



Conejo Recreation & Park District

GENERAL MANAGER
Jim Friedl

BOARD OF DIRECTORS

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Marissa Buss, Vice Chair
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DATE: October 1, 2026

TO: Board of Directors

FROM: Jim Friedl, General Manager

SUBJECT: Authorize Purchase of HVAC Equipment and Installation Services from ACCO Engineered Systems for \$1,766,296 at 401/403 Hillcrest Drive

RECOMMENDATION

1. Authorize purchase of HVAC materials and installation from ACCO Engineered Systems in the amount of \$1,766,296.
2. Appropriate \$1,016,296 from Capital Project Unassigned Fund Balance to Hillcrest Center and Property Tenant Improvements (Account 13-804-851-81305-026) for a total projected cost of \$2,566,296 (which includes HVAC, Misc. Building Repairs, Grounds Improvements (Trees and Landscaping) and Hardscape/Amenities).

DISCUSSION

The Hillcrest Center's existing HVAC system is 25+ years old and needs replacement and upgrade to meet current standards. The proposed upgrades will include replacements of both buildings' main components (chillers and boilers), controls, electrical and control connections, and all required components for a complete system. This will provide an effective, functioning system while increasing efficiency in both 401 and 403 buildings for the public and staff.

In June 2026, the Board authorized funding for capital and major repair projects at 401 and 403 Hillcrest Drive and Fireworks Hill to maintain and continue operations at the property. Included in the projects discussed was an HVAC system rehabilitation for both buildings.

To continue moving those projects forward, staff prepared a Request for Proposal to solicit qualified proposers for HVAC equipment and installation. A notice to potential proposers was advertised in the Thousand Oaks Acorn newspaper, posted on the District's website, and emails were sent to local service providers. However, no firms attended the mandatory job walk on May 18, 2026.

Due to a lack of interest, staff again advertised a notice to potential proposers a second time in the Thousand Oaks Acorn newspaper, posted it on the District's website, and emailed local service providers. Additionally, staff advertised on online bidding platforms CRPD traditionally uses for formal bidding of construction projects, these include BidNet, Builder's Notebook, and Ventura County Contractors' Association, which range from local, regional, and statewide bid rooms. From these efforts, five firms attended the mandatory job walk; however, only one firm submitted a proposal on June 15, 2026.

ADMINISTRATIVE OFFICES

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District staff reviewed and considered the proposal based upon the criteria set forth in the RFP (team lead and member's qualifications; organization's experience, depth, and location; previous projects completed with similar scope and size; understanding and approach to the tasks; overall price to complete the project; and responsiveness to the RFP).

In accordance with the District's purchasing policy, staff considers the purchase of the HVAC equipment and installation services a General Services Maintenance Work, and items over \$75,000 require Board approval.

Staff considers the cost of the product and services from ACCO Engineered Systems to be fair and reasonable. ACCO has worked with the District on several recent projects, including work at the Adult and Teen Center. They also provided HVAC services the past few years at 401 and 403 Hillcrest, working with the then-owner, the City of Thousand Oaks. With all installations and subsequent services, ACCO has provided reliable, excellent work and responsiveness.

ACCO Engineered Systems is a reputable local general engineering and contracting company that specializes in HVAC and has successfully completed work on public and private projects, as well as for the District and other local public agencies.

Project Execution

As with every capital improvement project, parks staff will coordinate with the building schedule regarding project impacts to limit disruption at the facility. Large equipment will require several months of lead time; however, preparation and other work will be completed before delivery, along with installation of certain equipment pieces. We plan minimal HVAC downtime during component changeover, and staff will coordinate a suitable time to execute.

Project Financial Status

FY 26/27 BUDGET	
BUDGET	
CIP Budgeted Funds	\$ 1,600,000
Additional Appropriation (Transfers)	\$ 1,016,296
TOTAL BUDGET	\$ 2,566,296
FY 26/27 COSTS	
PAID TO DATE (as of 9/21/2026)	\$ 0
PROJECTED COSTS	
ACCO Contract for 401/403 HVAC	\$ 1,766,296
Miscellaneous 401 Building Repairs/Cleaning	\$ 50,000
Property Hardscape/Amenities	\$ 300,000
Property Grounds Improvements (Trees/Landscape)	\$ 500,000
TOTAL COSTS	\$ 1,766,296
FY 26/27 PROJECTED BALANCE	\$ 0

STRATEGIC PLAN COMPLIANCE

Meets 2026 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. As capital funding allows, execute, implement, and develop projects each year in accordance with the plan. Update the plan every two years as part of the budget process.

Respectfully submitted by,

A handwritten signature in blue ink, appearing to read "AJ Mooney", is positioned below the text "Respectfully submitted by,".

Andrew J. Mooney, Director
Parks and Planning