



April 27, 2020

To All Interested Parties:

The City of Los Angeles Department of Recreation and Parks (Department) is seeking proposals from interested individuals for the Director of Instruction for Youth, Family, and Seniors of Tregnan Golf Academy. A three year contract, with two three-year extension options exercisable at the sole discretion of the General Manager, will be awarded to the best responsible and responsive proposer.

Proposals may be obtained on **April 27, 2020 from the following websites:**

On-Line - www.labavn.org

or

www.laparks.org/proposal.htm

Please note that attendance at the Pre-Proposal Conference is mandatory. The Pre-Proposal Conference will be conducted via a Zoom conference, and will discuss the Request for Proposal, applicable City compliance requirements and answer general questions.

Mandatory Pre-Proposal Conference

When: Tuesday, May 12, 2020, 10:00 a.m. – 11:30 a.m.

Where: Zoom Conference

Due to the unprecedented circumstances arising from the Covid-19 pandemic, a site walk will be scheduled on an individualized basis, and adhering to social distancing guidelines, only if requested.

Site Walk (If requested)

When: To be determined



Where: 4341 Griffith Park Drive
Los Angeles, CA 90027

Proposals are to be completed and submitted by the deadline indicated below (late submittals will not be accepted):

Proposal Submittal Deadlines

Due Date: Tuesday, June 9, 2020, before 1:00 PM.

Location: **ONLINE ONLY**
Please email all proposals to rap.commissioners@lacity.org

Please email Rahulan Kathir of the Concessions Unit on or before May 8, 2020 to obtain the Zoom link and passcode for the Conference at rahulan.kathir@lacity.org. Questions regarding the Request for Proposal may be directed to Rahulan Kathir. Thank you for your interest.

Sincerely,

Rachel Ramos

RACHEL RAMOS
Concessions Manager

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