _____ ☐ Cash ☐ Credit Card

Total: _____ Insurance Required? _____

Staff Signature: _____ **Date:** _____

Fee Waiver Approval by Town General Manager: _____ Date: _____

Note any Pre-existing damage to the area:

POST EVENT INSPECTION

Item F.1

Note any damage or cleaning needed to the premises:

Deposit Amount: _____

Cost of Cleaning: _____

Cost on Damages: _____

Deposit Returned: _____

Staff Signature: _____ Date: _____

Renter Signature: _____ Date: _____

Additional Comments/Notes



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Recommendation Regarding the Discovery Bay Farmers Market Special Event Permit Application.

Meeting Date: September 2, 2026

Prepared By: Monica Gallo, Park & Landscape Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that Parks & Recreation Committee take the following action:

- Discuss and review the Special Event Permit Application submitted by Nick T'Souvas and Leticia Miranda for a Discovery Bay Farmers Market to be held at the Community Center.

EXECUTIVE SUMMARY:

Nick T'Souvas and Leticia Miranda have submitted a Special Event Permit Application to hold a farmers market located at the Community Center every Saturday for one (1) year from 6:00am – 3:00pm. The event will include arts and crafts, and the description of the event is listed as "farmers market, food vendors, artisan crafts, and wholesale consumer goods. No alcohol at these events sold."

FISCAL IMPACT:

All District costs associated with the event are intended to be fully recovered through facility rental fees, deposits, reimbursement of District staff time, and any additional direct costs incurred by the District. Approval of the event is not anticipated to result in any net fiscal impact to the District.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

N/A

ATTACHMENTS:

1. Special Event Permit Application



TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT

SPECIAL EVENT PERMIT
APPLICATION

Town of Discovery Bay CSD

JUN 17 2026

RECEIVED

SPECIAL EVENT:Location: ☒ Community Center ☐ Cornell Park ☐ Ravenswood Park

Please check all that apply to your Special Event:

- | | | |
|--|--|--|
| ☒ Arts/Crafts/Safety Faire | ☐ Concert | ☐ Pyrotechnics/Fireworks |
| ☐ Block Party | ☐ Egg Hunt | ☐ Parking Lot Sales |
| ☐ Business/Health Faire | ☐ Filming | ☐ Pickleball Court |
| ☐ Car Show | ☐ Fundraiser | ☐ Protest/Rally/Demonstration |
| ☐ Carnival/Circus | ☐ Parade/Procession | ☐ Pyrotechnics/Fireworks |
| ☐ Carnival/Circus | ☐ Park Festival | ☐ Retail Sales |
| ☒ Certified Farmers Market | ☐ Pickleball Courts | ☐ Race/Run/Marathon |
| ☐ Clothing/Food Give-Away | ☐ Protest/Rally/Demonstration | ☐ Street Festival |
| | | ☐ Walk-A-Thon |

☐ Other: _____ Estimated number of participants per day: 50+ Total Attendance: _____

CONTACT INFORMATION

Name/Organization: Discovery Bay Farmers Market

Address: _____ E-mail: _____

Main Contact: Nick T'Souvas Phone Number: _____Secondary Contact: Leticia Miranda Phone Number: _____

EVENT INFORMATION

Date Submitted: 06/17/2026Actual Event Dates: TBD SATURDAY FOR 1 yearSet up Times: 6AM to 8AMActual Event Times: 8AM to 1PMTake down/Clean-up: 1PM to 3PM**Check all applicable items:**

- | | | |
|---|--|---|
| ☐ Alcohol to be Sold* | ☐ Fireworks/Pyrotechnics | ☐ Portable Fencing |
| ☐ Alcohol to be given away* | ☐ Food to be given away** | ☐ Portable Lights |
| ☒ Amplified Sound | ☒ Food to be sold** | ☐ Portable Stage |
| ☐ Animals | ☒ Free Admission | ☐ Portable Toilets |
| ☐ Comfort Stations | ☐ Garbage Removal | ☐ Private Event |
| ☐ Cones and/or Delineators | ☐ Jump/Bounce Houses | ☐ Recycling Receptacles |
| ☒ Craft Booths | ☐ Mobile Medical Service Vehicles | ☐ Rides/Amusements |
| ☒ Electric Generators | ☒ Music ☐ DJ ☐ Live Band | ☐ Security |
| ☐ Electrical Power Sources | ☒ Open to the public | ☐ Tents |
| ☒ Entertainment | ☐ Parade | ☐ Tickets to be sold for entry |
| ☐ Extra Parking Lots | ☐ Portable Bleachers | ☒ Vendor Booths |
| ☒ Food Trucks | | |

Description of event: Farmers Market, Food Vendors,
artisan crafts, and wholesale consumer goods.
NO ALCOHOL AT THESE EVENTS SOLD

Item F.2

***ALCOHOL IS NOT ALLOWED WITHOUT APPROVAL BY THE DEPARTMENT OF ALCHOLOIC BEVERAGE
CONTROL (ABC) AND APPROVAL BY THE GENERAL MANAGER****

**** A Temporary Food Event Permit must be obtained from CCCEH if food is given away or sold at a
public/community event**

**PLEASE NOTE THAT WE ARE NOT A BANQUET FACILITY AND DO NOT HAVE A KITCHEN
See Policy 012 for a complete list of rules and regulations.**

FEE(S) / DEPOSIT(S) / CANCELLATIONS

The rental fee and deposit are due the day you make your reservation. The rental fee may be paid by Visa, Mastercard, check or money order. The deposit is required to be paid separately from the rental fee by check or money order made payable to the "Town of Discovery Bay CSD."

Cancellation for Special Event Permit Applications occurring sixty (60) days or more prior to the event will be refunded all fees and deposits. Cancellations less than sixty (60) days, but more than thirty (30) days prior to the event date will forfeit 25% of the total fees. Cancellations less than thirty (30) days prior to the event date, but more than fifteen (15) days prior to the event date will forfeit 50% of the total fees. Cancellations occurring less than fifteen (15) days prior to the event date will forfeit all applicable fees. In all cases of cancellation, 100% of deposit shall be returned.

Applicant Signature: [Signature] Date: 06/17/2020

WAIVER, RELEASE & INDEMNITY AGREEMENT

Waiver, Release and Indemnity Agreement: The person signing this Agreement warrants that he/she has the authority to execute this Agreement or on behalf of the Organization/Group and that he/she or the Organization/Group will be bound to the terms of the Agreement by such signature. I hereby understand this application is to request usage of a Facility and accept personal responsibility for damage sustained and/or cost incurred by the Town of Discovery Bay CSD because of the occupancy of said premises by myself or my Organization/Group. I, or my Organization/Group, agree to fully reimburse the Town of Discovery Bay CSD for any damage arising from the use of said Facility, and costs and/or attorneys' fees, if any, incurred in collection. I have received, read and fully understand the rules, regulations and policies for use of the Facility. I agree to abide by, inform my Organization/Group, and enforce the rules, regulations and policies of the Town of Discovery Bay CSD governing the use of the Facility. I understand and agree that failure to abide by the rules, regulations and policies of the Town of Discovery Bay CSD shall result in the immediate loss of privileges of use of the Facility and/or privileges for future use. I also agree to hold the Town of Discovery Bay CSD, its officers, employees, the individual members thereof, agents, and volunteers, harmless from any damage, liability, cost of legal expense that may arise during or be caused in any way by such use or occupancy of the Facility. I agree that this Waiver, Release and Indemnity Agreement is binding on my heirs and assigns.

Applicant Signature: [Signature] Date: 06/17/2020

For Office Accounting Use Only

Rental Rate: _____ Deposit Amount: _____ Deposit Ck # _____
Number of Hours: _____ Date Rental Fee Paid: _____ ☐ Ck # _____ ☐ Cash ☐ Credit Card
Total: _____ Insurance Required? _____

Staff Signature: _____ Date: _____

Fee Waiver Approval by Town General Manager: _____ Date: _____

Note any Pre-existing damage to the area:



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Agenda Title: Discussion and Possible Recommendation to Issue the Town of Discovery Bay's Park, Landscape, and Recreation Master Plan RFP.

Meeting Date: September 2, 2026

Prepared By: Stephen Griswold, Assistant General Manager, Monica Gallo, Park & Landscape Manager

Submitted By: Dina Breitstein, General Manager

RECOMMENDED ACTION:

Staff recommends that the Board of Directors take the following action:

- Recommend the issuance of the attached Request for Proposals for the development of the Town of Discovery Bay Parks, Landscape, and Recreation Master Plan, as proposed.

EXECUTIVE SUMMARY:

The Town of Discovery Bay Community Services District is seeking to develop its first comprehensive Parks, Landscape, and Recreation Master Plan. The need for this planning effort was previously identified due to the District's unique service structure, aging infrastructure, increasing maintenance costs, limited funding capacity, and the absence of a comprehensive long-term framework to identify and prioritize future park, landscape, recreation, and capital improvement needs.

On June 17, 2026, the Committee recommended moving forward with the development of a comprehensive Parks and Recreation Master Plan and Landscape Master Plan based on the findings outlined in the previous staff report. As previously discussed, Zone 8, the District's primary funding source for landscape maintenance and related services in a substantial portion of Discovery Bay, relies primarily on a share of ad valorem property tax revenues that have not kept pace with increasing costs for labor, utilities, contracted services, equipment, insurance, and infrastructure maintenance. As a result, the District has reduced non-essential expenditures and indefinitely suspended Zone 8-funded capital improvement projects, with limited capacity to address major rehabilitation, replacement, or community improvement needs.

The Master Plan will provide a comprehensive evaluation of existing assets and services, identify current and future community needs, assess maintenance and capital improvement requirements, engage residents and stakeholders, and establish prioritized projects, estimated costs, potential funding opportunities, and an implementation roadmap. This planning effort will provide the District with the data and long-term strategy necessary to better understand its future obligations and make informed decisions regarding capital investments, service levels, grant opportunities, partnerships, and potential future funding strategies.

Staff is therefore recommending issuance of the attached Request for Proposals to solicit qualified consultants with the expertise necessary to complete this comprehensive planning effort. Issuing the RFP will allow the District to competitively evaluate qualified firms and select a consultant capable of developing a practical, community-informed, and financially sustainable roadmap for the future of Discovery Bay's parks, landscape, and recreation services.

FISCAL IMPACT:

Staff proposes utilizing available Hoffman funds to fund the cost of the Master Plan. The final contract amount and funding allocation will be presented to the Board of Directors for consideration as part of the consultant selection and contract award process.

PREVIOUS RELEVANT BOARD ACTIONS FOR THIS ITEM:

June 17, 2026 - Discussion & Possible Recommendation to Hire Consultants to Update the Existing Zone 8 Assessment and Revenue Analysis Report to Evaluate Funding Options and to Prepare a Comprehensive Parks and Recreation Master Plan and Landscape Master Plan.

ATTACHMENTS:

1. RFP Parks Landscape Recreation Master Plan.

**Town of Discovery Bay
Community Services District**



Request for Proposals (RFP)

For

**Town of Discovery Bay Community Services District
Parks, Landscape, and Recreation Master Plan**

Date Issued: September 4, 2026

Response Due Date & Time:

Monday, October 5, 2026, at 11:00 a.m. (PST)

E-Mail Response To:

Attn: Stephen Griswold, Assistant General Manager
Town of Discovery Bay Community Services District

sgriswold@toddb.ca.gov

3
0
0
5
7
8
6
-
1

1. Introduction & Purpose

The Town of Discovery Bay Community Services District ("TODB") invites highly qualified consultants to submit a response to the Request for Proposals ("RFP") for managing, facilitating, and preparing the Town of Discovery Bay's first Parks, Landscape, and Recreation Master Plan ("Plan").

This Plan represents the Town's first comprehensive effort to evaluate existing conditions, understand current and future community needs, establish service goals, and develop actionable strategies for the next generation of parks and recreation services. The plan will provide a framework for prioritizing investments, identifying opportunities for improvement, addressing deferred maintenance and facility needs, enhancing recreational programming, and ensuring that parks and landscape services continue to align with community expectations.

A key objective of this effort is to develop a realistic and implementable strategy that identifies potential funding opportunities, including grants, partnerships, optimizing existing and creating new revenue sources, and other sustainable funding mechanisms. The Master Plan should serve as a guiding document for future capital improvements, operational decisions, grant applications, and Board of Directors policy discussions.

Through this planning process, the Town seeks to engage residents, stakeholders, and community partners to establish a shared vision for the future of parks and recreation in Discovery Bay. The final Master Plan will provide the Town with a clear implementation strategy, prioritized recommendations, estimated costs, potential funding approaches, and a roadmap for enhancing the quality, accessibility, and sustainability of parks, recreation, and landscape services for current and future generations.

All proposals that meet the requirements will be submitted to the Evaluation Committee for further evaluation. The Evaluation Committee will review qualified proposals and determine a ranking based on the proposals submitted. The Evaluation Committee may at its discretion, and during its evaluation, arrange a site visit and/or interview/presentation with a short list of selected Consultants who were deemed to provide the best proposals.

2. District Background

TODB was formed in 1998 to provide essential community services to the residents of Discovery Bay. As part of its formation, the District assumed responsibility for several community services previously provided through Contra Costa County, including the administration and maintenance of landscape areas established through County Service Area (CSA) zones. These landscape zones were originally created primarily as a mechanism to fund and maintain neighborhood landscaping improvements associated with residential development throughout the community.

The historical formation of the District's parks and landscape responsibilities has resulted in a unique service model that differs from many traditional municipal park systems. The District's landscape maintenance responsibilities were established primarily around the

maintenance of designated landscape areas and community aesthetics; however, the original funding structure was not established to support a comprehensive parks and recreation system, including recreational programming, facility development, or long-term recreation planning.

Over time, Discovery Bay has grown into a vibrant residential community with increasing demand for recreational opportunities, community gathering spaces, enhanced park amenities, and expanded programming. While the District has continued to provide landscape maintenance services and support improvements to public spaces, many of the community's parks and recreational facilities were not originally developed, owned, or funded through a traditional municipal parks model.

A unique aspect of Discovery Bay's parks system is that the District does not own the majority of the parks and recreational facilities located within the community. Instead, many parks and open space areas are owned by other public agencies, homeowner associations, or other entities, while the District provides landscape maintenance services, operational support, or other services through existing agreements and funding mechanisms. This distinction creates a complex service environment in which the District is responsible for maintaining and enhancing public spaces but does not always have direct ownership authority over the facilities, amenities, or future development decisions associated with those properties.

Additionally, unlike many cities and park districts, the District does not have a dedicated historical funding source specifically established for recreation services. As community needs have evolved, the District has utilized available resources, partnerships, grants, and community-supported funding opportunities to provide recreational amenities and improvements; however, there has not previously been a comprehensive framework identifying long-term recreation priorities, desired service levels, funding strategies, or implementation pathways.

The development of the Parks, Landscape, and Recreation Master Plan provides an opportunity to evaluate this unique service structure and establish a sustainable vision for the future. The Plan will assist the District in identifying opportunities to improve coordination with property owners and community partners, evaluate current and future recreational needs, prioritize investments, explore sustainable funding opportunities, and develop strategies to enhance parks, landscapes, and recreation services while recognizing the District's operational responsibilities and financial constraints.

3. Project Objectives & Scope of Services

The primary objective of this project is to develop a comprehensive Parks, Landscape, and Recreation Master Plan that establishes a long-term vision for parks, recreation, open space, landscape maintenance, and community facilities within the TODB. The Plan shall serve as the District's guiding document for future capital investments, operational improvements, grant funding, recreation programming, and policy decisions over the next 15 years.

The selected consultant shall provide all labor, personnel, equipment, materials, and professional services necessary to complete the Parks, Landscape, and Recreation Master Plan. While consultants are encouraged to recommend additional **tasks that** they believe will enhance the project, the following minimum scope of work shall be included in all proposals.

1. Existing Asset Inventory and Conditions Assessment

Prepare a comprehensive inventory and assessment of all District-maintained parks, landscaped areas, recreation facilities, community buildings, trails, open spaces, irrigation infrastructure, and related assets. The inventory shall include ownership, maintenance responsibilities, acreage, amenities, and other relevant asset information. The Consultant shall assess the condition, functionality, accessibility, and operational performance of each asset, identifying deferred maintenance, lifecycle replacement needs, ADA compliance issues, irrigation deficiencies, safety concerns, and opportunities for modernization and operational improvements. The assessment shall prioritize maintenance, and capital improvement needs to support future planning and investment.

a. Deliverables:

- i. Asset Inventory Maps
- ii. Existing Conditions Report

2. Evaluate Recreation Services

Review the District's existing recreation programs, special events, community center operations, aquatics programming, youth and senior services, facility utilization, and current levels of service including staffing. Identify strengths, service gaps, unmet community needs, and opportunities to expand recreational offerings with corresponding fee structure.

a. Deliverables:

- i. Recreation Programming Assessment
- ii. Gap Analysis

3. Community Engagement

Develop and implement a robust public engagement process that provides meaningful opportunities for residents, community organizations, schools, athletic groups, local businesses, neighboring agencies, and other stakeholders to participate in the planning process. The engagement strategy should utilize multiple outreach methods to maximize community participation and ensure representation from diverse user groups. Public engagement plan should account for at least the following minimum in-person engagements:

a. Deliverables:

- i. Comprehensive Public Engagement Plan
- ii. One (1) Kick-off Meeting with Staff
- iii. Three (3) Board of Directors Meetings
- iv. Three (3) Parks & Recreation (or similar) Committee Meetings
- v. Two (2) Public Workshops
- vi. Two (2) Outreach/ Pop Up Events

4. Needs Assessment

Evaluate current and projected demographic trends, recreational demand, service levels, population growth, and community priorities to identify existing deficiencies and future needs including staffing. The assessment should compare Discovery Bay with similar sized communities and identify best management practices where appropriate.

5. Develop Improvement Alternatives

Prepare conceptual improvement alternatives for existing parks, landscaped areas, recreation facilities, trails, open spaces, community amenities, and other District-maintained assets. Recommendations should identify opportunities to enhance recreational experiences, accessibility, aesthetics, functionality, safety, and operational efficiency while balancing community priorities with long-term maintenance responsibilities, sustainability, regulatory requirements, and available funding. Conceptual improvements should support phased implementation and provide planning-level cost estimates to assist with future capital improvement planning and grant funding opportunities.

a. Deliverables:

- i. Individual Park Assessments
- ii. Level of Service Analysis
- iii. Park Improvement Opportunities
- iv. Landscape Assessment Report
- v. Irrigation Recommendations
- vi. Sustainability Opportunities

6. Capital Improvement Prioritization

Develop a prioritized Capital Improvement Program (CIP) for parks, landscape, recreation, and community facilities identifying recommended projects across short-term (0–5 years), mid-term (5–10 years), and long-term (10–20 years) planning horizons. The CIP should prioritize projects based on asset conditions, community needs, safety, regulatory requirements, operational considerations, available funding, and long-term sustainability. Each recommended project shall include planning-level cost estimates, priority ranking, anticipated implementation timelines, potential funding opportunities, and an evaluation of operational and maintenance impacts to support future budgeting and capital investment decisions.

a. Deliverables:

- i. Concept Plans
- ii. Illustrative Renderings
- iii. Capital Improvement Program
- iv. Project Prioritization Matrix
- v. Cost Estimates

7. Funding Strategies

Identify existing and potential funding sources to support the implementation of the Parks, Landscape, and Recreation Master Plan. The Consultant shall evaluate

available and potential funding strategies, including federal, state, and regional grant programs, local revenue sources, development impact fees, assessment districts, special financing mechanisms, public-private partnerships, sponsorship opportunities, philanthropic contributions, and other innovative funding approaches. Recommendations shall consider eligibility requirements, funding limitations, application timelines, administrative requirements, and the long-term sustainability of each funding source. The Consultant shall provide a funding strategy that aligns recommended projects with realistic implementation pathways and identifies opportunities to leverage multiple funding sources to maximize investment in District parks, landscape, and recreation facilities.

a. Deliverables:

- i. Funding Strategy Report
- ii. Grant Matrix
- iii. Funding Action Plan

8. Implementation Roadmap

Develop a practical implementation strategy that identifies specific actions, responsible parties, anticipated costs, timelines, performance measures, and funding opportunities necessary to successfully implement the Master Plan.

a. Deliverables:

- i. Implementation Roadmap
- ii. Action Matrix
- iii. Phasing Plan

4. Estimated Project Schedule

- Request for Proposals Open – *September 4, 2026*
- Non-Mandatory Pre-Bid Meeting – *September 15, 2026 at 12 pm PST – VIRTUAL*
 - https://teams.microsoft.com/l/meetup-join/19%3ameeting_MDQ4NDJjMTQtODgyZS00OTk0LTg4ZjYtNGI3NGM0MzYOM2My%40thread.v2/0?context=%7b%22Tid%22%3a%22f6e3ead5-f2f9-47fa-9099-735c37a29e81%22%2c%22Oid%22%3a%222da4772d-ee31-42e2-92eb-7bb3540252d0%22%7d
- Questions/Clarifications Due – *September 18, 2026 by 5 pm PST*
- Answers Provided by – *September 28, 2026*
- Deadline for Proposals – *October 5, 2026 by 11 am PST*
- Complete Evaluation of Proposals – *October 19, 2026*
- Firm Oral Presentation/Interviews (Tentative) – *November 4, 2026*
- Announce Decision – *November 9, 2026*
- Award Contract – *November 18, 2026*
- Project Kick-Off (Tentative) – *January 2027*
- Desired Project Close Out – *December 2027*

The Town reserves the right to revise the above schedule as needed.

5. Evaluation Criteria

The objective is to choose the proposal that offers the highest quality services and will achieve the project's goals and objectives within a reasonable budget. While cost is important, other factors are also significant and the Town may not select the lowest cost proposal. All proposals submitted in response to this RFP will be evaluated by the Evaluation Committee on the basis of demonstrated competence and professional qualifications, in accordance with the objectives mentioned above and the following criteria with a given point value listed below.

SCORING CRITERIA	MAXIMUM POINTS
Qualifications and Relevant Experience – Demonstrated experience preparing comprehensive parks, recreation, open space, and/or landscape master plans for municipalities, special districts, or similar public agencies. Experience with comparable communities, successful project outcomes, and qualifications of the proposed project team will be evaluated.	30 Points
Project Approach and Understanding – Demonstrates a thorough understanding of the Town's unique organizational structure, existing parks and landscape system, operational responsibilities, and project objectives. Proposal includes a thoughtful methodology, innovative planning techniques, realistic work plan, schedule, and clearly defined deliverables.	30 Points
Community and Stakeholder Engagement Strategy – Quality and comprehensiveness of the public outreach plan, including engagement with residents, elected officials, advisory committees, community organizations, partner agencies, youth, seniors, and other stakeholders. Innovative approaches to maximizing public participation will be evaluated.	25 Points
Cost Proposal – Overall value and reasonableness of the proposed fee in relation to the scope of work, project approach, and anticipated deliverables.	10 Points
Proposal Quality and Responsiveness – Proposal is complete, well-organized, professionally presented, complies with all RFP requirements, and demonstrates attention to detail.	5 Points

The Town reserves the right to reject any or all proposals and the right to waive minor irregularities in any proposals. Waiver of one irregularity does not constitute waiver of any other irregularities. Because this is a negotiated procurement, and consistent with the California Public Records Act, there will be no public opening or reading of proposals, and proposal contents and pricing data will be withheld from disclosure during the evaluation and negotiation process. Following award, proposals and pricing data may be subject to disclosure under the California Public Records Act, and the District cannot guarantee that information submitted will remain permanently confidential.

6. General Conditions

A sample of the TODB Consultant Services Agreement is provided in Appendix A for review by all proposing consultants. The selected Consultant will be required to execute a Consultant Services Agreement with the District and comply with all applicable insurance, indemnification, and contractual requirements outlined therein. Proposing consultants are encouraged to carefully review all provisions of the agreement, with particular attention to the indemnification and insurance requirements. The District generally does not permit modifications to its standard agreement terms when contracting with outside professional service providers. Any requested exceptions or proposed modifications must be clearly identified in the Consultant's proposal for District consideration.

Consultant fees shall be negotiated and established on time and materials basis with a not to exceed amount, supported by an agreed schedule of rates and mark-ups. Consistent with Government Code sections 4525 through 4529.5, the District will negotiate compensation at a fair and reasonable price with the most qualified firm; should the District be unable to negotiate a satisfactory contract with the most qualified firm, negotiations will be terminated and the District will proceed to the next most qualified firm. Consultants must provide the District with the firm's current fee schedule including fees for associates and subconsultants. Progress invoices will be paid monthly related to the progress of the work. The District reserves the right to change the funding of the project.

7. Proposal Requirements & Submission

Interested proposers must submit one (1) electronic version (PDF format) of the proposal emailed to Stephen Griswold, Assistant General Manager at sgriswold@todb.ca.gov on or before the deadline of October 5, 2026 at 11:00 AM PST.

Responses to the RFP should be submitted according to the instructions outlined herein. Proposal content and completeness are most important. Although no page limitation will be imposed, clarity and conciseness are essential. Each proposal should include, at a minimum, the following items:

1. Transmittal Letter to the Evaluation Committee

- a. The proposal must contain a transmittal letter, signed by an official authorized to commit the firm to the representations, commitments, and statements contained in both the proposal and contracts. This should include the name, mailing address, email address, and phone number of the firm's primary contact person for the proposal. Firm advertising, brochures, and other promotional material should not be included.

2. Statement of Project Understanding

- a. Provide a detailed discussion (in narrative and illustrated format, as necessary) of your understanding of the nature of the work, approach to be taken, and your vision for the project.

3. Consultant's Work Plan

- a. Explain in detail your proposed work plan and timeline, including all anticipated tasks, along with any supplemental tasks (those not specifically identified in this RFP) you deem necessary for successful completion of this project by the anticipated adoption date. Include all project tasks, along with the proposed project team members assigned to each task and their estimated hours. Also, include a schedule for the work plan.

4. Project Budget & Other Financial Information

- a. A firm must include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm in which the firm has been judged guilty or liable within the last five (5) years.
 - i. If there is no negative history to disclose, the firm must affirmatively state in its proposal that there is no negative history to report.
- b. A detailed Scope of Work, including an itemization of all services to be provided and their individual costs. This should include estimated staffing, hours, costs, and a description of each major task and subtask, including public meetings.
- c. A schedule of hourly rates to be charged for extra work if required during the course of the contract as well as other cost factors which would be needed to price extra work.
- d. A total not-to-exceed price for the project.
- e. A disclosure of all personal, professional, or financial relationships with any officer and/or employee of the District (if any).

5. Staffing

- a. Provide an organizational chart identifying:
 - i. The project manager for the work;
 - ii. Each key person who would be assigned to carry out the work, and their respective roles in performing the work. Provide a separate description of the experience and qualifications of such manager(s) and key persons, including a summary of experience on similar projects to those described in this proposal. Resumes should be included for all key individuals as an appendix to the submittal.
 - iii. The District must approve changes to key personnel committed to work on the project subsequent to award of contract.

6. References

- a. A list of no more than three (3) references for the proposer and no more than three (3) references for any subconsultants, if proposed, including the names, addresses and telephone numbers of recent clients, preferably other public agencies and a listing of the specific projects and key individuals that have participated in them. Include the dollar amount related to participation. Identify how much experience the firm and sub consultant, if needed, has had with public agencies.

- b. A maximum of four (4) examples of past work completed within the last five (5) years that represent the type of work requested in this RFP. Examples can be representative of projects with References or from separate completed projects. Please provide the following information for each project, along with project images and narratives, using the checklist below and organizing the information in the same sequence:
- i. Project name, location, and current status
 - ii. Population of community
 - iii. Project description (including a description of professional services provided)
 - iv. Project owner (reference's current: name, address, telephone number, and email)
 - v. Project duration
 - vi. Cost of Master Planning effort
 - vii. Individual responsible for day-to-day contact with the client.
 - viii. Key team members including sub-consultants responsible for the work and the firm they were employed with at the time of the project work. If the firm has multiple offices, indicate which office managed the similar project.

7. Other Information

- a. Include any other information you consider to be relevant to the proposal.

All cost for preparation of the submittals shall be borne by the applicant, and submittals received shall become the property of the Town, whether accepted or rejected. Incomplete submittals may be rejected as non-responsive, and the Town reserves the right to reject all proposals submitted in response to the RFP.

Please submit any questions regarding this RFP, insurance requirements and consultant services agreement in writing via email to sgriswold@toddb.ca.gov by Friday, September 18, 2026, no later than 5:00 PM. Answers to all questions will be posted on the Town's website no later than Monday, September 28, 2026. It is the responsibility of each prospective bidder to obtain the answers from the Town's website, and the Town shall not be responsible for transmitting the answers to any holders of the RFP.

The Town reserves the right to reject any or all proposals and the right to waive minor irregularities in any proposals. Waiver of one irregularity does not constitute waiver of any other irregularities. Because this is a negotiated procurement, and consistent with the California Public Records Act, there will be no public opening or reading of proposals, and proposal contents and pricing data will be withheld from disclosure during the evaluation and negotiation process. Following award, proposals and pricing data may be subject to disclosure under the California Public Records Act, and the District cannot guarantee that information submitted will remain permanently confidential.