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March 27, 2025

To All Interested Parties:

The City of Los Angeles Department of Recreation and Parks (RAP) is seeking proposals from interested individuals for a position as Director of Instruction for Youth, Family, and Seniors at Tregnan Golf Academy (TGA). A two-year contract, with one (1) one-year extension option exercisable at the sole discretion of RAP will be awarded to the best responsible and responsive proposer.

Request For Proposal

The Request for Proposal (RFP) may be obtained on March 28, 2025:

On-Line: www.laparks.org/concession-opportunities
www.rampla.org

Mandatory Pre-Proposal Conference

Please note that attendance at the Pre-Proposal Conference is mandatory to learn about the RFP and applicable City compliance requirements.

When: April 10, 2025, 9:00 a.m. – 10:00 a.m.

Via Zoom at the following link: <https://us02web.zoom.us/j/87486214405> (slide presentation)
or telephonically at (669) 900-6833; Webinar ID: 874 8621 4405

Site Visit

Site visits at TGA are encouraged but optional. Contact stanley.woo@lacity.org to schedule a visit.

Proposal Submittal Deadlines

Proposals are to be completed and submitted by the deadline indicated below (late submittals will not be accepted):

Due Date: April 29, 2025, no later than 2:00 p.m.

Details on how to submit your proposal are located in the RFP.

Notification

Please notify Stanley Woo of the Concessions Unit at stanley.woo@lacity.org if you plan to attend the Pre-Proposal Conference or request a site visit. Include "Tregnan" in the subject line. Thank you for your interest.

Sincerely,

Stanley Woo for

RACHEL RAMOS
Concessions Manager

RR:SW

