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November 5, 2025

REQUEST FOR PROPOSAL
RANCHO PARK GOLF COURSE FOOD & BEVERAGE CONCESSION
(RFP# CON-G25-003)

QUESTIONS & ANSWERS #3

1. Q: In the RFP it is stated that proposers must provide design input for the restaurant, bar, and banquet space. Could you please clarify whether a high-level narrative is acceptable at this stage, with the understanding that, if awarded the contract, we would engage licensed interior/exterior designers to develop full architectural drawings and detailed design plans?

A: Yes, a high-level narrative is acceptable at this time. Drawings and renderings are optional.

2. Q: I currently manage two other restaurants under Recreation and Parks (RAP) through a partnership within another company. For the Rancho Park proposal, I intend to participate as a new company, solely under that entity. Could you please clarify whether all requirements (such as administrative forms, compliance documentation, financials, experience, and standards) should be submitted exclusively under the new company applying, or if they must also reflect the other company with existing RAP contracts? And, will RAP evaluate experience based on the principals/partners' track record, or the applying entity's history?

A: All forms and documents must be submitted under the name of the company that is submitting a proposal. The background and experience of the applying company will be evaluated. If this is a newly formed company, the background and experience of the principals of the applying company will be evaluated.

3. Q: In Section IV (Investment Plan), the RFP refers to "optional capital improvements." Could you please clarify what types of improvements RAP specifically considers as optional? We want to make sure our proposal accurately reflects the City's expectations, avoids duplicating items already covered by RAP,



and also identifies areas where we can provide additional value through enhancements.

A: Optional capital improvements may be to existing structures that are part of the food and beverage concession. This may include renovation to the halfway house and/or the cabana bar. Optional capital improvements may also include new points of sale. While RAP cannot pre-approve new satellite service locations for food and beverage service, a company may propose general location(s) in concept. If RAP is open to the concept, exact location(s) can be negotiated.

4. Q: During one of the meetings, we recall hearing major capital repairs or replacements (e.g., HVAC, plumbing, electrical) would fall under RAP's responsibility. Could you please confirm?

A: The project includes build out of the interior, limited new equipment (HVAC, fire sprinkler system, grease interceptor), new roof, and new doors and windows. Concessionaire will be responsible for the maintenance, repair, and replacement as needed during the term of the Agreement. However, the roof, as well as limited infrastructure (plumbing, electrical) within the walls or under the floor are items RAP will repair.

5. In addition, could RAP specify whether landscaping and exterior grounds maintenance are the responsibility of RAP or the concessionaire?

A: Landscaping designed and installed by RAP will be maintained by RAP. If the restaurant concession operator adds amenities as a capital improvement such as a flower bed at an added service point location, or decorative potted or hanging plants as decor, the concession operator will be responsible to maintain them.

6. Q: Regarding the "Financial Capacity" subsection of the Business Plan area of the RFP.

How much is this item being weighted in scoring the RFP submission?

My partners and I have a proven track record of funding past projects and are each in good financial standing with our banks, government, etc.

We weren't planning on funding this project unless we won the contract. However, I'd like to know if we need to make this a priority in our submission.

Said another way. Is providing a lender's commitment letter and/or bank statements with balances to cover our proposed capital budget critical to winning the concession contract? Are you going to categorically eliminate proposal that don't explicitly satisfy the funding capacity section??

A: Financial Capacity is one part of the entire Business Plan with a total 25-point value. All proposals must include the financial documentation requested in the RFP. Please see RFP Exhibit C, Section B.10. If this is a newly formed company,

the financials of the company's principals must be submitted. If funding will come from a lender, a commitment letter must be submitted.

7. Q: The Background and Experience section asks for contracts history. Can you elaborate? Our client has many contracts as they are a full functioning restaurant and caterer. Contracts commence and terminate regularly. Do you mean specific types of contracts or literally all contracts?

A: Regarding Exhibit C.A.3. Contracts History, proposers should list relevant similar contracts that they have held during the past five years. Additionally, specify any contracts that were terminated early along with an explanation of the reasons for the termination.

8. Q: Regarding a previous question from Q&A #2 dated October 9, 2025:

Q: Can we submit under our current company, ABC Widget Co., and form a new entity if we're awarded? If selected, we'll form the new entity and re-file all entity-specific compliance items in that name before contract execution.

A: All proposals must be submitted on behalf of the entity that intends to enter into the agreement with the City.

We are seeking a bit more clarity. We plan to submit a proposal stating that we will form a new entity if selected. We will identify the entity name and responsible parties. We will fill out compliance forms for that new entity, but we propose to form the entity only if selected. Is this acceptable? There is expense to forming an entity and we prefer to form it only if selected.

A: Proposals must be submitted by the entity that will be contracting with the City, if selected.

9. Q: What is the expected timing for the city funded build out of the facility? When will this start and when is estimated to be completed?

A: Phase 2 of the Rancho Clubhouse renovation is completion of the concession space based on the final design resulting from the collaboration of RAP and the selected operator utilizing RAP's entire \$4M spend. The timeline for Phase 2 is unknown. At end of October 2026 when Plan Check is anticipated to be complete, RAP will have a better idea.

10. Q: Before the building is completed can we begin with the driving range bar, halfway house and/or food truck?

A: Yes, as stated in the RFP, Section II "Objective":

Proposers must indicate in their proposal whether they wish to operate the concession during the interim term between the time their contract is executed and the completion of construction or if they prefer to assume operation of the concession only when the construction of the facility is complete. If a proposer elects to take over the temporary operation, they should include a plan for operating out of

temporary units during construction and describe in detail how the business will operate – subject to RAP approval.

11. Q: What happens if the \$4 million does not cover the budget for the planned building? Are there additional funds from the city to ensure it gets completed?

A: RAP is committed to spending \$4 million on the concession space.

12. Q: What level of input will we have on the design and build out?

A: The awarded proposer will collaborate with RAP and the design team on all aspects of the design. RAP will oversee the build out.

13. Q: Are there any updated plans for changing the process for tee time bookings?

A: Our current contract with GolfNow (tee time vendor) expires in May, 2028. There are no plans to change anything before then.

14. Q: Are there any plans for refurbishment of the driving range?

A: Yes, resurfacing the landing area (artificial turf) and raising the netting is in the early stages of discussion.

15. Q: Where at the Par 3 course would we be able to set up a halfway house?

A: RAP is open to added food and beverage service at the Par 3 course, but a specific location has not been determined. Companies may propose a location, detail it's scale of operation, and the capital improvement or equipment investment amount that would be required by the awarded proposer. Any suggested location and plan is subject to RAP approval.

16. Q: Why has the bar by the driving range remained closed? What is needed to get it approved to be re-opened?

A: The "cabana bar" by the driving range is missing permits. The current concession operator is taking the steps to obtain all required permits for reopening.

17. Q: What kind of support can RAP provide in prioritizing the ability to secure the necessary permits and licenses (e.g.: alcohol, etc.)?

A: As stated in Q&A #2, number 6:

A Type 47 License ("On-Sale General - Eating Place" license that permits a restaurant to sell beer, wine, and distilled spirits) is currently in place and held by the current food & beverage operator. The license is non-transferable to another address. RAP requires the new concession operator to transfer the ABC license through direct coordination with the current holder; or file for the license via the ABC application process **with support documents from RAP (including a copy of the concession agreement with the new concession operator and a letter of support from RAP).**

It is RAP's understanding that holding the ABC license at Rancho Park Golf Course located at 10460 W. Pico Blvd, Los Angeles, CA 90064 is inclusive to providing alcoholic beverage at all service points sharing that address: the restaurant, halfway house cabana bar, out on the golf course, and the Rancho 9-hole 3-par course. However, proposers should inquire with the State Alcoholic Beverage Control office.

As for other permits and licenses RAP can provide verification support letters that the awarded proposer is the new contract holder.

18. Q: Do you have estimates on capacity in the dining room and other rooms?

A: Capacity will be determined by the final design. Per the Architect's latest drawings, the Concessions space is an A Occupancy, with a max occupancy of 383. The Electrical Room on the Concessions side is an S-2 Occupancy with a max occupancy of 1. This may be subject to change depending on the tenant's design.

19. Q: Are there restrictions or limitations on operating hours?

A: As stated in the RFP Exhibit M "Sample Agreement":

SECTION 7. HOURS / DAYS OF OPERATION

The CONCESSIONAIRE must operate the CONCESSION 365 days a year. CONCESSIONAIRE shall coordinate hours of operation with RAP to coincide with golf operations. For the avoidance of doubt, if the Facility is closed, the CONCESSION may be closed accordingly. However, CONCESSIONAIRE may elect to open the CONCESSION when the FACILITY is closed. Notwithstanding the foregoing, the restaurant and banquet hall shall not be open to the public beyond 10:30 p.m.

Minimum hours of operations are thirty minutes before the first tee-time until thirty minutes after sunset. RAP may agree to extend the hours of operation upon request of the CONCESSIONAIRE at RAP's discretion. Any deviation from the hours specified shall be subject to prior written approval by RAP.

CONCESSIONAIRE must post the hours of operation in a location visible to the public, and must be open for business during the hours posted. Hours of operation may not be changed without prior written approval of RAP. Any deviation from such days and hours shall be subject to the prior written approval of RAP.

20. Q: Who will operate the pro shop? Will there be any other 3rd parties involved in the venue operations?

A: No. RAP self-operates all aspects at Rancho Park.

21. Q: Are there any plans for other amenities in the building (e.g.: golf simulator, game room, etc.)?

A: No. However, proposers may suggest additional amenities, subject to RAP approval.

22. Q: Are there any other details on the other rooms we would have available for booking for events and how they will be set up or used? (e.g.: if they aren't already doing it, can we put in a golf simulator)

A: The only spaces available for the Concessionaire's use are identified in the premises map.

23. Q: What can we do in terms of signage on the building and at the front of the property (e.g.: on the corner, by the driveway entrance on Pico, etc.)?

A: Proposers may include a signage package in their responses, which will be subject to RAP approval.

24. Q: Will there be dedicated parking for the Clubhouse? We would like clarity on where the parking for the restaurant and events will be, how parking will be regulated and who will be in charge of regulating the parking. If you do not have a response, can we suggest how to approach parking in our proposal?

A: Like at RAP's other golf courses, the parking lots are shared between the food & beverage concession patrons and golfers. Rancho Park Golf is open until 10pm daily with a very busy driving range. There will be no reserving of parking spaces for the concession's special events. There will be a "drop off" area and the concession operator may elect to implement valet service for special events, using the parking spaces at the east end of the parking lot near the par-3 course. Proposers may suggest parking solutions in their proposals, subject to RAP approval.

25. Q: We understand that the RFP provides the required minimum guaranteed payments. Can our proposal offer alternative approaches to the revenue to the City to better reflect the financial projections and start up needs for the concession? Our focus is on the financial success of the project overall?

A: No. Alternative approaches on revenue share to the City would not be in line with the RFP instructions. Therefore, responses that do not follow the RFP will be deemed nonresponsive.

26. Q: Can we extend the footprint for events beyond the Clubhouse and proposed deck? For example, could there be an event near the 9th hole? Can we include the parking lots for event use??

A: RAP will consider use of space outside of the concession premises on a case-by-case basis. However, requests must be submitted well in advance and events shall not interfere with daily golf operations.

27. Q: Some of the kitchen equipment required for the clubhouse concession has already been purchased and is currently in storage. Should/can these items be reflected as part of the concessionaire's FF&E investment in our proposal and business plan?

A: Yes.

28. Q: The Financial Offer section references optional sponsorship revenue, with a recommended target of 20%. Could the City please clarify the intended use or purpose of this sponsorship component and how it should be reflected in the proposal?

A: Sponsorships may be added to a special event whereas a business may advertise their product or service and pay the concession operator for the advertising exposure. RAP requires revenue share from the payment made from the business to the concession operator, and the minimum acceptable is 20%. Concession operators are not required to allow sponsors' advertisement on RAP property. However, any sponsorships or advertisement signs and banners must be pre-approved by RAP.

29. Q: We noticed that the Financial Form (Exhibit F) does not include a specific field for the Minimum Annual Guarantee (MAG). Where or how should this information be submitted as part of the Financial Offer?

A: The *Financial Offer Form* is RFP Exhibit D. There is no field (blank line) to enter a MAG amount because MAG is not a proposal item. Please note RFP Section V.D states "Beginning in year 3, a Minimum Annual Guarantee (MAG) will be established for each contract year, equaling ninety percent (90%) of the previous year's payable concession fee. The concession fee for years 3-15 shall be the greater of the MAG or the percentage rents proposed. In no event shall the MAG in any year be less than the previous year's MAG."

30. Q: Some Exhibit H forms reference online completion through RampLA, but are provided as exhibits. How should proposers submit these compliance forms?

A: Follow instruction from RFP Exhibit J. Part II lists items to be completed on RAMPLA.

31. For the Equal Benefits form, should the employee count reflect only those currently on staff, or should it also include positions planned to be filled for the clubhouse concession operation?

A: The count should reflect the positions planned to be filled for the operation.

32. Before the building is completed can we begin with the driving range bar, halfway house and/or food truck?

A: Yes, as part of the proposal indicate whether your company wishes to operate the concession during the interim term between the time your contract is executed and the completion of construction or if your company prefers to assume operation of the concession only when the construction of the facility is complete. (This is stated in the RFP document on page 2, Section II "Objective" in bold type.)

33. Do we need an LA County Tax Certificate for the proposal or just if selected as part of the contracting process?

A: This only needs to be submitted by the selected Proposer prior to award of the Concession Agreement.

34. Typically, when existing structures are found to have discontinued operation for more than a year, all existing non-conforming rights are lost/terminated. What interaction has Recreation & Parks had with the Planning Department (if any) with regard to the previous non-conforming alcohol approvals associated with the site? Will the cost of a Conditional Use Permit for alcohol to reinstate or approve similar conditions be the responsibility of the applicant/operator? Does the applicant need to obtain/provide its own ABC license?

A: At each of RAP's public golf courses with a food and beverage concession operation, alcoholic beverages are being served with ABC licenses held by the

respective food and beverage operators. RAP has a memorandum dated December 6, 2018 from the City of Los Angeles, Department of City Planning, City Charter, Section 591, whereas any RAP project including facilities operated and/or managed by private operators and any accessory use or building, shall not be subject to any Department of City Planning entitlements for development, including Conditional Use Permit (CUP). Therefore, RAP has the authority to permit alcoholic beverages at RAP facilities, does not require a CUP, approves the Rancho Golf Course facility, and will grant to the food & beverage operator permission to provide alcoholic beverage sales and service.

Yes, the new Food & Beverage Concession operator will need to provide their own ABC license. As stated in Q&A #2, number 6:

Q: Is there currently an ABC Type 47 License for this Rancho Park Golf Course food & beverage concession and is it transferrable? What are the boundaries of this liquor license?

A: A Type 47 License ("On-Sale General - Eating Place" license that permits a restaurant to sell beer, wine, and distilled spirits) is currently in place and held by the current food & beverage operator. The license is non-transferable to another address. RAP requires the new concession operator to transfer the ABC license through direct coordination with the current holder; or file for the license via the ABC application process with support documents from RAP (including a copy of the concession agreement with the new concession operator and a letter of support from RAP).

It is RAP's understanding that holding the ABC license at Rancho Park Golf Course located at 10460 W. Pico Blvd, Los Angeles, CA 90064 is inclusive to providing alcoholic beverage at all service points sharing that address: the restaurant, halfway house, cabana bar, out on the golf course, and the Rancho 9-hole 3-par course. However, proposers should inquire with the State Alcoholic Beverage Control office.

35. Q: Could you please confirm which components are anticipated to be delivered as part of the City's ~\$4 million construction scope, and which should be included in the concessionaire's FF&E budget? For example: the kitchen hood, walk-in cooler/freezer, plumbing fixtures (all sinks), and permanently installed lighting, doors, windows, and finishes (paint).

Answers:

- kitchen hood: **no**
- walk-in cooler/freezer: **no**
- plumbing fixtures (all sinks): **not in the Concessions space**
- permanently installed lighting: **yes, however, in the Concessions space, lighting will be for the purposes of meeting code requirements. Concessionaire may need to replace based on proposed layouts and aesthetics**
- interior doors, windows: **only (2) sets of double doors leading into the Concessions space from lobby**
- finishes (paint): **Concessions space will have no finishes**

36. Q: Please confirm whether the Phase 1 portion of the building-wide scope (which includes HVAC, fire sprinklers, and roofing) also covers the fire suppression and other life-safety systems within the clubhouse, or if these are to be included in the concessionaire's build-out responsibilities.

A: No kitchen equipment is being installed at this phase (so suppression for hood will not be part of this scope).

37. Will RAP be patching and sealing the concrete floors?

A: No finish scope in the Concessions space.

38. Do you know how many tons of HVAC are being installed?

A: Per latest Mechanical drawings, approximately 32 tons. Though a portion of this tonnage is going to the storage room in the basement.

39. What is the load capacity for the electrical panel?

A: See Q&A #1, question #6. RAP will provide 800 AMP service dedicated to the Food & Beverage Concessionaire spaces.

40. Permit# 20016-30000-06163 was issued is August 2023 for the following work description "T.I. OF (E) 13,000 SF GOLF CLUBHOUSE: (N) KITCHEN, PREP AREA, (N) DINING RM, (N) RESTROOMS, (N) MULTI PURPOSE RM, (N) BARS, (N) PRO SHOP & OFFICE, & (E) ROOF, EXTRIOR WALLS & FOUNDATIONS TO REMAIN, NO WORK OUTSIDE OF (E) FOOTPRINT." It seems like work is presently on-going, yet no inspections have been called. What is the status of this permit and can you provide any plans approved for this scope of work? Two Supplemental Permits are associated with this main permit. Can you provide status on this permit and any associated plans? If the current work on-site is not being conducted under the above permit, please confirm which permit it is being conducted under? And what inspections, if any, have been called for and completed by LADBS.

A: The permit # 20016-30000-06163 will become void. The project under this permit stopped at demolition. A new permit application for revised design was recently submitted on 10/31/2025 and an application number from LADBS will be generated shortly.

41. An electrical permit# 24041-10000-01574 seems finalized and ready to be issued, what is the status of this permit? And will this work be completed prior to turn-over?

A: Similar response as above.

42. Has the 1,000 gallon grease interceptor been approved by LA County Health and/or City of L.A. Sanitation FOG Group? (A previous permit was ready to pull in 2022)

A: A new application was submitted for a revised design to LADBS. Previous permit will no longer apply.