

REQUEST FOR PROPOSAL
Rancho Park Golf Course Food & Beverage Concession
(CON-G25-003)

RFP ADDENDUM 11/13/25

IMPORTANT DATES AND LOCATIONS

Oct 22, 2025 Early Evening	ALTERNATIVE MANDATORY PRE-PROPOSAL MEETING An alternative mandatory pre-proposal meeting will be presented at 6:00 P.M., on October 22, 2025 via Zoom at the following link: https://us02web.zoom.us/j/86294002806. The material to be presented is the same from past meetings. <u>If you attended the September 3rd or September 25th meeting via Zoom, you are not required to attend again.</u>
Oct 23, 2025 Morning	ALTERNATIVE MANDATORY PRE-PROPOSAL MEETING An alternative mandatory pre-proposal meeting will be presented at 10:00 A.M., on October 23, 2025 via Zoom at the following link: https://us02web.zoom.us/j/84627790384. The material to be presented is the same from past meetings. <u>If you attended the September 3rd, September 25th, or October 22nd meeting via Zoom, you are not required to attend again.</u>
OCT 28, 2025	SITE VISIT An additional site visit will be conducted at 10:00 A.M. on October 28, 2025 at the Rancho Golf Clubhouse located at 10460 W. Pico Blvd. Los Angeles, CA 90064. RSVP by email to stanley.woo@lacity.org with "Rancho Visit" in the subject line. You will receive a confirmation reply with additional details. <u>If not enough interest is received for the October 28th visit, the Rancho visit will be cancelled.</u>
Nov 17, 2025	QUESTIONS DEADLINE All questions relating to this RFP must be submitted to RAP in writing by November 17, 2025. Submit your questions to the following email address: stanley.woo@lacity.org with copy to rachel.ramos@lacity.org
Nov 20, 2025	DEADLINE TO SUBMIT PROPOSAL AND PROPOSAL DEPOSIT Proposals must be received no later than 2:00 P.M. on November 20 2025. Responses will only be accepted electronically. No hard copy or hand delivery of responses will be accepted. One complete proposal should be submitted via email to: rap.commissioners@lacity.org. If the proposal contains confidential information, an additional redacted electronic copy may be sent using a separate electronic submission to RAP. It must be a complete proposal containing all the required documents, only redacted where needed. Proposal responses must be received by the deadline. See RFP Exhibit B for detailed information. Each submission file must be 20 megabytes (MB) or smaller or broken up into multiple files not to exceed 20MB each. The response must have CON-G25-003 Rancho Golf Food & Beverage Proposal in the subject line of the submission. If more than one file is sent in response, your email subject line must note if it's part of a series of how many in number total, after the response title (for example CON-G25-003 Rancho Golf Food & Beverage Proposal – Part 1 of 3). Each original response must include the proposal documents, all pages, with any addenda, and all required information, forms and documentation with original initials and signatures. If submitting a redacted copy of

your proposal, send a complete second set with the word **“Redacted”** in the file name(s) and in the subject line under separate submission.

Proposals may also be submitted **via Dropbox**. For submissions using only Dropbox, the maximum file size is 2 GB. Dropbox submissions must be received by the deadline stated above and uploaded onto the following link: <https://www.dropbox.com/request/7uEoAYb0AE1ahV5KNCUX> Please have **CON-G25-003 Rancho Golf Food & Beverage Proposal** and the company name in the subject line of the submission.

Documents that must be completed and included in addition to the proposal are listed on the **“Proposal Checklist”** page found as Exhibit J to the RFP. All submitted proposals must show the RFP title, “Rancho Golf Food & Beverage”, and the Proposer’s name and address.

PROPOSAL DEPOSIT

A proposal deposit (see RFP Exhibit B for detailed information) must also be received no later than **2:00 P.M. on November 20, 2025**. Proposers must make arrangements with the RAP Board Office to drop off proposal deposits Monday – Friday, 8:00 AM – 5:00 PM at **221 N. Figueroa St, Suite 300, Los Angeles 90012**. Please send an email to: rap.commissioners@lacity.org to arrange and confirm a day and time to drop off deposit.

Proposers may also have proposal deposits delivered by UPS/FedEx to the address above. Please **do not** use USPS. All proposal deposits **must** be received by the RAP Board Office before the deadline date and time. Please notify the RAP Board Office of your planned courier delivery via email at: rap.commissioners@lacity.org.

Submission of the proposal deposit may also be sent electronically via Automated Clearing House (ACH). For more information on ACH delivery contact the RFP Contract Coordinator at Stanley.Woo@lacity.org. Place “ACH Rancho” in the subject line.

NAMES OF PROPOSERS

Proposers are invited, but not required, to be present at the time of RFP opening, which is the proposal due date and time. Proposers may join at: <https://us02web.zoom.us/j/84350929327> or via phone at: (669) 900 6833, Webinar ID: 843 5092 9327. **ONLY THE NAME OF THE PROPOSERS WILL BE READ AND RECORDED**. City staff will then review the proposal and **MAY** make recommendations to the Board (at a date to be determined) on the successful proposal (if any) and award for the Commission’s consideration. **NO** Facsimile proposals or facsimile modifications of proposals will be accepted. Supplemental material may be requested by the City and shall be submitted by the proposer in original form at the address stated above. Failure to submit a complete original proposal as required may result in your proposal being deemed non-responsive.