

## **REQUEST FOR BIDS**

### **Lease of City Property**

#### **Project: Lease and Operation of Pickleball Virginia Beach Facility**

##### **I. Overview:**

The City of Virginia Beach (the “City”) is accepting bids from qualified organizations whose primary business is the promotion and operation of pickleball facilities to manage the Pickleball Virginia Beach facility (formerly Owl Creek Tennis Center) located at 928 S Birdneck Road, Virginia Beach, Virginia (the “Facility”). The Facility is set in a beautiful, wooded park and currently includes a Pro Shop, forty-four (44) lighted pickleball courts and restrooms with lockers.

The City intends to enter into a lease with a qualified bidder for a term of ten (10) years with the option for two (2) successive five-year renewals. The City intends that the successful bidder will be responsible for all operations and maintenance costs at the Facility. The City intends for the lease payment to be a portion of the gross revenues received at the Facility.

The lease shall include a provision that during each calendar year of the term, the City shall have the right to use the facility on two event days to conduct City sponsored events at no charge to the City.

The successful bidder shall act as an independent business and will be expected to provide complete pickleball facility operation and management services, including pro shop, restrooms, merchandising, food and beverage, facility court lighting and maintenance for the City, within the standards set by the United States Pickleball Association.

All staff members, volunteers, goods for resale, equipment, amenities, and insurances shall be the responsibility of the successful bidder. The successful bidder shall set rates for lessons, clinics, camps, memberships, leagues, tournaments, merchandise, and food and beverage sales. The City reserves the right to review and approve any proposed rate increases.

The successful bidder shall devote time and attention to ensure a first-class standard of service at the facility by being the onsite operator/manager. The successful bidder shall provide optimum customer service through interaction with the community, employee interaction and the promotion of the game through lessons, clinics, camps, tournaments and marketing.

##### **II. City Goals:**

The City wishes to see the facility maintained and operated in a professional manner to achieve the following goals:

Goal 1: Serve the resident and visitor pickleball players in Virginia Beach.

The primary objective of the facility is to provide a community recreational pickleball experience which exceeds the expectations of the community and its visitors.

Goal 2: Coordinated effort to host tournaments and attract tours.

The City expects the successful bidder to host a minimum of six tournaments per calendar year and host a Pro Pickleball Association event within three years of award.

Goal 3: Quality facility and amenities.

The City desires to have playing surfaces maintained to at least their current level, court lighting replaced with LED and covering added to center courts to be of high quality and within the typical realm of a pickleball facility.

Goal 4: Professional, friendly customer service.

The City desires all customers to experience a professional, welcoming atmosphere that conveys respect, courtesy and a genuine desire to please the customer. The City desires all who visit the facility to recommend it and look forward to playing at the facility repeatedly and desires a plan to address current facility memberships and scheduled tournaments.

### **III. Required Contents of Bid:**

- 1) Evidence of prior experience managing/operating similar facilities
- 2) Operations and maintenance plan for the Facility (include how current membership and membership fees will be managed/handled)
- 3) Plan to meet the City's goals referenced above
- 4) Evidence of financial capacity to undertake management, maintenance and operation of the Facility.
- 5) Proposed lease terms if different than stated herein.
- 6) Proposed lease payment (percentage of gross revenue)
- 7) Letter(s) of Recommendation (optional)
- 8) Anti-collusion Form
- 9) Disclosure Statement Form

### **IV. Submittal of Bid:**

Sealed, written bids should be marked with "**RFB-VB Pickleball Lease**" and delivered to the City of Virginia Beach, Department of Parks and Recreation, 2154 Landstown Rd, Virginia Beach, VA 23456, Attn: Jane Jagodzinski. **Bids will be accepted until 5:00 p.m., February 11, 2026.** Bids received after that time will not be considered. Bids received by fax, email or other electronic transmission will not be considered.

### **V. Evaluation of Bid:**

A Review Committee will evaluate the bids and make a recommendation to City Council. Only responsive and responsible bids will be considered. The Review Committee may choose to interview multiple bidders. Notwithstanding the characterization of this solicitation as a bid, the City reserves the right to negotiate terms and conditions (including price and/or revenue share) with one or more bidders, short list bidders and request best and final offers, or other competitive process to obtain a bid that can be recommended to the City Council. If a bid is recommended by the Review Committee, the City will notify the selected bidder and will prepare a lease agreement setting forth the terms and conditions consistent with this Request for Bids and the recommended bid. The successful bidder will sign the lease agreement, and then the matter will be placed on the

City Council's Agenda for a public hearing and formal approval pursuant to applicable laws and procedures.

The City Council shall have the sole and exclusive authority to award the bid, and should the City Council not award to the highest bid, the Council shall follow the procedure provided in Va. Code 15.2-2102. The bidders will be notified by electronic mail of the City Council's selection. The City reserves the right to reject any and all bids and to select the bid that is deemed to be in the best interests of the citizens of Virginia Beach.

**VI. Anti-collusion**

The Anticollusion Form should be executed and returned with the proposal documents.

**VII. Disclosure Statement**

The Disclosure Statement Form should be executed and returned with the proposal documents.