



# CITY OF RAPID CITY

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To: Mayor Kooiker and City Council Members  
From: Doug Lowe, Recreation Division Manager  
Subject: Requests for Proposals for Pro Shop Concessionaire and Food and Beverage Concessionaire at Meadowbrook Golf Course  
Date: October 25, 2012

Attached for your consideration are documents to request proposals for a Pro Shop Concessionaire and a Food and Beverage Concessionaire at Meadowbrook Golf Course.

In order to receive as much input as possible on the proposals, the following actions were taken:

July 10-11, 2012: Staff met with Men's and Women's Golf Associations requesting input on RFPs for Prop Shop and Food and Beverage Concessionaire

August 2, 2012: Memo was emailed to Meadowbrook Golf course pass holders outlining the proposed RFP process, requesting input on operation of the bar and grill and notifying them of the public meeting on August 9<sup>th</sup>.

August 9, 2012: Proposed documents submitted to Parks and Recreation Advisory Board for review

September 13, 2012: Advisory Board voted unanimously to recommend approval of the Requests for Proposals

October 9, 2012: Public Works Committee unanimously voted to approve the RFPs and the documents were forwarded to City Council on Consent Agenda.

October 15, 2012: City Council voted to refer documents to Legal & Finance Committee.

Staff has revised the documents to reflect that a representative from the Men's and Women's Golf Associations will participate in the review process. The dates were also modified to reflect a new timeline. If you have any questions, please contact me.