



## PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER  
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### CITY COUNCIL STAFF REPORT

Meeting: May 20, 2025

#### Subject

Award a contract to Lisa Molaro dba MudnStix, a sole proprietor/individual, for Ceramics and Art Instruction for a total not-to-exceed amount of \$1,025,000.

#### Recommended Action

1. Award a five-year contract to Lisa Molaro dba MudnStix to provide Ceramics and Art Instruction at the Wilson Park Building in the amount not to exceed \$205,000 per year, totaling \$1,025,000; and
2. Authorize the City Manager to execute the contract with Lisa Molaro dba MudnStix when all conditions have been met.

#### Background

Since 2006, the City of Cupertino has been offering ceramics and art programs at the Wilson Park Building (Wilson). The building houses a city-owned kiln and nine pottery wheels. Current programs offered at Wilson are for youth, teens, and adults in the community. Camps offered include the Wilson Park Art Camp and Wilson Park Teen Art Camp. Ceramics classes for youth and teens include Create Together, Clay Your Way, Art for Homeschoolers, Hand building for Teens, and Teen Potters Wheel. Classes and programs for adults include Beginner, Beyond Beginner, and Intermediate Potter's Wheel, Handbuilding for Adults, and an Open Ceramics Studio. Other classes and programs currently offered include private ceramics lessons, private ceramics and art parties, and specialty ceramics workshops including topics like Ornament making, Mosaics, and Cricut machine work.

The City awarded a three-year contract to the current contractor in April 2021. The City Council approved an amendment on May 16, 2023, to increase the overall contract amount and to extend the contract expiration date to August 30, 2025.

#### *Request for Proposal*

On March 21, 2025, the City issued a Request for Proposal (RFP) seeking a qualified vendor to provide specified ceramics and art instruction at Wilson. The RFP sought proposals for a five-year contract commencing on September 1, 2025.

The RFP process was conducted in accordance with applicable City policy and the Municipal Code while following standard best practices for this process. The RFP was posted on the City's website, which included notification to registered vendors, local plan rooms and builders exchanges. Additionally, it was advertised on DemandStar, a publicly available procurement site for government contracts with thousands of registered vendors.

On April 18, 2025, the City received one proposal from Lisa Molaro DBA MudnStix.

#### Reasons for Recommendation

Staff evaluated Lisa Molaro's (Lisa) proposal based on the submitted instructor qualifications and experience, demonstration of successful instruction experience with similar contracts, work plan and approach, the proposed number of program activities and the cost to participants. As is typical with an RFP, the compensation/proposal amount is not the determining factor.

Lisa's proposal demonstrated a clear understanding of the City's work request and included a clear explanation of the use of space; the methodologies used regarding program offerings and procedures. As the City's current contractor, Lisa has been providing programs and serving the Cupertino community for over 6 years and has over 20 years of instruction experience.

The proposal includes a projected annual total revenue at \$282,904.00 based on the current program's numbers, with a contractor payment of \$178,182.40 and \$104,721.00 in City net revenue. The City is estimated to receive a total of \$525,000 in net revenue over the 5-year contract based on the proposed programming. The contract terms are a 60/40 split on revenue collected for classes and camps with the contractor receiving 60% of the revenue and the City receiving 40% of the revenue. For ceramic parties and open studio which make up a small portion of the overall program, the term is a 70/30 split.

<b>Proposer</b>	<b>Estimated Annual Total Revenue</b>	<b>Annual Contractor Payment</b>	<b>Annual City Net Revenue</b>
Lisa Molaro DBA MudnStix	\$282,904.00	\$178,182.40	\$104,721.00

The Contractor administers the program including hiring and training instructors and maintaining the specialized equipment. The City provides the facility, the equipment, registration, and a listing in the recreation class schedule. Offering specialty recreation classes and programs through contracts such as these are an industry standard and occur commonly in surrounding cities such as Sunnyvale, Santa Clara, Mountain View, and San Jose.

Lisa has developed and fostered a reputation as an excellent teacher and administrator of the ceramics and arts program. The Contractor has hired, trained, and supervised staff and has set a high standard for the base of knowledge in ceramics and art

techniques conveyed in the program. The Contractor has built a personalized brand over several years of working with the community to provide structured, organized, and creative programs and classes which is supported with excellent customer service. The program has grown each year under the Contractor's direction, and the community has come to expect and rely on the consistent, high-quality instruction and personal attention given in the program. Based on the findings outlined above, staff recommends awarding a five-year contract to Lisa Molaro dba MudnStix for \$890,912, and a contingency amount of \$134,088 to allow for future program growth, for a total contract amount not to exceed \$1,025,000.

Sustainability Impact

No sustainability impact.

Fiscal Impact

The Fiscal Year 2025-2026 Parks and Recreation Youth Teen Recreation budget (GL 580-62-613 700-702) includes a projected allocation of \$155,000 for this contract. City staff is requesting an additional appropriation of \$50,000 to the Fiscal Year 2025-2026 budget to ensure adequate funding for the contract.

Including a contingency amount at 3% per year over five years ensures accommodation for future growth of the program and potential fee increases.

City Work Program (CWP) Item/Description

None.

Council Goal:

Quality of Life

California Environmental Quality Act

No California Environmental Quality Act impact.

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Prepared by: Jacinta Liang, Management Analyst

Reviewed by: Rachelle Sander, Director of Parks and Recreation

Floy Andrews, City Attorney

Approved for Submission by: Tina Kapoor, Acting City Manager

Attachments:

A – Draft Agreement

B – Request for Proposal