

ADDENDUM A
to
REQUEST FOR PROPOSALS (RFP)
RFP 2025-0224A

MISSION TRAILS GOLF COURSE OPPORTUNITY
7380 Golfcrest Place
San Diego, CA 92119

City of San Diego
Economic Development Department – Real Estate Division
1200 Third Avenue, Suite 1700
San Diego, CA 92101

ALL INQUIRIES REGARDING THIS RFP SHALL BE DIRECTED TO:

MissionTrailsGolfCourseRFP@sandiego.gov

The City of San Diego responses to questions received at the Mission Trails Golf Course email address follow:

- 1) Can you provide historical financials for operations of the golf course? Ideally the last 5 years.

Please see attached monthly revenue reports for March to December 2023, full year of 2024, and January and February of 2025.

- 2) Can you provide insurance Loss Runs from the previous operation?

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

- 3) Can you provide a copy of the existing lease?

A copy of existing lease agreement is attached to this addendum.

- 4) Copies of all current agreements with the existing operator.

A copy of existing lease agreement is attached to this addendum.

- 5) Round Counts by Player Type/Time Period and associated GF revenue for past 3 years to tie to Financials provided, by course: Weekday/Weekend, Senior / Junior / 9 holes / Twilight Etc, which correspond to the approved rates.

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

- 6) Capital Needs by Department – What capital has been spent by department over the past 24 months.

No capital improvements have been funded by the City of San Diego during this period.

- 7) Insurance – What are policy coverage requirements for property, specifically buildings. What is San Diego property coverage for buildings and requirement to rebuild in case of fire etc.?

A copy of the City of San Diego's Insurance Requirements is attached to this addendum.

- 8) Provide loss runs for WC, GL, and Property for the past 3 years.

All available financial information is attached in the form of monthly revenue reports.

- 9) Please comment/ provide a list of Equipment / FF&E by department which is staying at the Facility for example: Maintenance, Fuel Tanks, above or below ground, equipment lifts, square footage of maintenance facility, square footage of maintenance yard, chemical storage, type and location, reel/bed knife grinders, others.

The items that will remain at the facility will be determined in discussion between the City and the current Lessee prior to the vacation of the Premises.

- 10) Golf Course accessories – Benches, ball washers, trash cans, tee signage

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

- 11) Golf Shop – Counters?

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

- 12) F&B – Tables, Chairs, Kitchen equipment, coolers, and freezers?

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

- 13) G & A – Security Systems, telephone systems, camera systems?

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

- 14) Range – Netting, Mats, Dividers, ball washing / dispensing, target / yardage signage.

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

- 15) We request following information by course – F&B, copy of latest health dept report for each course, approved number of occupancy for each clubhouse area, ordinances limiting use, are there times which the facilities need to be closed by, range / Lights or F&B

Please visit the City of San Diego's Development Services Department [HERE](#)

- 16) Plans – copy of all verticals / building plans, copy of any Alta or site survey.

These are not documents that are reviewed, approved, overseen, or stored by the Economic Development Department. In order to request these, we would advise that you contact the Development Services Department [HERE](#)

- 17) Acreage and Turf type of – greens, tees, fairways / approaches, roughs / intermediate, bunkers, ponds / lakes, recent soil, and water test results.

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

- 18) Irrigation system – age and type of system, # of heads, single vs double row, In/Outs on Greens.

This is not an item that is required by the City of San Digo to satisfy terms of the lease and as such is not tracked by the City.

- 19) Type of Control – Central / Box / Quick Coupler?

This is not an item that is required by the City of San Digo to satisfy terms of the lease and as such is not tracked by the City.

20) Pup Station – Type, VFD, Flooded Suction, Direct Feed?

This is not an item that is required by the City of San Digo to satisfy terms of the lease and as such is not tracked by the City.

21) Pump Description - # of Pumps, HP for each, Fertigation?

This is not an item that is required by the City of San Digo to satisfy terms of the lease and as such is not tracked by the City.

22) Fert / Chemical – Fert / Chemical records for the past 2 years.

This is not an item that is required by the City of San Digo to satisfy terms of the lease and as such is not tracked by the City.

23) Water – Water usage for the past 3 years by gallons – Potable, Effluent, Latest bill for each to show costs per 1,000.

Please see the attached the most recent water bills.

24) Please comment on water rights / limits by volume per course

Unknown.

25) What is Irrigation Pond/ Onsite storage capacity for each course?

This is not an item that is required by the City of San Digo to satisfy terms of the lease and as such is not tracked by the City.

26) Condition of Water Storage Source / Pond Liners

This is not an item that is required by the City of San Digo to satisfy terms of the lease and as such is not tracked by the City.

27) Number of parking spots at each location. Handicap and non-handicap?

There is a total of 252 parking spaces, which includes 245 non-handicap parking spaces and 7 handicap parking spaces.

28) List of “clubs” for each course (i.e. – Mens Club, senior club, etc.) # of members, website if available, when they play and how many times usually.

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

- 29) Are there any Restrictions on lights use – i.e. off at 10pm or midnight at the lighted ranges.

This is an item that would need to be reviewed and approved in accordance with City approvals within the Development Services Department. They can be contacted [HERE](#)

- 30) Do the buildings meet current building codes? ADA Accessibility codes?

While the City's Real Estate Division conducts periodic site inspections and, to date, there have not been ADA issues flagged, the requirement to maintain code compliance is a Lessee responsibility.

- 31) The rounds of golf Played at Mission Trails for the years 2020, 2021, 2022, 2023, and 2024?

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

- 32) The revenue from all income sources, by the following categories, if possible, for the years 2020, 2021, 2022, 2023, and 2024: Green Fees, Power Cart Fees, Driving Range, Food and Beverage?

Please see monthly revenue reports attached.

- 33) The operating expenses the years 2020, 2021, 2022, 2023. And 2024. If that is not available the utilities cost would be helpful (water, power)

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

- 34) Can a well be drilled for irrigation?

We are not able to provide a response to this question – due diligence on improvements to the property should be the responsibility of the proposer.

- 35) Can a reservoir be built on the property for irrigation?

We are not able to provide a response to this question – due diligence on improvements to the property should be the responsibility of the proposer.

36) Current lease amount

Please see monthly revenue reports attached.

37) Current SDG&E expense

Lessee is responsible for paying utility bills.

38) Current water department bill

Please see attached Public Utilities invoice.

39) Will liquor license be transferred to a new ownership (what type of liquor license do they currently have)

The liquor license is owned by the current lessee. Please check this website [HERE](#) where you can apply for a liquor license at the California Department of Alcoholic Control.

40) How many rounds were played last year

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

41) When renovation the clubhouse does all appliances need to be electric (no gas)?

The design and renovation of the facility will be required to comply with Council Policy 900-03 – The Zero Emissions Municipal Buildings & Operations Policy (ZEMBOP) lease requirements which became effective on January 1, 2024. Please visit the Municipal Energy Policies and Plans website [HERE](#).

42) Will there need to be solar panels installed and EV charging stations in the parking lot?

The design and renovation of the facility will be required to comply with Council Policy 900-03 – The Zero Emissions Municipal Buildings & Operations Policy (ZEMBOP) lease requirements which became effective on January 1, 2024. Please visit the City of San Diego Zero Emissions Municipal Buildings and Operations Policy (ZEMBOP) Energy Policies and Plans website [HERE](#)

43) Am I allowed to use subcontractors of my choosing or do they have to be approved by the city?

All work requiring a licensed contractor under the State Contractors' State License Law (State Business and Professions Code sections 7000-7191) shall be done by contractors licensed by the State.

44) Will I be able to act as the general contractor during the renovations.

Yes, so long as the general contractor is licensed and capable of receiving necessary permits and approvals. All work requiring a licensed contractor under the State Contractors' State License Law (State Business and Professions Code sections 7000-7191) shall be done by contractors licensed by the State.

45) Are there any regulations, restrictions or ordinances that would limit or prohibit adding lighting to a portion or all areas of the golf course to make it a fully or partially lit facility?

This is an item that would need to be reviewed and approved in accordance with City approvals within the Development Services Department. They can be contacted [HERE](#)

46) What does the City consider financially capable (\$ amount)?

To be considered "financial capable" is a subjective term that won't fit a singular dollar amount threshold. The City is seeking the best operator for the leasehold and encourages you to submit your strongest Operational Plan along with your proposed investments in the property. Financial capability will be assessed based on the ability to execute on the Operational Plan either through debt financing, grants, or a similar mechanism.

47) How much money is the City looking for an investment of the property?

A dollar amount is not likely the most effective lens to view this question. The City is seeking the best operator for the leasehold and encourages you to submit your strongest Operational Plan along with your proposed investments in the property. Those investments will be viewed through the lens of what they provide to the customer experience and operational effectiveness that ultimately drive the future success of the property.

48) What are the key evaluation criteria for selecting a proposal?

RFP's will be graded per section III A. Evaluation Criteria in the Mission Trails RFP document. Maximum Points 100.

49) Can you provide more details on the expected timeline for the selection process and subsequent lease negotiations.

Following the April 11, 2025, proposal due date, the exact timeline will depend on the number of proposals the City receives. The City plans to keep the process moving efficiently.

- 50) Are there any specific environmental or sustainability requirements that proposers need to address?

Please refer to Section I: Introduction, D. Land Use Information and Section I: Introduction, E. Zero Emissions Policy:

- 51) What is the city's eventual goal with removing errant golf balls from Lake Murray?

The lessee shall be responsible for the regular removal of golf balls. It is recommended that this be done at least twice a year, including prior to winter weather and periods of heavy rain.

- 52) What are the specific requirements for food and beverage services at the golf course?

There are no specific food or beverage requirements.

- 53) Are there any preferred vendors or partnerships the City recommends for food and beverage operations?

The City does not provide referrals.

- 54) What are the expectations for the quality and variety of food and beverage offerings?

The City views the proposers as subject matter experts in this field and are interested in seeing their opinions on what the best options for service at the course will be. That being said, variance in price point and in overall variety are encouraged.

- 55) Are there any specific design or construction standards that need to be followed for the renovations?

Any design or construction standards need to be reviewed and approved in accordance with City approvals within the Development Services Department. They can be contacted [HERE](#)

- 56) Are there budget or funding assistance programs available for the required capital improvements.

All required capital improvements will be the responsibility of the selected lessee.

- 57) Are we obligated to pay prevailing wage for capital improvements on the property?

Prevailing Wage requirements will be specified in the lease agreement.

- 58) What type of community events does the City envision for the golf course?
The City encourages an engaged lessee who is actively involved with the community.

- 59) Are there any restrictions or guidelines for hosting events at the golf course?

Ultimately, this is something that will be addressed in a lease document. Proposed ideas for various event types should be included in the Operational Plan.

- 60) How can proposers incorporate community engagement and outreach into their event planning?

Proposers are encouraged to incorporate community engagement into their event planning to foster local involvement and enhance the golf course as an asset to the community.

- 61) What are the financial expectations or revenue-sharing models for the golf course operations?

As an example, please refer to Section 3.2(A) – Rent in the attached Lease Agreement.

- 62) Can the proposer determine and change green fee rates at their sole discretion. Is there a rate policy for Mission Trails
- Cart fee changes
 - Range ball pricing changes
 - Food and beverage price changes

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

- 63) Can you send the last three years' gross revenues by department? Ideally by month.
- Green Fees
 - Cart Fees

- Range
- Miscellaneous golf revenue
- Food and beverage.

Please see monthly revenue reports attached.

- 64) What are the operational hours and are there any restrictions on extending these hours?

The current hours of operation at Mission Trails Golf Course are 6:00a.m. to 8:00 p.m., or generally from dawn to dusk, and the course may be closed for maintenance as needed. Any proposed extension of hours for the restaurant would be subject to its specific operational plan. Request to extend operating hours should be directed to the City of San Diego's Development Services Department (DSD) They can be contacted [HERE](#)

- 65) What equipment stays with the property? (golf carts, maintenance equipment, storage containers at maintenance shop, range equipment, kitchen equipment, computers)

The items that will remain at the facility will be determined in discussion between the City and the current Lessee prior to the vacation of the Premises.

- 66) Is there a list of inventory that stays with the property? Items such as bunker rakes, flag and pins, cups, ball washers, etc.?

The items that will remain at the facility will be determined in discussion between the City and the current Lessee prior to the vacation of the Premises.

- 67) What are the maintenance standards and expectations for the golf course?
The following

The following provides an example of the expected maintenance responsibilities; additional details will be outlined in the lease agreement.

Greens

- **Mowing Height:** Maintained between 0.125" and 0.150" for consistent speed and smoothness.
- **Aeration:** Conducted 1–2 times per year, with topdressing to maintain firmness and healthy turf.
- **Irrigation Management:** Smart watering practices to prevent excessive softness or dry spots.

Fairways & Rough

- **Mowing Schedule:** Fairways cut 2–3 times per week, with rough maintained at 1.5” to 2.5” for playability.
- **Weed & Pest Control:** Regular applications to manage invasive species and ensure uniform turf health.

Tees & Bunkers

- **Tee Boxes:** Leveled and rotated frequently to prevent excessive wear. Mowed 2–3 times per week.
- **Bunker Maintenance:** Raked daily or at least 5 times per week, with edging and sand replenishment performed as needed.

Additional Considerations

- **Cart Paths & Drainage:** Maintained to prevent erosion, with proper drainage to avoid standing water.
- **Landscape & Aesthetics:** Trimmed trees, clean water hazards, and well-maintained native areas to enhance the course’s visual appeal.
- **Customer Experience:** Smooth pace of play, clean facilities, and a welcoming atmosphere contribute to overall satisfaction.

68) Is there a preferred maintenance schedule or specific practices that need to be followed?

There is no specific maintenance schedule required by the City. However, the lessee is expected to maintain property at all times in accordance with the lease requirements.

69) Are there any existing contracts or agreements for maintenance services that the new operator needs to honor?

The Lessee is responsible for all maintenance services and contracts for the property.

70) The drainage ditch running through the property has a lot of material blocking flow. Will any of these be cleared out prior to a new contract starting?

Maintenance of the drainage on the leasehold will be the responsibility of the lessee.

71) Many sprinklers appear to have been turned off. Will these be put back into service as the system was originally designed prior to a new contract starting?

Any operation or restoration of the existing sprinkler system will be the responsibility of the lessee.

- 72) The drainage ditch running through the property has a lot of material blocking flow. Will any of these be cleared out prior to a new contract starting?

Maintenance of the drainage on the leasehold will be the responsibility of the lessee.

- 73) Can we get a copy of the current lease?

A copy of existing lease agreement is attached to this addendum.

- 74) What are the key legal and compliance requirements that proposers need to be aware of?

There is not one legal item that should be prioritized over another. In regards to implementing the Operational Plan, all laws and City procedures will need to be followed including, but not limited to, necessary permits for capital improvements, proper approvals as defined in an eventual lease document, etc..

- 75) Are there any zoning or land use restrictions that could impact the golf course operations?

The golf course must comply with all zoning and land use regulations set by the City of San Diego. Any restrictions related to land use, environmental policies, or permitted activities will be outlined in the lease agreement.

Proposers should consult the City of San Diego's Zoning & Parcel Information Portal (ZAPP) [HERE](#)

or contact the Development Services Department (DSD) for specific zoning restrictions. They can be contacted [HERE](#)

- 76) What are the insurance requirements for operating the golf course?

A copy of the City of San Diego's Insurance Requirements is attached to this addendum.

- 77) What are the City's expectations for marketing and promoting the golf course?

While not legally required, the City expects the operator to actively market the golf course to attract visitors and generate revenue. This may include digital marketing, community outreach, partnerships, and event promotions to

enhance public engagement, but will be left to the Lessee's discretion what they deem most appropriate for the success of the business.

- 78) Are there any exiting marketing partnerships or campaigns that the new operator should continue?

This is not an item that is required by the City of San Digo to satisfy terms of the lease and as such is not tracked by the City. The City encourages operators to review any past campaigns and/or partnerships.

- 79) How does the City plan to support the marketing efforts of the new operator?

The Lessee is responsible for developing and executing a comprehensive marketing strategy.

- 80) What are the key customer service standards that the City expects the operator to maintain?

The operator is expected to provide high-quality customer service, maintain a well-kept facility, and ensure a positive experience for all guests.

- 81) Are there any specific customer feedback mechanisms that need to be implemented?

There is nothing that the City requires to this effect, but as a general business practice, would be welcomed and encouraged.

- 82) What are the expectations for accessibility and inclusivity at the golf course?

The golf course must comply with all Americans with Disabilities Act (ADA) and ensure accessibility for all visitors.

- 83) What are the permissible noise levels for events, and are there specific times when noise must be minimized?

Noise levels must comply with San Diego's noise ordinances, and restrictions may vary based on zoning and proximity to residential areas. Please refer this question to the Development Services Department (DSD) They can be contacted [HERE](#)

- 84) Are there any restrictions on the use of amplified sound or live music?

Noise levels must comply with San Diego's noise ordinances, and restrictions may vary based on zoning and proximity to residential areas. Please refer this

question to the Development Services Department (DSD) They can be contacted [HERE](#)

- 85) Are there guidelines for outdoor lighting to minimize light pollution and disturbance to nearby residents?

All lighting and installations must comply with City codes. Please contact the Development Services Department (DSD) [HERE](#) for further questions.

- 86) What are the allowed hours for even lighting and are there any specific types of lighting that are prohibited.

All lighting and installations must comply with City codes. Please contact the Development Services Department (DSD) [HERE](#) for further questions.

- 87) What are the parking arrangements for the even attendees, and are there any limitations on the number of vehicles?

There is a total of 252 parking spaces, which includes 245 non-handicap parking spaces and 7 handicap parking spaces.

- 88) Are there designated parking areas, and how is overflow parking managed?

There is a total of 252 parking spaces, which includes 245 non-handicap parking spaces and 7 handicap parking spaces. Coordination of overflow parking is lessee responsibility.

- 89) Are there any restrictions on parking times or the use of certain parking areas during events.

There are no restrictions in the parking lot within the leased premise. Any parking outside the leased premises would follow under the jurisdiction of local ordinance.

- 90) Are there any known defects with the clubhouse patio?

There are not any defects that have been cited by City staff but would encourage any Lessee to conduct their own, independent inspections as this maintenance responsibility will be that of the Lessee.

- 91) Are there any known defects with the kitchen relative to being operational and up to current health code standards?

There are not any defects that have been cited by City staff but would encourage any Lessee to conduct their own, independent inspections as this maintenance responsibility will be that of the Lessee.

- 92) Are the golf instructors third party contractors or staff of the current management company?
a. If they are contractors, is lesson revenue recognized by the operation?

This is operated by separate agreement between the Lessee and a 3rd party.

- 93) Will the City match funding for possible renovations and / or newly added amenities'?

Any funding for capital improvements will be the responsibility of the lessee.

- 94) Of the Course and Grounds equipment, are these owned or leased?

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

- 95) We did not see a defined term in the RFP, is there a lease length that is requested or seen as ideal by the City?

The lease term is negotiable and will be determined based on the strength of the proposal, investments being made, and long-term operational plans.

- 96) Can financial information be made available for proper due diligence? Example information includes but not limited to: P&L's, equipment lists and leases, staffing levels, water cost (or discount if applicable), etc.

This is not an item that is required by the City of San Diego to satisfy terms of the lease and as such is not tracked by the City.

- 97) Why is the Mission Trails Golf Course up for RFP?

The Mission Trails Golf Course has been operated by the same tenant for nearly 40 years. The lease is now expired. The RFP process ensures an open and competitive selection for a new proposer who can effectively operate, maintain, and enhance the facility in alignment with the City's goals.

- 98) What is most important for the selection committee when choosing whom to award the contract to?

The RFP panel will evaluate proposals based on section III A. Evaluation Criteria in the Mission Trails RFP document.

- 99) What have been the traditional challenges to Mission Trails' success, and how is addressing these challenges factored into the RFP?

The City is interested in the continued pursuit of adaptation for the times in which we operate and value an Operational Plan that continues to grow and impact the property positively.

- 100) Is it more important to provide a premium golf course experience or a premium community location for the San Carlos community?

The City is looking for a balanced approach that prioritizes both a well-maintained golf course and a community-friendly venue.

- 101) What is the City of San Diego's preferred lease length?

While the lease term will be negotiable and will be determined based on the strength of the proposal, investments being made, and long-term operational plans, the City values the opportunity a mutually beneficial long-term lease that enables the Lessee to successfully implement their operation and to maintain a long-term relationship between City and Lessee

- 102) What is the desired timeline and / or deadline for improvements to the following? Also, which item is the first priority?

- a. Rehabilitation of the exterior and interior of the clubhouse, including the approximately 1,100 square foot banquet room, kitchen and adjacent bar.
- b. Rehabilitation of the exterior and interior of the maintenance facility to properly maintain the golf course and equipment.
- c. Rehabilitation of the driving range, including the netting along Navajo Road.

Improvement timeline and priorities will be negotiated during lease negotiations.

- 103) Is the City prioritizing a technology-enabled range (e.g., Top Tracer, TrackMan, and/or inrange)?

The City encourages proposers to consider modern technology enhancements to improve player experience and drive additional revenue.

- 104) Will the City assist with any necessary construction permitting? Is there a way to expedite any permits?

All permitting will be the responsibility of the lessee. Please contact the Development Services Department (DSD) [HERE](#) for further questions and or information.

- 105) Is music allowed on the property if the selected group follows the sound ordinance?

Yes, music is allowed as long as it complies with the City of San Diego's noise ordinance. Please contact the Development Services Department Code Enforcement Division (DSD) [HERE](#) for further questions and or information.

- 106) Who owns the current operational equipment (golf carts, mowers, etc.)?

The lessee. The items that will remain at the facility will be determined in discussion between the City and the current Lessee prior to the vacation of the Premises.

- 107) What is the source of water?

The property has existing potable water service connections.

- 108) When was the water/pump station last replaced?

This is not an item that is required by the City of San Digo to satisfy terms of the lease and as such is not tracked by the City.

- 109) Is the course responsible for any property-sharing fencing or agriculture.

The lessee is responsible for all maintenance of the leasehold. Additional details will be outlined in the lease agreement.