ADDENDUM NO. 2
INVITATION FOR BID 2026-029
KITSAP COUNTY

TO: All Respondents

FROM: Glen McNeill. Purchasing Supervisor

CLOSING DATE: Wednesday **09/18/2026 @2:00 pm**

REF NO.: **2026-029 RFP LEASE OR MANAGEMENT OF ROLLING HILLS GOLF COURSE**

DATE: 09/02/2026

This second addendum to RFQ 2026-029 RFP LEASE OR MANAGEMENT OF ROLLING HILLS GOLF COURSE addresses questions received during the RFP process.

1.Page 4-5, Section 10 (Costs Proposal, Taxes). This section requires that total costs, fees, and charges be identified "on the Cost Proposal form," and states that charges not identified on that form are the responsibility of the Bidder. No Cost Proposal form appears among Exhibits A through H or on the County's bid posting page. Will the County issue a Cost Proposal form by addendum? If no such form exists for this solicitation, what format should Bidders use to satisfy Section 10?

The County does not have a Cost Proposal form for this RFP and there isn't any specific format for Proposer to use. But expectation remains that Proposer is to provide a price proposal.

2. Page 8, Section 41 (Reference Checks). This section directs Bidders to provide four references for government entities and to "Use Contractor References form." No Contractor References form appears among the exhibits or on the posting page. Will the County issue this form by addendum, or should Bidders provide the references in their own format?

This Contractor Reference Form was inadvertently left out of the packet. Please submit the required reference information (details in Exhibit B, Section E on pages 25-26) without the form.

3. Page 8, Section 41 and Exhibit B, page 25 (References). Section 41 requires four government entity references. Exhibit B asks for references from municipalities with which the Proposer is currently managing or leasing, without stating a number. Please confirm the required number of references and whether all must be current clients or whether recent former clients may be included.

Please provide (4) references (page 8, #41) containing the information detailed in Exhibit B, Section E (pages 25-26). Proposer should provide current clients but may supplement with recent/past clients if needed to achieve 4 total references.

4. Page 6-7, Section 31 (Contract Terms), and page 36, Certification item 11 (Insurance). Section 31

states the Contractor will be required to sign "the Contract identified in the Solicitation," and that objections to Contract provisions must be set out on the Exceptions and Assumptions Form. Certification item 11 requires the Bidder to certify it will provide insurance "as specified in the Contract." No contract document is included in the solicitation package or posted. Will the County post the form of Lease Agreement and the form of Management Agreement, together with the required insurance coverages and limits, in time for Bidders to review them before the proposal deadline?

County does not have a standard lease nor management agreement for this application. Lease/Management agreement will be drafted and negotiated with selected Proposer. Please disregard request for objections to Contract provisions and completing the Exceptions and Assumptions Form.

Insurance requirements are $5M for general liability and property coverage.

5. Page 4, Section 9 (Exceptions, Assumptions). Given that the Contract referenced in Section 31 is not currently available, how should Bidders identify exceptions to Contract provisions on Exhibit E? Will the County extend the exceptions process, or issue the Contract with sufficient time for review, so that a Bidder's silence is not construed as acceptance of terms it has not seen?

County does not have a standard lease nor management agreement for this application. Lease/Management agreement will be drafted and negotiated with selected Proposer. Please disregard request for objections to Contract provisions and completing the Exceptions and Assumptions Form.

DOCUMENT LABELING

6. Page 3 (Exhibits list). The solicitation lists Exhibit F as "Identification of Subcontractors" and Exhibit H as "Building Inspection Reports." The County's online bid posting lists the inspection report as "2026-029 Exhibit F: Rolling Hills Inspection Report." Please confirm the correct exhibit designation and confirm that all exhibits referenced in the solicitation have been posted.

Exhibit H is the correct designation for the Building Inspection Reports. County will change the webpage posting to match the Exhibits list (page 3).

7. Exhibit B, page 24, and Exhibit C, pages 29 and 32. Exhibit B refers Bidders to "Attachment G" for operations and maintenance elements. Exhibit C refers to "Appendix G and H" for capital improvement needs. The exhibit list on page 3 identifies these as Exhibit G (National Golf Foundation Report) and Exhibit H (Building Inspection Reports). Please confirm these references all refer to the same two documents.

The terms "Attachment" and "Appendix" were incorrectly used and should have been labeled "Exhibit." Attachment G = Exhibit G. Appendix G = Exhibit G. Appendix H = Exhibit H.

SUBMISSION MECHANICS

8. Page 1 and page 2 (addresses). Page 1 lists the Purchasing Department at 619 Division St. MS-7. Page 2 lists a USPS mailing address of 614 Division Street MS-7 and a physical address for courier or hand delivery of 619 Division Street, Fourth Floor. Please confirm the correct address for each delivery method for a sealed proposal.

If mailing proposal, please use address: 619 Division St. MS-7, Port Orchard, WA 98366

If hand-delivering proposal, please visit County Administration building at 619 Division Street and drop off submission on the 4th floor with County Purchasing Department (same floor and desk reception as Board of County Commissioners).

“MS-7” is an internal routing designation to transmit mail from the County’s mail room to County departments. If hand-delivering, this designation is not needed to find the drop-off location.

9. Exhibit B, page 23 (Submittal Requirements). The solicitation requires a standardized proposal format and states that failure to adhere to it may result in disqualification. Is there a page limit for the proposal or for any individual section? Are appendices, resumes, financial statements, and reference lists counted toward any such limit?

There is no page limit listed for the total submission nor for each individual section.

10. Exhibit A, page 9, and Exhibit B, page 23. Proposers may submit for an operating lease approach, a full-service management agreement approach, or both. Exhibit B refers to a standardized proposal format "for each proposal option." If a Bidder proposes both options, does the County require two complete and separately bound proposals, or a single proposal that addresses both options within the required chapter structure?

If a Proposer will be submitting for both approaches - operating lease and full-service management agreement – each approach should be a separate document (one submission for lease and a second submission for management) so that they may be reviewed and evaluated by the County with greater ease and clarity.

11. Page 4, Section 5.C. Bidders are to submit one original marked "original" and one electronic copy. If a Bidder submits both the lease and management options, is one original and one electronic copy sufficient for the combined submission, or is a separate original required for each option?

If a Proposer will be submitting for both approaches – operating lease and full-service management agreement – each submission should be a separate document with their own original and electronic copy.

12. Page 1 (Schedule of Events). The pre-bid conference on August 24, 2026 is identified as mandatory. Please confirm the sign-in procedure and what documentation the County will accept as proof of attendance. If a Bidder intends to submit as a team or joint venture, which party or parties must attend to satisfy the mandatory attendance requirement?

Only one representative from a Proposer is required to attend the pre-bid conference that was held on August 24, 2026.

EVALUATION CRITERIA

13. Exhibit B, page 27 (Evaluation Criteria). The scoring table lists criterion B.iii "Capital Improvement Plan" at 10 points and, separately, criterion D "Capital Improvement Plan Approach" at 10 points. The submittal format on page 23 lists a single item 4.d, "Capital improvement plan." Please clarify the distinction between the two scoring criteria and whether the County wishes

them addressed as separate sections of the proposal.

In the Evaluation Criteria (Exhibit B, page 27), please disregard item *D. Capital Improvement Plan Approach*. This is duplicative to item *B.iii Capital Improvement Plan*. The 10 points from item D will be redistributed to *B.ii Grounds and Facility Maintenance Plan* and *Biii Capital Improvement Plan*. Please see below:

A. Proposed Business/Financial Plan		
i. Lease/Management Type and Fee		10
ii. Financial Capability/Reporting and Accountability		20
B. Proposed Operations Plan		
i. Golf Course Management and Marketing Plan	20	
ii. Grounds and Facility Maintenance Plan		15
iii. Capital Improvement Plan		15
C. Staff Qualifications and Experience	10	
~~D. Capital Improvement Plan Approach~~	~~10~~	
E. References		10
		Total 100

14. Exhibit B, page 23 and page 27. The submittal format lists "Marketing plan" as a separate item 4.c, while the scoring criteria combine marketing with golf course management under criterion B.i. Please confirm whether the marketing plan should be presented as its own section within the Proposed Operations Plan chapter.

In Exhibit B, items *4.a Golf course management plan* and *4c. Marketing plan* (page 23) should be presented separately but will be scored together for a total of 20 points, as detailed in the Evaluation Criteria (page 27).

QUALIFICATIONS AND TEAM STRUCTURE

15. Exhibit B, page 26. The solicitation requires a Class-A or equivalent PGA Golf Professional to operate, manage and supervise the Pro Shop. Must this individual be a direct employee of the Proposer at the time of proposal submission, or may this requirement be satisfied by a named subcontractor, joint venture partner, or team member identified in the proposal? If a named individual is required at submission, will the County accept a signed letter of commitment?

It is not mandatory that the Class-A or equivalent PGA Golf Professional be an employee, but it is preferred.

16. Exhibit A, page 9, and Exhibit B, page 23. The solicitation invites proposals from individual operators, joint ventures, or firms, and from consortiums or teams, provided contractual responsibility rests with one legal entity. For a team submission, will the County evaluate the combined experience and qualifications of all named team members against the operating experience requirements in Exhibit B, or must the responsible legal entity independently satisfy those requirements?

Experience and qualifications will be evaluated on both individual and the team's collective skills, knowledge, and experience.

17. Exhibit B, page 26 (Financial Capability). The solicitation requests the previous two

years of certified or audited financial statements. For a newly formed legal entity submitting as the responsible party for a team, will the County accept audited financial statements of the parent entities, team members, or principals?

Yes.

TERM, TRANSITION, AND BONDING

18. Exhibit C, page 29 and page 32 (Security Deposit and Performance Bond). A performance bond in the amount of $1,000,000 is required under both the lease and the management agreement options. Please confirm this amount applies in full to both options. Will the County consider alternative or phased security, such as an irrevocable letter of credit, or a bond amount scaled to the value of the agreement or to capital work actually underway?

Performance bond is required for both lease and management agreement approaches.

The County is willing to consider alternative approaches, as described in the question.

19. Exhibit C, page 29 and page 32. Both options state the bond is due upon contract execution or signing. Please confirm the period between notice of award and the date the bond must be in place.

Timeline for bond requirement may be negotiated between County and Proposer so it can be aligned with an operator transition plan.

20. Exhibit C, page 29 (Term). The lease will begin on a coordinated date to ensure transition from the current operator. The National Golf Foundation report at Exhibit G, page 28, states that the current lease "runs through 2027, or possibly 2032 if the last renewal option is executed," and describes a third five-year renewal option that could extend the term to 2032. Please confirm the current lease expiration date, whether any renewal option remains available to the current operator, and the anticipated commencement date for the agreement resulting from this solicitation.

The current lease expires on October 31, 2027, and has one remaining renewal option for a 5-year term. Commencement date for a new operator agreement is anticipated to happen in 2027, but exact timeline will be based on an operator transition plan and timeline, which will be negotiated between operators and County.

21. Exhibit A, page 10, and Exhibit C. Please confirm the County's anticipated transition schedule and whether the successful Proposer will be expected to offer employment to existing site staff. Does the County have expectations regarding retention of current employees, and will information on current staffing levels, positions, and wage rates be made available to Bidders?

Commencement date for a new operator agreement is anticipated to happen in 2027, but exact timeline will be based on an operator transition plan and timeline, which will be negotiated between operators and County.

Proposer is not required to offer employment to existing site staff.

County does not have information on current staffing levels, positions, or wage rates for current operator.

PROPERTY CONDITION AND RISK ALLOCATION

22. Exhibit H, items 52 and 53 (Building Inspection Report, clubhouse). The inspection notes that the building's ceilings and flooring "may contain asbestos construction materials" and recommends testing. Has any asbestos survey or testing been performed on the clubhouse or any other structure since the July 15, 2024 inspection? If not, which party bears the cost of testing and any required abatement under each of the two proposed operating models?

Asbestos testing has not been performed since the July 15, 2024 inspection.

23. Exhibit H, item 50 (Building Inspection Report, clubhouse). The inspection reports over one foot of standing water in the crawlspace, a sump pump that did not appear to be operating, and recommends that the area be pumped and an additional inspection performed because the wood support system may be damaged. Has the crawlspace been remediated and has the recommended follow-up structural inspection been completed? If so, will the County make those results available to Bidders?

The current operator indicated that the crawl space gets impacted with water in the rainy winter season and is managed with sump pumps to remove the water. The crawl space is currently still functioning in this same state.

24. Exhibit A, page 14, and Exhibit H. The solicitation identifies clubhouse enhancement as a priority capital item and refers to repairs identified in the County's 2024 inspection report. Which items from the 2024 inspection reports, if any, have been completed since July 2024, and does the County maintain a current status list of those items?

Please see document posted titled *Inspection Report Repair Items Completed*.

25. Exhibit C, page 30. The solicitation states the County "makes no representations regarding the adequacy of site utilities currently in place at the site." Are water, sewer, electrical, and gas services separately metered for the clubhouse, maintenance facilities, and irrigation system? Is there any known deficiency in utility capacity that would affect the capital improvements identified on pages 14 and 15?

Utilities are metered separately. There are 6 electrical meters for the clubhouse and golf course and separate meter for the restaurant. There is 1 gas meter for the restaurant and 1 other gas meter for the rest of the clubhouse. There is 1 water and 1 sewer bill for the entirety of the golf course.

The irrigation system operates off of well on site, it is not a metered water utility. The only expense associated with the well is electricity for the pumps.

There are no known deficiencies with the current utilities.

26. Exhibit A, page 9. Please confirm what furniture, fixtures, equipment, maintenance equipment, golf carts, and point of sale systems are County property and would convey to the successful Proposer, and what is currently owned or leased by the existing operator. Is an equipment inventory

available to Bidders?

The 2010 purchase and sale agreement for Rolling Hills Golf Course identifies the following property will be owned by the County upon conclusion of the agreement:

- Real Estate (the land)
- All buildings and improvements on the Real Estate including the Golf Shop, Restaurant and Bar, Office, 2 Maintenance Buildings and Mobile Home.
    - Water Well and DOE Water Rights Certificate
    - Golf Course Equipment, Fixtures, Hand Tools, and Appurtenances
    - Irrigation System
    - Restaurant Fixtures and Equipment
    - Office and Computer Equipment
    - Trade Names for the Golf Course and Restaurant

The 2010 purchase and sale agreement also identifies the following Property is owned by the current operators:

- Supplies or consumables for the operation of the Golf Course, the Pro Shop inventory, the Restaurant inventory, supplies, or consumables, the furnishings and equipment in the offices; or any personal items of the General Partners

The National Golf Foundation report indicates the current operators recently purchased the following equipment and retain ownership (not County owned):

- Spray rig (purchased new, 2022)
- Greens roller (purchased used, 2023)
- Bunker rake (purchased used, 2023)
- Small fairway mower (purchased used, 2023)

Golf Carts are leased by current operator.

Point of Sale system is owned by current operator.

An official equipment inventory does not exist.

27. General. Are there any deed restrictions, covenants, easements, reversionary interests, or other recorded encumbrances affecting the Rolling Hills Golf Course property, including any arising from the County's 2010 acquisition of the property, that would restrict the use of the premises or the setting of fees under either proposed operating model?

The property has a covenant indicating it may only be used for parks and recreation purposes in perpetuity. There aren’t any additional deed restrictions, covenants, easements, reversionary interests, or other recorded encumbrances that would restrict the use of the premises or the setting of fees under either operating model.

OPERATING AND FINANCIAL INFORMATION

28. Exhibit G. The National Golf Foundation report presents rounds and revenue data through 2023, and notes that 2023 revenue data for the food and beverage operation was not provided. Will the County make 2024 and 2025 rounds played, revenue by source, and operating expense data available to Bidders? Complete and current operating data is necessary to prepare the detailed financial proposal and, for the management option, the two-year expense and revenue projections required by Exhibit B,

page 24.

Please see document posted titled *Rounds Played Report*.

Please see documents posted titled *Revenue by Source – 2024* and *Revenue by Source – 2025*.

Asked for expense reports from Rolling Hills, waiting on a response

29. Exhibit G, page 63. The National Golf Foundation projection assumes that the County will discontinue sales of state lottery pull-tabs at the facility. Please confirm whether the County intends for pull-tab or other gambling operations to continue under the agreement resulting from this solicitation, and whether Bidders should include or exclude that revenue in their financial proposals.

The County does not have an ordinance or formal prohibition by law or land use zoning that restricts or disallows pull-tab or other gambling operations. However, while the County has not taken a formal position on the matter, the County reserves the right to prohibit such activity in the lease or management agreement. If a Proposer wishes to continue pull-tab or other gambling operations at Rolling Hills Golf Course and the County agrees to allow it, the operator will need to meet and maintain all legal requirements as defined by the Washington State Gambling Commission Licensing. If a Proposer wishes to consider this as part of their business model, they should call it out in their RFP submission.

30. Exhibit A, page 10, and Exhibit C, page 31. The County's stated goals include providing an affordable customer experience, and under the management option the County approves all fees. Does the County intend to establish a fee cap, an escalation index, or a defined approval process for green fee and cart fee adjustments? What standard will the County apply in determining whether proposed fees remain affordable?

The County intends to work with operator to review, assess, and set fees. County does not have a preferred mechanism (fee cap, escalation index, etc.) by which this is currently managed. "Affordability" will likely be evaluated by multiple data points including (but not limited to) price comparisons to other area golf courses and usage statistics.

31. Exhibit A, page 13, Section C. The solicitation requires audited financial statements for the operation at the end of each operating year. Please confirm whether this refers to an audit of the facility operation itself and, if so, which party bears the cost of that annual audit under each operating model.

The audited financial statements are for the operation of Rolling Hills Golf Course. The operator will be responsible for the cost.

32. Exhibit A, page 10 (County Goals). The County has publicly discussed potential expanded uses of the property, including alternative recreational activities and event or facility rentals. Should Bidders address such uses in the Proposed Operations Plan, and does the County require that any such use be additive to a full 18-hole golf course?

The County is interested in maximizing the best use of public spaces but is not *requiring* expanded uses be proposed. Should a Proposer want to include alternative recreational activities, they may do so within the appropriate section(s) – operations, marketing, capital improvement, etc. – of the submittal.

33. What are the insurance requirements for Rolling Hills and will the County require and indemnity clause for the contract?

Insurance requirements are $5M for general liability and property coverage.

An indemnity clause is standard in all County contracts.

34.Please provide Financial Statements for the Last 3 Full Fiscal Years, including Revenue and expenses detailed by Department

Please see documents posted titled *Revenue by Source – 2024* and *Revenue by Source – 2025*.

Asked for expense reports from Rolling Hills, waiting on a response

35.Please provide Rounds of Golf played by player type (18 holes, 9 holes, member, outing, etc.) for the Last 3 Fiscal Years

Please see document posted titled *Rounds Played Report*. County does not have any further information at this time.

36.Please provide a copy of the existing lease agreement

Please see documents posted titled *Purchase and Sale Agreement, Purchase and Sale Agreement – Amendment A, Purchase and Sale Agreement – Amendment B,* and *Lease Contract*.

36.Provide copy of utility bills – water, electricity, gas for last calendar year

Please see documents posted titled *Utility Expenses – Golf Course – 2023-2025* and *Utility Expenses – Restaurant – 2023-2025*. County does not have any further information at this time.

37.What is the water source? Total water costs by year for Last 3 Fiscal Years

The irrigation operates from a well located on site, no water cost. The clubhouse, pro shop, and restaurant are connected to water services from North Perry Water District.

Please see document posted titled *Utility Expenses – Golf Course – 2023-2025.*

38.Has the County appropriated capital funding for the $6.18M-$7.72M improvement program, or is that obligation expected to be funded by the selected operator? Under the management agreement option, describe the capital funding mechanism and approval process.

The County has not appropriated capital funding for Rolling Hills Golf Course but may do so based on the outcome of the RFP process and new lease or management agreement.

The County's funding source for capital projects comes from Real Estate Excise Tax (REET), Park Impact Fees, bonds, and grants. The County updates capital project plans annually and they are approved by the Board of County Commissioners.

39.What is the current WA State lease excise tax on the existing lease, and how does the County anticipate treating Washington B&O tax implications under a management agreement versus a lease structure?

The current operator pays $12,840 in LET tax. Under a lease agreement, LET tax would need to be paid by the operator. Under a management agreement, LET would not be applicable.

40.Does the cart lease terminate at transition or transfer to the incoming operator? Please provide current lease expiration dates and monthly obligations.

The cart lease is with the current operator and not with the County. The cart lease is for 5 years and renewed in 2025. The cart lease is transferrable. Current operator pays $10,320 per month (March-October).

41.Does the facility have existing vendor contracts (POS/tee-time system, maintenance equipment leases, pull-tab gaming licensing) that would bind the incoming operator? If so, provide contract terms and expiration dates.

The County does not manage any contracts at Rolling Hills Golf Course directly. All contracts are managed by the current operator.

43.For the lease option, will the County consider a full or partial rent abatement during capital improvement construction periods? Can capital investment offset or substitute for cash lease payments on a dollar-for-dollar basis?

Yes, the County will consider adjustments to rent to offset capital investment by the operator.

44.Has the County commissioned a dedicated engineering assessment of the irrigation system beyond the NGF benchmarking? Will engineering reports and the complete Exhibit H building inspection reports be made available to all proposers before September 18?

No, the County has not commissioned an engineering assessment of the irrigation system beyond the NGF report.

Exhibit H contains the complete building inspection reports for the Clubhouse, East Maintenance Building, Main South Maintenance Building, and Old South Maintenance Building.

45.Has the County conducted any feasibility study for electrical infrastructure to support conversion to electric carts? Would cart infrastructure investment be considered part of the capital improvement plan under either contract option?

The County has not conducted a feasibility study for electric cart conversion. Infrastructure investment to do so can be part of the capital improvement plan.

46.Please confirm what FF&E / Maintenance equipment is owned by the County versus the current operator

The 2010 purchase and sale agreement for Rolling Hills Golf Course identifies the following property will be owned by the County upon conclusion of the agreement:

- Real Estate (the land)

- All buildings and improvements on the Real Estate including the Golf Shop, Restaurant and Bar, Office, 2 Maintenance Buildings and Mobile Home.
    - Water Well and DOE Water Rights Certificate
    - Golf Course Equipment, Fixtures, Hand Tools, and Appurtenances
    - Irrigation System
    - Restaurant Fixtures and Equipment
    - Office and Computer Equipment
    - Trade Names for the Golf Course and Restaurant

The 2010 purchase and sale agreement identifies the following Property is owned by the current operators:

- Supplies or consumables for the operation of the Golf Course, the Pro Shop inventory, the Restaurant inventory, supplies, or consumables, the furnishings and equipment in the offices; or any personal items of the General Partners

Per the National Golf Foundation report, The current operators recently purchased the following equipment and retain ownership (not County owned):

- Spray rig (purchased new, 2022)
- Greens roller (purchased used, 2023)
- Bunker rake (purchased used, 2023)
- Small fairway mower (purchased used, 2023)

Golf Carts are leased by current operator.

Point of Sale system is owned by current operator.

An official equipment inventory does not exist.

47.Is the existing staff who are employed by the current operator available to be hired by the selected operator?

The County does not have any concerns if existing staff are hired by a new operator.

48.The NGF report mentions the greens are built as traditional Push-Ups, however Superintendent said during tour that they are engineered/designed to modern specs. Please confirm.

According to current operator, the greens were constructed in 1972 and were designed and built with a "full drainfield and soil profile that was recommended by the USGA."

49.The current superintendent resides on the property – is that residence included as part of the leased/managed facilities?

Yes.

50.Is the Point of Sale equipment owned by the County or the Operator?

Operator.

GREENS SUBSURFACE CONSTRUCTION

Exhibit G (NGF report), page 20, states that "the greens are not USGA greens, but rather soil-based, push-up greens that are original to the 1972 construction," while the Capital Improvement Needs table on page 29 of the same report labels the identical line item "19 USGA Greens." Can the County confirm the actual current subsurface construction of the greens, so that Bidders can accurately scope the Greens Renovation capital line?

According to current operator, the greens were constructed in 1972 and were designed and built with a "full drainfield and soil profile that was recommended by the USGA."

2. PRE-EXISTING ORGANIC MATERIAL ACCUMULATION

Exhibit A, page 19, Section 13 (Organic Materials and Tree Debris Removal) provides that tree debris and organic materials will be "hauled to a legal disposal site and disposed of," and that "Removal from the property, when necessary, will be the responsibility of the successful proposer." Section 14 (Deep Rough/Natural Areas Maintenance) further requires natural areas within the play areas to be kept "free of fallen limbs." Several areas of the property outside the maintained rough contain accumulated organic material.

Please confirm:

a. Whether removal and legal disposal of organic material that accumulated prior to the commencement date is the responsibility of the successful Proposer or of the County, under each of the two proposed options.

b. If it is the responsibility of the successful Proposer, whether the County can provide an estimate of volume, or will permit Bidders to conduct an additional site inspection to quantify it prior to the proposal deadline.

County will work with current operator to clear golf course of debris prior to transition. If debris removal is not completed prior to transition, County will work with new operator to plan debris removal at County expense.

3. PROTECTIVE NETTING

Exhibit A, pages 19 through 23, sets out the maintenance standards and responsibilities of the successful Proposer. The Exhibit G capital investment table at page 29 lists nine capital line items. The Exhibit H inspection reports address the clubhouse, the cart storage building, and three maintenance buildings. Protective netting or screening intended to prevent errant golf balls from reaching adjacent roadways and residential property appears damaged or down at several locations on the course. Protective netting does not appear in any of the documents identified above. Please confirm:

a. Whether repair and replacement of protective netting is the responsibility of the successful Proposer under each of the two proposed options.

Netting replacement to be managed and facilitated by operator.

b. Whether the County treats protective netting as a capital improvement requiring County approval, or as routine maintenance.

Netting replacement may be a capital improvement. On-going repairs to holes and other damage to netting is considered routine maintenance.

c. Whether the County is aware of any claims, notices, or demands relating to property damage or personal injury from errant golf balls at the facility within the past five years. This bears directly on the insurance coverage a Bidder must arrange, and the insurance requirements have not yet been published (see question 4 of our August 14 submission).

County is not aware of, nor has received any, claims related to property damage or personal injury from errant golf balls in the past 5 years.

4. ENVIRONMENTAL COMPLIANCE STATUS

RFP page 30 provides that "The successful Proposer will be required to indicate how it plans to account for environmental considerations in its capital improvement and maintenance plan," and Exhibit A, page 19, Section 16 makes Lakes, Ponds and Streams Maintenance the responsibility of the successful Proposer. Are there any known or pending environmental compliance matters, notices of violation, critical areas designations, or stream or wetland buffers affecting the property that Bidders should account for in their maintenance and capital improvement plans?

The County is not aware of any pending environmental compliance matters, or notices of violations.

Property does contain wetlands and a stream. The steepness of the ravine indicates some geological hazards are present. These can be viewed on the Kitsap County Assessor's Parcel Search Map (https://psearch.kitsap.gov/psearch/).

5. IN-PROGRESS AND DEFERRED COURSE PROJECTS

RFP page 14 identifies the County's capital improvement priorities for the facility, and RFP page 30 provides that "All capital improvements shall require County approval." Are there any golf course, clubhouse, or facility improvement or repair projects currently in progress, suspended, or committed but not yet complete, that the successful Proposer would be expected to assume, complete, or fund? If so, please identify them and their expected status as of the commencement date.

The County does not have any capital projects that are currently in progress, suspended, or committed, but not yet complete.

6. LOSS AND CLAIMS HISTORY

RFP page 29, Section B (Security Deposit) and RFP page 32, Section D (Performance Bond) each require a performance bond "in the amount of $1,000,000." The insurance coverage types and limits referenced at RFP page 36, Certification item 11, have not yet been published (see question 4 of our August 14 submission). Both insurance underwriting and surety underwriting are priced against loss history. Will the County provide a summary of claims, notices, or demands arising from personal injury or property damage at the facility for the past five years, or state that none exist?

County is not aware of, nor has received any, claims related to property damage or personal injury from errant golf balls in the past 5 years.

7. KITCHEN AND RESTAURANT EQUIPMENT, SUPPLEMENTING QUESTION 26 OF OUR AUGUST 14 SUBMISSION

Question 26 of our August 14 submission asked which furniture, fixtures, equipment, maintenance equipment, golf carts, and point of sale systems are County property and would convey to the successful Proposer, and whether an equipment inventory is available. This question supplements that one in two respects it did not reach.

RFP page 25, Section C.f, requires each Proposer to submit a "Maintenance and clubhouse equipment plan" as part of the Operations Plan. Exhibit H, page 6, item 71 states that "The restaurant equipment that was not inspected is excluded from these reports." RFP page 30 provides that "All capital improvements and fixed equipment become the property of the County upon installation, at the County's option," which addresses equipment installed during the term but does not address equipment presently in place. Please confirm:

a. Whether the County's response to question 26 will encompass kitchen and restaurant equipment specifically, given that Exhibit H expressly excluded restaurant equipment from inspection and no other document in the package identifies it.

Asked Rolling Hills about an inventory list for the kitchen, waiting on a response.

b. Whether replacement of existing kitchen or restaurant equipment that fails after the commencement date is treated as routine maintenance, or as a capital improvement requiring County approval under RFP page 30, under each of the two proposed options.

Replacement of kitchen or restaurant equipment may be considered capital (i.e. walk-in cooler) or maintenance (i.e. microwave), depending on the item.

8. ADA COMPLIANCE: RESPONSIBILITY FOR DOCUMENTED DEFICIENCIES

RFP page 6, Section 27 (Compliance with Laws) requires that the Contractor and its Proposal "comply with all applicable federal, state, and local law, rules, regulations, executive orders, directives... regardless of whether they are referred to by County."

Exhibit H documents at least four specific accessibility deficiencies at the facility:

- Item 9, page 2: the north asphalt parking lot "does not have a designated American with Disabilities Act (ADA) designated parking stall as required by federal regulations."
- Item 58, page 5: the main level restrooms "do not meet minimum ADA requirements," with closed vanities restricting wheelchair access and accessories mounted more than 40 inches above the floor. The report recommends "a set of, or a single patron restroom developed in the building that meets ADA access."

- Item 59, page 5: the restrooms in the restaurant area "do not meet minimum ADA requirements."

- Item 72, page 6: the restrooms in the pro shop "are not ADA compliant."

Exhibit G, page 26, likewise identifies "Compliance Issues" as one of four key clubhouse problems: "Much of the building is not compliant with the Americans with Disabilities Act (ADA), including inaccessible restrooms and lack of designated handicap parking."

However, the Exhibit G capital investment table on page 29 contains no standalone accessibility line item. The only capital vehicle that would absorb this work appears to be "Clubhouse Enhancement," estimated at $2,480,000 to $3,100,000, which RFP page 14 describes as including "completion of all needed repairs identified in the County's 2024 inspection report, plus other improvements to restrooms, fixtures, furnishings, and kitchen equipment." Neither the RFP nor the Exhibits state which party is responsible for curing the documented accessibility deficiencies, or whether they may be addressed separately from a clubhouse enhancement at that magnitude. Please confirm:

a. Whether curing the accessibility deficiencies identified in Exhibit H is the responsibility of the County or of the successful Proposer, under each of the two proposed options.

Curing ADA deficiencies may be part of a capital improvement and/or maintenance plan. In a typical lease contract, the operator would be responsible for capital projects and in a management agreement, the County would hold that responsibility.

b. If it is the responsibility of the successful Proposer, whether the County expects accessibility cure to be delivered through the Clubhouse Enhancement project described in

Exhibit G at $2,480,000 to $3,100,000, or whether the County would accept a narrower standalone accessibility scope, and what timeline the County expects for completion.

The County is open to alternative approaches to the needed capital investments at Rolling Hills Golf Course. This may be address in the Proposers capital improvement plan submission.

c. Whether the County has received any accessibility complaint, notice, demand, or federal inquiry relating to the facility, and whether the facility is subject to any settlement agreement, corrective action plan, or ADA transition plan requiring accessibility improvements at this property.

The County has not received any complaints, notices, demands, or federal inquiries related to Rolling Hills Golf Course. The facility is not subject to any settlement, corrective action plan, or ADA transition plan.

9. NON-ORGANIC ABANDONED PROPERTY, DERELICT EQUIPMENT, AND UNINSPECTED BUILDINGS

Question 2 above addresses organic material. This question addresses everything else, which the Solicitation does not appear to cover anywhere.

Exhibit H, page 25, item 6 (east maintenance building) and Exhibit H, page 28, item 1 (old south maintenance building) each state, in identical terms: "The amount of equipment in the area prevented a full inspection of the building."

Two of the three maintenance buildings were therefore not fully inspected, by reason of the volume of equipment present. Please confirm:

a. Whether removal and legal disposal of non-organic material, derelict or non-operational equipment, and any vehicles, trailers, or personal property stored on the property as of the commencement date is the responsibility of the successful Proposer or of the County, under each of the two proposed options.

The current operator will be responsible for the removal of all equipment, vehicles, etc. that is not identified as transferrable to County ownership in the Purchase and Sale Agreement (attached).

b. Whether any vehicles, trailers, or personal property presently stored on the property are held under a lease, license, storage agreement, or other arrangement with the County or with the current operator, and whether any such arrangement survives the commencement date.

The County does not have any agreements (lease, license, storage, etc.) at Rolling Hills Golf Course. The County is not aware of any agreements of this nature that the current operators have. There is no expectation that a new operator would be required to continue a contract of this nature.

c. Whether the County intends to provide a completed condition assessment of the two maintenance buildings that Exhibit H expressly states could not be fully inspected, or whether Bidders are expected to price the condition, repair, and maintenance of those buildings without a complete inspection record.

The County is willing to complete the condition assessments for the two maintenance buildings after they have been cleared out by the current operator during the transition period. But these will not be done before submissions are due.

d. Exhibit G, page 29, carries a "Maint. Facility Upgrade" capital line of $530,000 to $795,000, derived on a square-foot basis of "10,600sf (3 Bldgs.) @ $50-$75/sf." Given that Exhibit H was unable to fully inspect two of those three buildings, can the County confirm the basis on which that estimate was prepared, and whether it reflects an actual assessment of the interior condition of all three buildings.

The assessment that the maintenance facility required an upgrade was premised on the notion that the current maintenance complex is small and more space was needed; it was not based on other building inspections or other information.

10. IRRIGATION WATER SOURCE AND WATER RIGHT

RFP page 18, Section 9.c, provides that "The successful proposer will be responsible for submitting and implementing a well maintenance/operation program," and that the program "should include a routine monitoring of water level, hours run, gallons per minute, and specific capacity of the well."

Exhibit G, page 28, recommends that irrigation improvement "include a new pump facility to provide a more efficient intake of water," and Exhibit G, page 26, discusses reducing water use "to save for storage and help keep the irrigation pond on site full."

The Solicitation package does not identify the water right, permit, certificate, or claim under which the facility withdraws irrigation water, the authorized annual quantity or instantaneous withdrawal rate, or the current compliance status of that authorization. Please confirm:

a. The water right, permit, certificate, or claim under which irrigation water is withdrawn, including the authorized annual quantity and instantaneous withdrawal rate, and whether a copy can be made available to Bidders.

Please see document posted titled *Water well – 475359, Water Well – 475360, Water Well – 00879533, Water Well – 00879535,* and *Water Well – 00879537*. The County does not have additional information at this time.

b. Whether that authorization is held by the County or by the current operator, and whether it transfers to, or is otherwise made available to, the successful Proposer under each of the two proposed options.

Water wells and rights will transfer to County upon conclusion of purchase and sale agreement. Use and management of the water wells will be available to the successful Proposer.

c. Whether the facility is presently operating within its authorized withdrawal, and whether the County is aware of any Washington State Department of Ecology inquiry, notice, metering or reporting requirement, or relinquishment risk applicable to the source.

The County does not have this information at this time.

d. Whether responsibility for water right compliance, metering, and annual reporting rests with the County or with the successful Proposer under each of the two proposed options.

Management of the water wells and compliance requirements is a component of operating Rolling Hills Golf Course; responsibility for proper management will be on the successful Proposer.

11. FOOD ESTABLISHMENT PERMIT

RFP page 12, Section A.o, provides that "The successful Proposer will obtain and maintain all alcohol licenses and permits necessary for operation on the property."

RFP page 13, Food and Beverage Operation, requires the successful Proposer to "Offer a quality food and beverage operation, including the indoor concession operation at the clubhouse and on the course," and RFP page 24 requires a "Description of food and beverage operations" as a submittal element.

The Solicitation names alcohol licenses specifically, but does not address the food establishment permit that a food and beverage operation requires from the local health jurisdiction. Please confirm:

a. Whether the successful Proposer will be required to obtain a food establishment permit in its own name, or whether a permit for the facility transfers to the successful Proposer, under each of the two proposed options.

The current food handling permit expires in July 2027. County does not know if it is transferrable.

b. If a new permit is required, whether the County is aware of any facility condition, plan review requirement, or code upgrade that would be triggered by a new permit application, and which party bears the cost of any resulting work.

The County is not aware of any facility conditions or upgrade requirement that would be triggered by a new permit application.

c. Whether the County has any expectation regarding the timing of permit issuance relative to the commencement date, given that food and beverage service is a required element of the operation and cannot lawfully begin without a permit.

Timeline for food permit may be negotiated between County and Proposer so it can be aligned with an operator transition plan.

What is the current compensation (salary and bonus) structure for all salaried employees by department?

The County does not have information on current staffing levels, positions, or wage rates for current operator.

What is the agreement in place related to the onsite house, boat storage, etc?

The County does not have any agreements (lease, license, storage, etc.) at Rolling Hills Golf Course related to boat, vehicle or other on-site storage. The County is not aware of any agreements of this nature that the current operators have.

The County does not have a separate agreement for use of the on-site house.

Can you confirm the tipping structure for those that work in the restaurant?

1. Ex: do all tips get divided across the staff based on hours worked?

The County is not aware of the tipping structure at the restaurant.

Once proposals are submitted on September 18th, is there a timeline for "short list" to come out and a final interview date (in person or virtual)?

The County intends to host interviews in October; exact dates have not yet been selected.

END OF ADDENDUM NO. 1