



REQUEST FOR PROPOSALS BEACON ROCK GOLF COURSE

Thank you for your interest in the Port of Skamania County Beacon Rock Golf Course. This packet contains the information that we hope will assist you in preparing a response to our Request for Proposal (RFP). In the following pages you will find:

- Instructions for Responders
- Proposal Information
- Request for Proposal
- Selection Process
- Port of Skamania County Non-Liability statement
- Attachment 1 – 2024 YTD reports (Tee Time Usage, Profit & Loss Summary, and Sales by Department)
- Attachment 2 – Copy of Current Lease
- Attachment 3 – Draft Lease template

Instructions to Responders

Proposals must address in whole the items requested in this document, in particular the items identified in the Request for Proposal section. It is the intent of the Port to award a contract to the most qualified candidate. The Port reserves the right to award or not award a contract under this RFP. The Port reserves the right to enter into discussions with several responders prior to final selection. Responders waive all rights to protest or seek any legal remedies whatsoever regarding any aspect of this RFP. The Port reserves the right to issue written notice to all candidates of any changes in this RFP if it should, at its sole and absolute discretion, determine such changes are necessary. The Port reserves the right to waive informalities or irregularities in any proposals received, and to accept any proposal that is in the Port's best interest.

Submit a hard copy of your proposal or an electronic copy in PDF form. Proposals must be received in the Port of Skamania County office at 212 SW Cascade Avenue, Stevenson, Washington on or before **4:00 pm October 9, 2024**.

Hard copies of the proposals can be brought to the Port office or mailed to:

Port of Skamania County
BRGC RFP
PO Box 1099
Stevenson, WA 98648

Electronic copy of proposals should be emailed to pat@portofskamania.org.



Proposals will be evaluated by an evaluation team and recommendations made to the Port of Skamania County Board of Commissioners.

The points of contact for this RFP are:

Pat Albaugh, Executive Director
pat@portofskamania.org

Cindy Bradley, Finance Manager
accounting@portofskamania.org

(509) 427-5484

Port of Skamania County
PO Box 1099
Stevenson, Washington 98648

Tours of the Course are available with advance notice. Respondents are welcome to call for a tee time and play the course on their own. Respondents are cautioned not to undertake any activities or actions to promote or advertise their proposal response.

The Beacon Rock Golf Course is currently under lease and interested parties are asked to direct any questions to the Port and not the current golf course operator.

Proposal Information

The Port of Skamania County is accepting proposals and invites interested parties, individuals, corporations, partnerships, owners, and managers of golf facilities to participate in our Request for Proposals (RFP) and Selection Process for the lease of the Beacon Rock Golf Course located at 102 Grenia Road, SR 14 MP 35.5, North Bonneville, Washington.

The Port of Skamania County is the sole owner of Beacon Rock Golf Course and has the sole authority to select a successful proposal under this RFP. The Port may or may not award a contract under this RFP.

Proposals will be considered for lease of Beacon Rock Golf Course. Respondents will be responsible for supplying of all equipment, personnel, materials, supplies, etc., for the full operation and maintenance of the facility



Request for Proposal

Proposals must include the information requested below:

1. Proposed financial terms/conditions and other changes of draft lease agreement (Attachment 5).
2. Proposals must include a commitment to maintain the course as a **public course**.
3. A Business Plan that should include, but is not limited to, the following components:
 - a) Company and/or Management Summary including ownership, names and addresses of proposed owners and/or managers and investors holding more than 5% interest in this project and a facility management and operations team description.
 - b) Days and hours of operation.
 - c) A list of proposed goods and services intended to be offered at the facility.
 - d) A Summary Pro Forma for the first five (5) years of operation, including operating costs, proposed capital improvements and financial returns.
 - e) An asset and course maintenance plan.
 - f) A Marketing Plan.
 - f) A list of capital investments and future services the respondent will incorporate into the business operation.
 - g) Resumes of key personnel
 - h) Any other information to assist the Port in evaluation.

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Selection Process

The Port's selection team will review the proposals and will use the criteria points below in the evaluation process. The Port reserves the right to request any other information from responders as necessary.

1. **Fulfillment and Responsiveness.** The proposal will be evaluated on its fulfillment of and responsiveness to this Request for Proposals.
2. **Revenue.** Financial return to the Port over the term of the agreement.
3. **Asset Protection.** The protection and development of the Course assets during the term of the agreement.
4. **Recreational Programs.** Availability and quality of golf opportunities to the public during the term of the agreement.
5. **Overall Strength of the Ownership and/or Management Team.** The overall financial and management strength of the members identified in the proposal to carry out the proposed program.
 - a) Resumes will be evaluated and professional references will be checked to determine the skills and experience of the team in management and/or operation of golf facilities, and the capability and expertise of the individuals proposed to successfully implement the proposal submitted.
 - b) Credit references will be checked; the financial capability of the ownership and or management team to successfully implement the proposal submitted, and meet the financial commitments to the Port made in the proposal, will be considered.
6. **Term Length.** Term length of the agreement proposed.

The Port will carefully review the proposals and may request that responders clarify, supplement, modify or provide additional information regarding various aspects of their proposal. The Port may elect to interview selected responders.

Successful Responder

The successful responder will have thirty (30) days, unless extended by the Port, to negotiate an agreement with the Port. If the preferred responder and the Port of Skamania County cannot agree on terms and conditions within the thirty (30) days following the date of the preferred responder's selection, the Port retains the option of selecting an alternate preferred responder to then negotiate an agreement satisfactory to both parties. The Port also reserves the right to reject any and all proposals or parts thereof.



Port of Skamania County Non-Liability

No Representations or Warranties

All facts and opinions stated herein and in the attachments including but not limited to statistical and economic data and projections, are based on available information and no representation or warranty is made with respect thereto.