



REPORT TO CITY COUNCIL

To: Honorable Mayor and Members of the City Council

From: Grant Yates, City Manager

Prepared by: Jason Simpson, Assistant City Manager

Date: January 22, 2019

Subject: Maintenance and Services Agreement between Endresen Development, Inc and the City of Lake Elsinore for Launch Pointe Recreation Destination & RV Park

Recommendations

1. Approve an annual Maintenance and Services agreement between Endresen Development, Inc and the City of Lake Elsinore in the amount of \$350,368.00 in the form attached and in such final form as approved by the City Attorney for Launch Pointe Recreation Destination & RV Park.
2. Authorize the City Manager to execute contingency change/repair orders not to exceed \$75,000.00 for additional services and minor construction repair work as needed.

Background

Staff considered proposals from local area services and maintenance companies for the needed maintenance and service of Launch Pointe Recreation Destination & RV Park. Contracted resort maintenance and service operations require a comprehensive set of services and expertise in order to maintain the enter RV resort facility. Long-term growth and profitability shall be supported on a day-to-day scheduled and as needed integrated maintenance and service functions of Launch Pointe Recreation Destination & RV Park. Contracted maintenance and service frees up management to better build a customized plan to drive revenue while addressing some of the most common hurdles RV park operators face (customized marketing plans, food and beverage operation management, strategic sales plans, accounting, forecasting and budgeting, human resources, and recruitment).

Critical to the success of Launch Pointe is the first impression and is the most important one, as appealing, well-maintained groundskeeping and landscaping which drives the property's value and helps to provide a favorable guest experience. Contracted maintenance crews will ensure high quality work standards, continuity of services and a larger cross section of skills and experience levels typical unattainable by in house services. A major consideration is the need for 24/7 services and is most efficiently satisfied by the maintenance and services agreement.

Discussion

A major consideration in this recommendation is the corporate knowledge of Launch Pointe Recreation Destination & RV Park that is inherent with Endresen Development Inc. All through the construction phases of this project Endresen Development Inc participated in building major elements of the park. And even before demolition of the old RV Park, Endresen Development Inc provided maintenance services with the on-call agreement. The maintenance and services illustrated in the Endresen Development Inc proposal dated December 23, 2018, are considered required and comprehensive. Below is a listing of the major maintenance and services areas contained in the agreement scope of work:

Club House	Check- In Building	Pool
Vintage Trailers	Restrooms	Playground
Splash Pad	Camp Sites	
Camp Site Pedestals		
Landscape & Irrigation Maintenance		
Streets	Backup Generator	
Sewer Service Maintenance	Hazmat Clean Up	Pest Control MGT
Equipment Maintenance	Specialty Repairs	as Needed Staffing
Additional Misc. Services		

Also, in this action there is a recommendation for contingency funds in addition to the contracted amount. The purpose for these funds is to provide staff the additional funding to support unscheduled and unforeseen operations i.e., special event opportunities, storm and weather-related preparations and damage repairs, special arrangements for larger RV organizations, and exceptionally high usage/demand periods (Holidays). Please note in the future with the benefit of historical Launch Pointe Recreation Destination & RV Park operational data the need to provide contingency funds is anticipated to subside.

During the past several years the City's experiences with Endresen Development Inc have been exceptional. It has been seen on numerous occasions that this company is well supported by solid business practices, high standards, and generous community involvement. Although price is a major consideration in determining contractual award for services, the bases of this recommendation is weighted more on the ability to perform the work at or above the expected standard, represent a professional bearing, cover a wide variety of maintenance and service skills and display pride and ownership in all areas of the operation. In short, the City must ensure the right company is in place in order to obtain the Launch Pointe Recreation Destination & RV Park anticipated level of success.

Fiscal Impact

Funds are budgeted in the Fiscal Year 2018/19 budget.

Exhibits

- A – Contractors Proposal
- B – Agreement