



# Conejo Recreation & Park District

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## GENERAL MANAGER

Jim Friedl

## BOARD OF DIRECTORS

George M. Lange, Chair  
Doug Nickles, Vice-Chair  
Chuck Huffer, Director  
Nellie Cusworth, Director  
Marissa Buss, Director

**DATE:** October 17, 2024

**TO:** Board of Directors

**FROM:** Jim Friedl, General Manager

**SUBJECT:** Contract with MUSCO Sports Lighting for East Arena Lighting Modification Project at Rancho Potrero Community Equestrian Center

## GENERAL MANAGER EMERITUS

Tex Ward

## RECOMMENDATION

Authorize General Manager to enter into a contract (Sourcewell Contract #0411123-MSL) with MUSCO Sports Lighting in the total amount of \$210,500 for East Arena Lighting Modification Project at Rancho Potrero Community Equestrian Center.

## DISCUSSION

In July 2024, the CRPD Board approved the East Arena Lighting Modification Project at Rancho Potrero Community Equestrian Center. The approved design includes the replacement of (2) 20-22' existing poles with (6) 30' poles with (2) LED fixtures per pole to properly light the 170' x 120' East Equestrian Arena.

In September 2024, District staff processed City Planning approvals for the project. The proposed contract will include electrical engineering and permit processing, demolition of the existing lighting, and materials and labor to install the approved East Arena Lighting Modifications.

District staff recommends entering into a Sourcewell contract via MUSCO Sports Lighting. MUSCO is an approved lighting vendor and installer through Sourcewell, of which the District is a member. Sourcewell procures cooperative purchasing agreements for a wide array of products and services for government, education, and nonprofit organizations.

Thus, as the District is a Sourcewell member, as well as MUSCO being the District's standardized sports field lighting supplier, and due to MUSCO's demonstrated competence, professional qualifications, and familiarity with the District, staff recommends entering into a contract for these services. Staff considers the cost of these services to be fair and reasonable.

## ADMINISTRATIVE OFFICES

403 West Hillcrest Drive, Thousand Oaks, CA 91360-4223

805-495-6471 | 805-497-3199 | parks@crpd.org | www.crpd.org

**Project Financial Status**

<b>FY 24/25 BUDGET</b>	
CIP Budgeted Funds	\$ 1,112,000
<b>TOTAL BUDGET</b>	<b>\$ 1,112,000</b>
<b>FY 21/22 BUDGET</b>	
<b>PROJECTED COSTS</b>	
MUSCO – East Arena Lighting Modification Project	\$ 210,500
Construction Contingency (10%)	\$ 21,050
<b>TOTAL COSTS</b>	<b>\$ 231,550</b>
<b>FY 24/25 PROJECTED BALANCE</b>	<b>\$ 880,450</b>

**STRATEGIC PLAN COMPLIANCE**

Meets 2024 Strategic Plan Goal 1.1.1: Expand program opportunities through partnerships with other governmental agencies, non-profit organizations, and institutions.

Meets 2024 Strategic Plan Goal 2.3: Maintain the 10-Year Capital Improvement Plan. Regularly update the 10-Year Capital Improvement Plan to prioritize projects and effectively plan and allocate future resources. Update the plan every two years as part of the Capital Budget process.

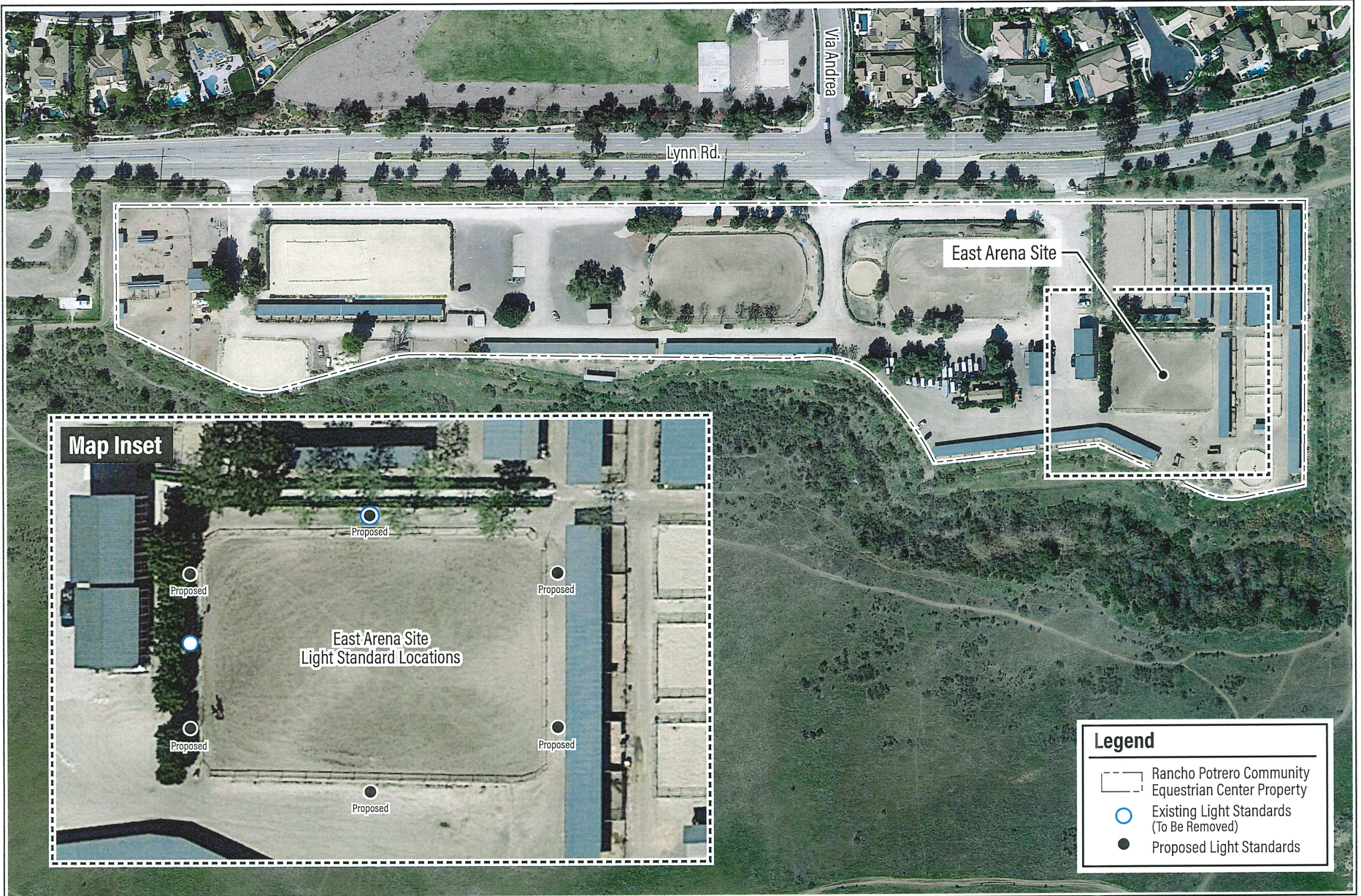
Meets 2024 Strategic Plan Goal 4.1: Develop, maintain, and enhance relationships with colleagues at the City of Thousand Oaks and the Conejo Valley Unified School District. Hold periodic meetings with City and School District staff.

Meets 2024 Strategic Plan Goal 4.5: Build, maintain, and support relationships with local organizations engaged in activities consistent with the District’s mission. Look for collaborative opportunities to expand services and fill unmet needs.

Respectfully submitted by,



Andrew J. Mooney, Director  
Parks and Planning



Aerial Source: Google Earth Pro, April, 2023.