



Report Date: November 27, 2024

VanRIMS No.: 08-3000-30

[Submit comments to the Board](#)

TO: Park Board Chair and Commissioners
FROM: Director, Business Services
SUBJECT: Golf Course Operators - Contract Award

RECOMMENDATIONS

- A. THAT the Vancouver Board of Parks and Recreation (“Park Board”) authorize staff to negotiate to the satisfaction of the Park Board’s General Manager, the City of Vancouver’s (the “City”) Director of Legal Services, and the City’s Chief Purchasing Official and enter into a contract with Monaghan Golf Inc. for supply of golf course operators services, for an initial term of 3 years with the option to extend for two (2) additional one (1) year) terms, with an estimated total contract value of \$4,357,401.37, plus applicable taxes over the initial 3-year term plus the possible two 1-year extension options, to be funded through the operating budget.
- B. THAT the City’s Director of Legal Services, Chief Purchasing Official and Park Board’s General Manager be authorized to execute on behalf of the Park Board the contract contemplated by Recommendation A above.
- C. THAT no legal rights or obligations will be created by the Park Board’s adoption of Recommendations A and B above unless and until such contract is executed by the authorized signatories of the City as set out in these Recommendations.

PURPOSE AND SUMMARY

The City and Park Board issued an RFP on July 30, 2024 for golf course operators. The RFP was advertised on the City of Vancouver website and BC Bid and the work was called in accordance with the terms and conditions of the City and Park Board Procurement Policies. The RFP evaluation committee, and, subsequently, the Bid Committee, have considered the responses received, and on that basis recommend that the Park Board negotiate and if such negotiations are successful enter into a contract as described above with Monaghan Golf Inc.

BOARD AUTHORITY / PREVIOUS DECISIONS

As per the [Vancouver Charter](#), the Park Board has exclusive jurisdiction and control over all areas designated as permanent and temporary parks in the City of Vancouver, including any structures, programs and activities, fees, and improvements that occur within those parks.

As per the [Park Board Procurement Policy](#) approved in July 2022, all contracts with values of \$2,000,000 and greater require Council approval, with Vancouver Park Board, Park Board General Manager, City Manager and Director, Legal Services concurrence.

CONTEXT AND BACKGROUND

The Board of Parks and Recreation requires the services of a qualified golf course operator. The Park Board operates three championship and three pitch and putt golf courses. All three championship golf courses offer similar services to the golfing public at varying rates with green fees being the primary revenue generator of the three facilities for the Park Board.

The Park Board maintains the course conditions of the three championship courses while third party contractors manage the course play, pro shops and driving ranges. The Park Board oversees all operational aspects of the three associated Clubhouses (Food & Beverage) and Pitch and Putts.

Golf has seen rapid growth over the years and play is at near capacity.

The Park Board requires a service provider for golf course operations at Fraserview, Langara and McCleery golf courses. The City's strong preference was for a single Proponent to manage the following operations at all three golf courses:

- Operate the Retail Pro Shops including a full range of clothing and equipment;
- Collect green fees from golfers and account for payments made for all other golf related activities. The pro shops are required to follow all City of Vancouver Payment Card Industry (PCI) compliance regulations in order to accept and process credit card payments on behalf of the Park Board; and
- Maintain and operate the driving ranges at McCleery and Fraserview, and supply balls, mats, ball dispensing equipment, point of sale for range sales and ball picking equipment.

The purpose of the RFP was to identify a supplier with the capability to meet the Park Board and City's requirements for golf course operators while offering a competitive price and satisfactory service levels.

DISCUSSION

The RFP was issued in accordance with Park Board's Procurement Policy. Responses were received from Monaghan Golf Inc., GolfNorth Management Corporation and Dale Wolfe. The responses were evaluated, using both quantitative and qualitative factors, by an evaluation team comprised of representatives from the Board of Parks and Recreation, under the stewardship of Supply Chain Management, to assess each response's overall value. Some of the criteria considered in the overall evaluation process included:

- the Proponent's corporate background, purpose and history of successes as well as experience working with public golf courses, and large municipal governments;
- the Proponent's previous golf course operation experience of a similar nature, scope and complexity completed over the last 5 years;
- the Proponent's key personnel and any sub-consultants that would perform the work, outlining their intended roles in meeting the Park Board's Requirements and a summary of their knowledge, expertise and relevant experience, and;
- a detailed work plan for the operation of each of the golf courses including a description of the services proposed and the level of detail to be included in the key deliverables.

The evaluation team scored Monaghan highly due to the Proponent's similar previous municipal golf course experience and their technical expertise with respect to golf course, driving range and pro shop operations. In addition to achieving the highest technical and financial scores based on their proposal, Monaghan further improved their financial proposal after discussions with the City. The final offer represents a \$1.02M lower cost than the next highest rated proposal over the 5-year term of the contract, or a difference of approximately 19%.

The evaluation team concluded that the proposal submitted by Monaghan Golf Inc. met the City's requirements and provided the best overall value to the City.

FINANCIAL CONSIDERATIONS

Finance has reviewed and confirmed that funding is available from operating budget. As a result of the RFP, the City is able to achieve cost containment for the proposed 5-year term.

LEGAL CONSIDERATIONS

Park Board Procurement Policy requires that all contracts, renewals, extensions, and any other forms of commitments and contracts will be on terms and conditions approved by the City Solicitor.

All contracts awarded by Council valued at \$2,000,000 or greater will be signed by the signed by Vancouver Park Board General Manager, the City Manager, and the Director of Legal Services.

CONCLUSION AND NEXT STEPS

In summary, City staff recommends that the City of Vancouver negotiate and enter into a three (3) year contract, with the option to extend the contract for an additional two (2) periods of one (1) years each, with Monaghan Golf Inc.