TOWN OF **QUALICUM BEACH**

September 19, 2025

SUMMARY OF KEY INFORMATION	
RFP Reference	Proposals for Eaglecrest Golf Course Lease – Town of Qualicum Beach
Overview of the Opportunity	The Town of Qualicum Beach invites proposals from qualified proponents to lease and operate the Eaglecrest Golf Course and associated facilities, including the clubhouse, restaurant, pro shop, and golf course operations. This RFP is contingent on the Town's purchase of the Eaglecrest Golf Course lands. If the purchase does not proceed, this RFP will be cancelled.
Closing Date & Time	**October 14, 2025,** 4:00pm, PST
Instructions for Proposal Submission	Proposals must be consolidated into one PDF file. Both a printed copy and a copy of the proposal in electronic format must be submitted prior to the deadline. 1. **In the 'Subject Field' enter:** Proposal for Eaglecrest Golf Course Lease – Town of Qualicum Beach 2. **Add files into one consolidated .pdf format and send via email** and mail to: **Town of Qualicum Beach** Corporate Services #201-660 Primrose Street Qualicum Beach, BC V9K 1W8 corporateservices@qualicumbeach.com
Questions	Questions are to be submitted in writing quoting the RFP Reference by **October 6, 2025** to email: corporateservices@qualicumbeach.com
Notification(s)	**Within Four Weeks of Closing Date**
Withdrawal of Submission	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: corporateservices@qualicumbeach.com prior to the closing date & time.
Note to Proponents *This is a request for proposals and not a call for tender or request for binding offers. No contractual obligations will arise between the Town and any Proponent until, and unless, the Town and a Proponent enter into a formal, written contract for the Proponent to perform the required assessment work.*	

1. Introduction

The Town of Qualicum Beach invites proposals from qualified proponents to lease and operate the Eaglecrest Golf Course and associated facilities, including the clubhouse, restaurant, pro shop, and golf course operations. The Town is currently in the process of a conditional purchase of the Eaglecrest Golf Course lands (444 Country Club Drive, Qualicum Beach, BC). This Request for Proposals is issued on a conditional basis. The Town's purchase of the lands has not been finalized, and no lease will be awarded unless and until the acquisition is completed. If the purchase proceeds, the Town anticipates that a lease agreement with a new operator will commence in December 2025.

The Town is seeking a conventional landlord–tenant arrangement, where the successful proponent assumes full responsibility for day-to-day operations, staffing, maintenance, regulatory compliance, and customer service. The Town will retain ownership of the lands and facilities but will not be involved in operational decision-making.

Both commercial operators and non-profit organizations are encouraged to apply. The Town welcomes creative proposals that demonstrate operational excellence, financial sustainability, and community benefit.

The Town's preference is that the restaurant and clubhouse be reopened as soon as possible following lease commencement, ideally in December 2025. The golf course itself may temporarily close or operate with modifications as required for reconfiguration.

If the Town completes the acquisition of Eaglecrest Golf Course, the course and lands will be a direct reflection of the community and its standards. The Town would expect the operator to maintain the facilities in excellent condition and ensure that staff represent the facility with professionalism, customer service, and community pride.

2. Background

The Eaglecrest Golf Course is located at 444 Country Club Drive in Qualicum Beach, BC, within an established residential neighbourhood. The lands are currently privately owned, and the Town of Qualicum Beach has a conditional purchase contract to purchase all the lands, including both the active and inactive parts of the course.

2.1 Site Overview

- **Total lease area:** Approximately 22 hectares (54 acres).
- **Golf course:** Currently operated as an 9-hole course, with a conceptual reconfiguration underway to transition to a 9-hole course entirely within the lease area (Schedule 'A').
- **Facilities included in lease (see Schedule 'A'):**
    - Clubhouse building (with restaurant, kitchen, banquet area, and washrooms).
    - Pro shop and golf operations areas.
    - Maintenance yard and associated storage areas.
    - Parking lot and access driveways.
- **Facilities excluded from lease:** Any lands designated for parkland or residential development through subdivision of the property.

2.2 Condition of Facilities

- **Clubhouse & Restaurant:** One-storey building with restaurant seating, commercial kitchen, and bar area. The building is in serviceable condition but may require upgrades to meet current food service standards.
- **Pro Shop:** Retail space with direct access to the course.
- **Maintenance Facilities:** Yard and storage sheds in functional condition but upgrades or replacement anticipated.
- **Irrigation & Utilities:** Irrigation system in place; tenant responsible for ongoing operation, maintenance, and utility costs. Further work required to assess condition.
- **Parking Lot:** Shared use with course patrons; general repairs and upkeep are tenant responsibilities.

2.3 Operational Considerations

- **Restaurant operations:** The Town's preference is that the restaurant be reopened as soon as possible following lease commencement, ideally in December 2025, but the timing will depend on the operator's readiness.
- **Golf course operations:** May close during course reconfiguration in 2026, with timelines coordinated by the Town and tenant.
- **Neighbourhood context:** The course is surrounded by residential properties, requiring the operator to uphold high standards of safety, noise management, and neighbour relations.
- **Community use:** The Town is committed to ensuring that the Eaglecrest Golf Course continues to provide public access and recreation value.

3. Scope of Work

The purpose of this Request for Proposals (RFP) is to identify a qualified operator to **lease and operate the Eaglecrest Golf Course and associated facilities** in a manner that ensures financial sustainability, high-quality customer service, and continued community benefit.

3.1 Scope of Lease

The lease includes:

- Operation and management of the golf course.
- Operation of the **clubhouse**, including restaurant, bar, banquet space, and event hosting.
- Operation of the **pro shop** and related golf services (e.g., cart rentals, memberships, tournaments).
- Use of the **maintenance facilities, storage areas, and parking lot**.

3.2 Responsibilities of the Operator

The operator will be responsible for:

- **Golf operations**: tee time management, memberships, tournaments, customer service, and safety.

- **Food and beverage operations**: The Town's preference is that the restaurant be reopened as soon as possible following lease commencement, ideally in December 2025, but the timing will ultimately depend on the operator's readiness.
- **Staffing**: recruiting, training, and managing all employees.
- **Facility upkeep**: maintenance of clubhouse, pro shop, parking, and grounds.
- **Course maintenance**: irrigation, mowing, turf management, and compliance with environmental standards.
- **Utilities and operating costs**: full responsibility for hydro, gas, water, internet, insurance, and any other operating expenses.
- **Marketing and community engagement**: attracting patrons, developing programs, and maintaining good relations with surrounding residents.
- **Reporting**: providing annual financial statements and operational summaries to the Town.

3.3 Exclusions

The lease does not include:

- Parkland areas to be dedicated by the Town.
- Lands subdivided for residential development.

3.4 Term

The initial lease term will be **five (5) years**, with the possibility of renewal subject to mutual agreement.

3.5 Course Reconfiguration (Town-Led or Proponent-Led)

The Town has initiated a conceptual redesign of the Eaglecrest Golf Course to transition to a modified 9-hole layout (See Appendix 'B').

The Town is planning to set aside dedicated funding to support this reconfiguration. Proponents may propose:

- **Option A – Town-Led Construction**: Have the Town manage reconfiguration works directly, with the operator maintaining golf, food, and beverage operations during phased closures.
- **Option B – Proponent-Led Construction**: Assume responsibility for delivering the reconfiguration works, using the Town's reserved funding as a contribution toward the project. Where the proponent elects to undertake course reconfiguration works, all plans must be submitted to and approved by the Town prior to commencement.

Proposals should indicate the proponent's preferred approach and, if pursuing **Option B**, provide:

- Demonstrated experience in golf course or comparable construction projects.
- A preliminary plan for managing design, approvals, contractors, and schedules.
- How reconfiguration would be integrated with ongoing golf and restaurant operations.

4. Proposal Content

4.1 Proposal Submission Requirements

4.1.1 General Requirements

Proposals must be clear, concise, and complete. Proponents are encouraged to provide sufficient detail to demonstrate their qualifications, experience, and ability to meet the Town's objectives. Proposals that do not address the requirements of this RFP may be deemed non-responsive.

Joint proposals may be submitted by two or more companies. Such proposals must clearly designate one lead proponent who will be responsible for entering into the lease with the Town and for ensuring all contractual obligations are met. The Town will not enter into separate leases with multiple proponents.

4.1.2 Proposal Content

Proposals should be organized into the following sections:

(a) Cover Letter

- A statement of interest signed by an authorized officer.
- Confirmation that the proponent has reviewed the RFP and accepts the terms.

(b) Organizational Profile

- Legal name, address, and contact information.
- Description of organizational structure (corporation, partnership, non-profit, etc.).
- Key principals and officers.
- Years in business and relevant experience.

(c) Operational Management Plan

- Proposed approach to golf course operations.
- Approach to reopening and operating the restaurant, bar, and banquet/event services.
- Staffing plan, including recruitment, training, and qualifications of key personnel.
- Maintenance approach for clubhouse, course, and grounds, including turf care, irrigation, and environmental practices.
- Hours of operation (seasonal adjustments for both golf and restaurant).
- Marketing and community engagement strategies.

(d) Financial Proposal

- Proposed lease structure (e.g., fixed annual rent, revenue share, in-kind services or combination).
- Proposed schedule of green fees, memberships, and other user fees.
- Restaurant approach (sample menu encouraged).
- Projected revenues and expenses for the first three years of operation.
- Proof of financial capacity (bank reference and/or financial statements).

(e) Experience and References

- Description of golf course, restaurant, or recreation facilities previously managed.

- Client references with contact information.
- Resumes of key management and operational staff.

(f) Mobilization Plan

- Timeline and actions to assume operations by **early December 2025**.
- The Town's preference is that the restaurant be reopened as soon as possible; however, proponents may propose an alternate opening timeline if needed.
- Plan to manage course closure and reopening during the 2026 reconfiguration period.

(g) Other Information

- Any innovative ideas, partnerships, or added community benefits the proponent wishes to highlight.

5. Evaluation Criteria and Selection Process

5.1 Evaluation Process

All proposals will be reviewed by a Town evaluation committee. The committee may include staff and external advisors with expertise in golf operations, food and beverage management, and municipal finance.
The Town reserves the right to:

- Accept or reject any or all proposals.
- Request clarification or additional information.
- Invite shortlisted proponents to interviews or presentations.
- Negotiate lease terms with the preferred proponent prior to award.

5.2 Evaluation Criteria

Proposals will be evaluated on the following criteria:

(a) Operational Management Plan (30%)

- Quality and feasibility of proposed approach to golf course operations, restaurant management, staffing, and maintenance.
- Demonstrated understanding of operating in a residential neighbourhood context.
- Strategies for maintaining customer service, safety, and community benefit.

(b) Financial Proposal (30%)

- Proposed lease structure and rent to the Town.
- Reasonableness of proposed fees (green fees, memberships, restaurant pricing).
- Demonstrated financial capacity and stability to support operations.

(c) Experience and References (20%)

- Relevant experience operating golf courses, restaurants, or comparable recreation facilities.
- Track record of financial responsibility and customer service.
- References from previous clients or partners.

(d) Mobilization Plan (10%)

- Plan to reopen the restaurant as soon as feasible, ideally in December 2025.
- Readiness to manage operations during the 2026 course reconfiguration.

(e) Community Benefit and Innovation (10%)

- Added value to the Town through community engagement, innovative programming, or partnerships.
- Demonstrated commitment to environmental responsibility and sustainability.

5.3 Selection Process

1. Proposals will be reviewed for completeness and compliance with submission requirements.
2. Proposals will be scored based on the above criteria.
3. Shortlisted proponents may be invited to an interview or asked to present their proposal.
4. The evaluation committee will recommend a preferred proponent to Council.
5. Final lease terms will be subject to Council approval and execution of a formal lease agreement.

5.4 Debrief

Proponents are entitled to a debrief or written feedback of their submission upon request. The debrief or written feedback will be limited to the proponent's own submission and will identify areas of strength and areas for improvement. Numerical scoring will not be released. The purpose of the debrief is to provide feedback to improve future submissions, not to dispute the outcome of the RFP.

6. Lease Terms and Conditions

6.1 General Terms

The successful proponent will enter into a lease agreement with the Town of Qualicum Beach for the Eaglecrest Golf Course and associated facilities. The lease will establish the rights and obligations of both parties, with the Town as landlord and the proponent as tenant.

6.2 Lease Term

- The initial term will be **five (5) years**, commencing in **December 2025**, subject to the Town's successful purchase of the property.
- The lease may be renewed for additional term(s), subject to mutual agreement.

6.3 Rent

- Proponents must propose a lease structure in their financial submission. This may include a fixed annual rent, a percentage of gross revenues, in-kind services or a combination thereof.

6.4 Use of Premises

- The premises shall be used exclusively for golf course operations, food and beverage services, and related recreational and community activities.
- Any changes in use will require the prior written approval of the Town.

6.5 Condition of Premises

- The tenant accepts the premises in "as is" condition at the commencement of the lease.
- The tenant shall maintain the premises, facilities, and equipment in good repair and condition throughout the term.

6.6 Maintenance and Utilities

- The tenant will be responsible for all day-to-day maintenance, including:
    - Golf course maintenance (turf, irrigation, tree management, etc.).
    - Clubhouse, pro shop, and restaurant maintenance.
    - Parking lot and landscaping upkeep.
    - Waste collection and recycling.
- The tenant will pay all utilities, including electricity, natural gas, water, telephone, internet, and any other services required for operations.

6.7 Insurance and Indemnification

- The tenant shall obtain and maintain insurance policies, including:
    - Comprehensive general liability insurance of not less than **$5 million per occurrence**, naming the Town as an additional insured.
    - Property insurance covering all tenant-owned equipment, inventory, and improvements.
    - WorkSafeBC coverage for all employees, in accordance with provincial legislation.
- The tenant shall indemnify and hold harmless the Town, its officers, employees, and agents from any claims, damages, or liabilities arising out of its operations.

6.8 Reporting Requirements

- Upon written request from the Town, the tenant shall provide the Town with **annual financial statements** prepared by a qualified accountant.

6.9 Improvements and Alterations

- The tenant may not undertake renovations, alterations, or improvements without the prior written approval of the Town.
- All improvements must be carried out in accordance with applicable laws, permits, and community standards.
- Approved improvements shall become the property of the Town at the end of the lease, unless otherwise agreed in writing.

6.10 Compliance with Laws

- The tenant must obtain and maintain all required licenses, permits, and approvals for golf operations, food and beverage services, and special events.
- The tenant must comply with all applicable municipal, provincial, and federal laws and regulations.

6.11 Termination

- The Town may terminate the lease for cause if the tenant fails to meet its obligations, including non-payment of rent, repeated complaints, or failure to maintain the property.
- The tenant may terminate the lease upon providing a minimum of **90 days' written notice**, subject to Town approval.

6.12 Sublease

The tenant shall not assign, sublease, or otherwise transfer any portion of the leased premises or operations without the prior written consent of the Town. Approval will not be unreasonably withheld where the sublease is consistent with the Town's objectives and standards.

7. Submission Instructions

7.1 Proposal Submission

Proposals must be consolidated into one PDF file. Both a printed copy and an electronic copy must be submitted.

- Digital submission: one (1) PDF copy emailed to **corporateservices@qualicumbeach.com**

- Hard copy submission: one (1) sealed copy delivered to:
  Town of Qualicum Beach
  Corporate Services
  #201–660 Primrose Street
  Qualicum Beach, BC V9K 1W8
  All proposals must be clearly marked:
  "Proposal for Eaglecrest Golf Course Lease – Town of Qualicum Beach"

7.2 Questions

Questions regarding this RFP must be submitted in writing to corporateservices@qualicumbeach.com quoting the RFP reference.

7.3 Key Dates

Proposal deadlines and other key dates are set out in the **Summary of Key Information** at the beginning of this RFP. Proponents are responsible for ensuring they review and comply with those dates.

7.4 Reservation of Rights

The Town of Qualicum Beach reserves the right to:

- Reject any or all proposals.
- Accept the proposal deemed most advantageous to the Town, not necessarily the highest rent.
- Negotiate terms and conditions with the preferred proponent.
- Cancel or amend this RFP at any time.

7.3 Site Inspection

A non-mandatory site inspection may be scheduled by appointment through the Town. Proponents shall not contact the current operator directly. Attendance at the site inspection is not required to submit a proposal.

7.4 Reservation of Rights

The Town's issuance of this RFP does not guarantee that the underlying property purchase will be completed. The Town will not be liable for any costs incurred by proponents should the purchase not proceed.

Attachments

- Appendix A – Lease Area
- Appendix B – Eaglecrest Golf Course Draft Reconfiguration Plan (Stephen Watson, August 2025)

Appendix A – Lease Area

Appendix B

Eaglecrest Golf Course Conceptual Design

By Stephen Watson (*modified by the Town of Qualicum Beach for RFP*)
Original design in April 2025 and updated as of August 2025

Design considers practicality, cost, safety, and enjoyment. The course layout and hole notes are shown on the next page. Some general notes:

- One par 5, three par 4's and five par 3's (the eight hole will become a par 4 in the future).
    - Par 32 or par 64 for 18 holes, and eventually a par 33 or par 66.

- Layout considers the historical golf course design and that much of the design is already in place. Use existing golf course layout as possible. Mature tree lines. Overall property footprint reduced and keeps maintenance costs down (less areas to mow, less irrigation, less fertilizer, etc.).

- Layout considers safety of golfers on each hole from golf balls coming from other holes, or golf balls going into adjacent residential lots.

- Various sets of tee boxes to be in place on each of the nine holes to play similar to the style of play at Qualicum Beach Memorial. There will be a white tee and a red tee for the front nine and the back nine. There would also be a ladies tee. Each hole will play slightly different in distance or angle.

- Construction:
    - New tee boxes on holes five, seven, eight and nine.
    - Build new eighth hole. Hole already in place so fairway reestablished and new tee boxes and green and sand traps.
    - Reshaping of the new ninth hole fairway, mainly the area by the old par 3 tee boxes. Some tree removals and tree stump grinding.
    - Irrigation modifications for new or reestablished holes.
    - New bridge from fourth hole to fifth tee:
        - One long aluminum bridge with piles or concrete lock-blocks in middle of pond, or two shorter bridges.
        - If two smaller bridges, area between bridges protected from 9th hole with screen/pergola and tree plantings.
    - Pond area to be enlarged towards 9th hole for more water supply. Material can be used as needed to build new elements of the golf course, such as the green on new hole 8.

Eaglecrest Golf Course - Design

Notes on playing this enjoyable nine-hole golf course:

- Holes 1 and 2 play as they are today.
- Hole 3 re-established as a par 3.
- Hole 4 plays as it does today. Aluminum bridge (with wood/cosmetic additions) to be placed over the pond to fifth tee boxes. The bridge (two options shown) connects the holes and creates safe passage with no conflict for ninth hole tee shots.
- Hole 5 is a new hole to an existing green and would be a par 3. New tee boxes may range from about 175 to 130 yards
- Hole 6 plays as it does today
- Hole 7 is a modification of an existing hole with new tee boxes to the existing green. About 290 up hill. Would enlarge sand trap short and left of green. May shift one tee box closer the bushes on left to make a short dog-leg par 4.
- Hole 8, a new hole with a new green and new tee boxes and is a par 3 about 130 yards downhill. Considering safety of houses on left. It would be a challenging green with numerous sand traps. Historically there was a par 4 here, and it could be expanded to a par 4 over a period of years once planted trees mature close to the houses in the left.
- Hole 9, a new hole to an existing green with new tee boxes and would be a challenging par 4 and a nice finishing hole. A hit of about 200 yards to an area that would be levelled off where the existing par 3 tees are located. Then about a 150-yard approach. About four of the taller trees closer to the green would stay, with seven removed. This creates the need for the tee shot to keep to the right side of the fairway for a clear approach shot. A row of hedging planted near the tee box will help prevent left shots off the tee from going towards the houses.