

**GOLF MANAGER SERVICES  
PHALEN AND COMO GOLF COURSES  
REQUEST FOR PROPOSALS**

**SUMMARY**

The City of Saint Paul, Minnesota, through its Department of Parks and Recreation, is seeking the services of a qualified Golf Manager at the Phalen and Como Golf Courses. Respondents may be individuals, teams, firms or a combination thereof that are interested. The Golf Manager will provide all facets of the usual and customary management, operation and maintenance services necessary to achieve a successful public golf course operation. The Golf Manager will perform as an independent contractor and will be responsible for maintaining the golf course turf and playing conditions, managing and supervising the operation of the clubhouse, pro shop, and practice range (at Phalen only) to ensure quality service is provided to the public and that the services of the Golf Manager are provided in compliance with City policies and procedures.

Proposals may be submitted individually for Phalen or Como or for both facilities. The RFP response shall include a fee proposal that identifies a percentage of revenue to be paid to the City and a guaranteed minimum annual fee. A contract will be negotiated with the successful Respondent. The term will be determined in part by the amount of capital investment to be made by the Golf Manager.

Phalen Golf Course is an 18-hole 6,100 yard par 70 recreational golf course located within Phalen Regional Park. Phalen was constructed as a 9-hole course in 1917, expanded to 18-holes in 1929 and remodeled in 1976. The two story clubhouse was built in 1976 with a 3,988 square foot banquet room, a 1,000 square foot pro shop area for selling greens fees, golf equipment and playing apparel; a 2,322 square foot snack bar area with kitchen and fireplace for the sale of food and beverage with an indoor seating area for 75 people and large outdoor patio that provides additional seating. The banquet room accommodates 200 formal guests and can be divided into two rooms for smaller functions. The lower level features large women's and men's locker rooms, mechanical and storage rooms.

Como Golf Course is an 18-hole par 70 shorter course that plays 5,580 yards from the middle tees. Como is nestled behind the historic Como Park Zoo and Conservatory and across from scenic Como Lake. The prominent clubhouse with its iconic octagon shape, open exterior deck and glass rotunda was built in 1986 and can accommodate a variety of small and mid-size functions on two separate levels. The snack bar is conveniently located in the center of the open floor space to serve golfers and has a seating capacity for 100 guests. The upper level is a cozy meeting space with spectacular panoramic views of the golf course, Como Park and Como Lake.

**RESPONSIBILITIES**

Maintaining the golf course turf and playing conditions according to City standards, collecting and accounting for fees; managing the driving range, including lesson programs; managing the retail inventory and banquet room and food and beverage sales; and marketing the course for golf programs, leagues, tournaments and clubhouse events. Accordingly, the Golf Manager must have demonstrated experience in each area of responsibility. Phalen and Como are supported in part by strong and active Women's and Men's Clubs as well as other golf leagues. It is important for the Golf Manager to collaborate with the clubs and leagues for a successful operation. The Golf Manager works with considerable independence and is responsible for making decisions requiring technical discretion, sound judgment and familiarity with City policies and golf industry standards. The Golf Manager is able to set prices for food, beverages, building rentals and events. Golf related fees for green fees, cart rental and driving range are subject to approval by the City. The City prefers to retain its current golf related fee structure including season passes. Prices and fees shall be fair, reasonable and competitive within the local market.