

MONTEREY PENINSULA REGIONAL PARK DISTRICT  
BOARD OF DIRECTORS MEETING

**DATE:** July 3, 2024  
**TO:** Board of Directors  
**FROM:** Jackie Nelson, Environmental Education Supervisor  
**REVIEWED BY:** Rafael Payan, General Manager  
**SUBJECT:** Consider Approval of Request for Bids for Garland Ranch  
Outdoor Classroom Pavilion Project

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**SUMMARY:**

Staff are prepared to release a request for bids for the Garland Ranch Outdoor Classroom Pavilion Project (Project), located in Carmel Valley, California. The draft Request for Bids (RFB) is attached (**ATTACHMENT 1, 1a and Exhibits A-F**). The Project consists of the installation of a pre-manufactured pavilion building, accessible parking, and landscaping improvements. Staff respectfully recommend that the Board authorize staff to release the Request for Bids for the Project.

**FISCAL IMPACT:**

Staff estimate that the project will cost approximately \$110,000. The project cost will be determined through a competitive bid process.

**FUNDING SOURCE:**

Community Facilities District – Facilities: 6830-Garland Improvements

**FUNDING BALANCE:**

\$385,000, at the time of this report

**DISCUSSION:**

In 2023, the Board of Directors authorized staff to purchase and construct an Outdoor Classroom/Pavilion. Located at Garland Ranch Regional Park, the project consists of ramada/classroom structure to be located adjacent to the existing Visitor’s Center and restrooms, in the native plant arboretum. The Ramada/Classroom will be an open-air structure space to accommodate 35-60 participants as a venue for public use, on-site educational programs, special use permit site, and lunch area. In accordance with building code requirements, an accessible van parking space will also be constructed at the site currently used for parking near the pavilion.

In June 2023, the Board approved a resolution adopting the Project as a CEQA exempt project (**ATTACHMENT 2**). This project has been submitted for permit approval, and in December 2023, the order for the pre-manufactured pavilion building was placed. Work is anticipated to begin in Fall 2024 and be completed by early 2025.

The proposed Outdoor Classroom Pavilion Bid Schedule:

Bid Release Date	July 10, 2024
Pre-Bid Site Visit (mandatory)	July 22, 2024, 10:00 am
Question Submissions	July 26, 2024, 5:00 pm
Bid Submissions/Opening (Zoom)	August 15, 2024, 10:00 am
Board Review and Approval	September 4, 2024

**RECOMMENDED ACTION:**

Staff respectfully recommends that the Board authorize the General Manager, or his delegated representative, to finalize and release the Request for Bids for the Garland Ranch Outdoor Classroom Pavilion Project, issue RFB addenda, and take all action necessary as required to deliver the Project substantially as to form. If authorized to release the RFB, staff will bring a recommendation for the Board’s review and approval as soon as the September 4th Board meeting.

**ATTACHMENTS:**

1. [Draft Garland Ranch Outdoor Classroom Pavilion Project Invitation to Bid](#)
  - [Attach 1a, Bid Form](#)
  - [Exhibit A, Bid Set Drawings](#)
  - [Exhibit B, Bid Set Project Manual](#)
  - [Exhibit C, Logistics Plan](#)
  - [Exhibit D, Geotechnical Report](#)
  - [Exhibit E, Notice to Bidders](#)
  - [Exhibit F, Addendum 1](#)
2. [Resolution 2023-05 Adopting the Project as a CEQA Exempt Project](#)