



# Request for Proposals (RFP #VBDA-01-26)

## Short Term Management of Virginia Beach National Golf Club

### **I. OVERVIEW**

#### **OBJECTIVE:**

The City of Virginia Beach Development Authority (VBDA) is seeking proposals from qualified respondents to manage the Virginia Beach National Golf Club and continue the operation of an eighteen (18) hole public golf course that includes a restaurant and event space. The operation will be for a short-term, 12-24-month period beginning January 1, 2027. The selected operator will be given prior notice, no later than 60 days, before the end of the management term.

#### **LOCATION:**

Virginia Beach National Golf Club is located at 2500 Tournament Drive, a portion of GPIN 14943449190000; and GPIN 14945234340000 totaling approximately 270 acres (see Exhibit A).

#### **BACKGROUND AND OPERATIONAL RESPONSIBILITIES:**

The Virginia Beach National (formerly Tournament Players Club (TPC) of Virginia Beach) is a championship, eighteen (18) hole, 7,432-yard course designed by Pete Dye for both tournament and public play. The VBDA is seeking an experienced and qualified respondent to manage and operate the golf course for a period of up to two years, maintaining a publicly accessible golf course. Operational and management responsibilities during this period will include:

- Maintain the golf course at Tier III standards.
- Perform Operations Maintenance (repairs under \$5,000), as needed, including:
  - Plumbing, fixtures, HVAC, lighting, doors, etc.
- Notify VBDA of capital maintenance needs (over \$5,000) within 3 days of identification.

- Submit monthly maintenance logs and updates to the VBDA liaison.
- Complete operations maintenance within 30 days of defect identification.
- Provide and fund:
  - Furniture, fixtures, and equipment (except for the restaurant furniture)
  - Course maintenance equipment
  - Golf carts
  - Insurance, marketing, and applicable taxes
  - Food & Beverage Services:
    - Operate 6 days a week, offering breakfast, lunch, and bar service (dinner optional), and on-site catering services.
- First Tee Program:
  - Coordinate with First Tee to provide maintenance and groundskeeping services at no cost to VBDA.
- Maintain greens, repair divots, inspect irrigation, clean carts, and manage waste.
- Adequately staff the Clubhouse to provide guest services, maintain cleanliness, manage reservations, and support events.
- Adequately staff the Pro Shop to manage inventory, process sales, and maintain cleanliness.

## II. PROPOSAL REQUIREMENTS

### a. Respondent Qualifications

- i. **Experience** - Qualified respondents must demonstrate expertise in the successful operation, management, and maintenance of a public golf course with an event rental space and restaurant.
- ii. **Respondent must be legally capable of operating in the Commonwealth of Virginia (registrations, licenses, and/or permits).** Any respondents not currently qualified to do business within the City of Virginia Beach will be required to obtain such qualification within 90 days of any award resulting from this RFP.
- iii. **Respondent can have no outstanding debts or claims against the City of Virginia Beach at the time of execution.**

**b. Content of Proposal:**

Respondents must include in their proposal the following documents and information:

- i. A cover letter introducing the respondent team and a description outlining the services being offered.
  1. Any exception to the operational responsibilities described herein must be clearly outlined
- ii. A listing of the personnel that will be assigned to the golf course, along with a summary of their qualifications and specific responsibilities for the project.
- i. The proposed lease, profit sharing and/or management fee offered.
  1. Any VBDA financial or capital support being requested must be clearly stated.
- ii. Three references for whom the Offeror has provided services comparable to those described in this RFP, with contact information.
- i. Three recent examples (within the past 5 years) of golf courses operated.
- ii. Demonstrated ability and knowledge to perform operational maintenance and inspections on structures, sprinkler systems, and greens.
- iii. Ability to acquire and/or furnish the required equipment for maintenance of greens, fairways, bunkers, and all portions of golf course operations.
- iv. Demonstrated financial capability to operate, manage, and maintain a public golf course operation with a successful event space rental.
- v. Anticollision Form as referenced in Section V. below; and
- vi. A completed City of Virginia Beach Disclosure Statement (located [online here](#)).

**c. Submittal of Proposals:**

Each Respondent must submit with its proposal the items listed below:

- a. Five copies of each proposal with one electronic version in a sealed envelope marked “**RFP #VBDA-01-26 for VBNGC**” on the outside.

- b. All proposals shall be received and date-stamped in the location described below no later than **Friday, April 3, 2026- 3:00 pm local time**. **All Proposals received after that time will not be considered and will be returned unopened to the respondent.**
  
- c. Location for submissions:  
  

**City of Virginia Beach  
Attention: Pamela Witham  
Department of Economic Development  
4525 Main Street, Suite 700  
Virginia Beach, Virginia 23462**
  
- d. Proposals submitted by telephone, facsimile, or e-mail will not be considered.
  
- e. All questions or clarifications related to this RFP must be submitted to Pamela Witham, Department of Economic Development via email at [pwitham@vbgov.com](mailto:pwitham@vbgov.com) 10 business days prior to the RFP deadline. All questions and responses will be posted on the RFP site. Any other contact with any City or VBDA representatives, other than Pamela Witham or the Department of Economic Development, concerning this solicitation is prohibited and may cause the disqualification of the respondent from this solicitation process.
  
- f. All relevant documents and information pertaining to this RFP can be found online at: [www.yesvirginiabeach.com/rfp](http://www.yesvirginiabeach.com/rfp).
  
- g. Questions about Zoning and Building Code requirements should be directed to the Department of Planning at (757) 385-4211 (Permits) and (757) 385-8074 (Zoning).

### **III. REVIEW AND SELECTION**

A Review Committee will evaluate the proposals based on the following criteria:

1. The lease price, profit share, and/or management fee offered.
2. Ability to provide the services requested.

3. Past performance on comparable golf course(s).
4. The credentials of the respondent(s), including the capability to operate, manage, and maintain a public golf course operation with a successful event space rental.

Upon review of the proposals received, a Review Committee will rank the proposals based on the criteria. The highest-ranking proposals may be shortlisted for interviews with the Review Committee. Based on the results of the ranking and potential interviews, the Review Committee will make a recommendation to the City of Virginia Beach Development Authority (VBDA) and/or the City Council. The participants will be notified by electronic mail of the City's selection.

The VBDA reserves the right to: reject any and all submissions; negotiate a binding transaction with one or more respondent(s); or to re-issue a subsequent RFP after a review of submissions. The ultimate decision regarding the use of the property will be made by the VBDA and City Council.

Only responsive and responsible submissions will be considered.

If a submission is selected, VBDA representatives will notify the selected participant and, if directed to do so by VBDA, will enter into negotiations with that party. If mutually agreeable terms are reached, the proposed transaction would be put on the VBDA's Agenda for formal approval pursuant to applicable laws and procedures.

#### **IV. GENERAL CONDITIONS**

1. Public information: The VBDA reserves the right to use any information contained in a respondent's proposal, regardless of whether that proposal is selected. Unless otherwise noted, all information submitted as part of a response will be considered public information.
2. Confidential information: Respondent information deemed confidential or proprietary should be clearly marked as such. The VBDA will endeavor to protect such information to the extent permitted by local, state, and federal law.
3. Proposal preparation costs: All costs associated with the respondent's response shall be borne by the respondent.
4. Withdrawal of responses: A respondent's response can be withdrawn at any time up to the submission deadline.
5. Signature: All proposals must be in the name of the responding entity and contain original signatures of the individual or individuals legally authorized to bind the responding entity.
6. Right to Request Additional Information: Prospective entities shall furnish additional information as the VBDA may reasonably require. The VBDA

reserves the right to investigate the qualifications of prospective entities as it deems appropriate.

7. Equal Employment Opportunity: The entity awarded the project shall comply with all equal employment opportunity provisions of federal, state, and local non-discrimination laws, orders, regulations and guidelines as may be applicable to the entity and be in effect during the performance of any agreement resulting from this RFP.

## **V. ANTICOLLUSION**

### ANTICOLLUSION FORM

#### ANTICOLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS PROPOSAL, SAID RESPONDENT DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM OR CORPORATION, OR ENTER INTO ANY AGREEMENT, PARTICIPATE IN ANY COLLUSION, OR OTHERWISE TAKE ANY ACTION IN THE RESTRAINT OF FREE, COMPETITIVE BIDDING IN VIOLATION OF THE SHERMAN ACT (15 U.S.C. SECTION 1), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.8 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED RESPONDENT HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THERE FROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, THE CITY OF VIRGINIA BEACH HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS PROPOSAL; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS PROPOSAL.

[SIGNATURE(S) ON FOLLOWING PAGE]

Request for Proposals

- Bidder will include the provisions of the foregoing sections A, B, and C in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

*Respondent Information*

**Address, Line 1:** \_\_\_\_\_

**Address, Line 2:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_

**State:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Taxpayer Identification Number (TIN) or Social Security Number (SSN):** \_\_\_\_\_

**Is your firm a "minority" business?**     Yes     No

**If yes, please indicate the "minority" classification below:**

African American             Hispanic American             American Indian

Eskimo                             Asian American             Aleut

Other; Please Describe: \_\_\_\_\_

**Is your firm Woman Owned?**     Yes     No

**Is your firm a Small Business?**     Yes     No

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Exhibit A

