

## Questions from LOPC regarding the RFP

Answers are listed below each question.

1. Does the RFP require membership records as part of the response? Or after the permit is awarded?

Under Evaluation Criteria and Weighting, Membership Records:

Ability to provide membership records to LOPR so LOPR may communicate directly with Club members regarding LOPR Park Facilities, including pickleball court availability during non-Club priority dates/times.

**Answer: Proposers must demonstrate that the Proposer has the *ability* to provide membership information; after the permit is awarded, the club membership contact list will be provided to LOPR.**

2. Have the legalities that a Club turn over its membership lists with contact information to it been investigated?

**Answer: It is up to the Proposer to determine whether it has the legal ability to share membership contact information when submitting a proposal.**

3. Will LOPR require CRPC to provide membership lists for all of its sub-chapters if it is awarded the permit?

**Answer: If the subchapter members are members of the Proposer and would be considered in evaluating the Proposal, yes.**

4. In addition to Rules of Conduct, (3) board meeting minutes, information on website, information on scheduling court time, what additional "material to demonstrate *Club Minimum Qualifications requirements are met* " (RFP: P.3 #C) is required?

**Answer: Per Page 2 of the Request for Proposal, *Club Minimum Qualifications* section:**

**1. At least 1 year of operation.**

**2. Maintain membership records (selected Club will provide membership roster to LOPR so LOPR may communicate directly with Club members regarding LOPR Park Facilities, including pickleball court availability during non-Club priority dates/times).**

**3. Maintain a website or other means to communicate with members**

**4. Have a method to schedule games among members.**

**5. Open to all comers to join. Membership in the club must be non-discriminatory as to: i. Member's level of play ii. Member's residence location ii. No membership discrimination on the basis of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation or gender identity.**

6. **Provide at least one reference from other operator of pickleball courts, e.g., city/district parks department.**
7. **Club leadership through member-elected Board of Directors, with at least one Lake Oswego resident member serving on the Board. Officers chosen by Board of Directors or Members.**
5. Does the requirement B. iv. "For 1 year period, number of member games arranged, lessons coordinated, tournaments hosted, tournaments attended, clinics held" apply to all CRPC chapter activities (i.e., sum total)?  
**Answer: Proposal Submittal requirements A-H, including B.iv, apply to the Proposer and thus are applied based on the nature of the Proposer entity submitting the proposal. Proposers will be evaluated based on the Proposer entity.**
6. Does the requirement for "Financial Compensation to the City" (percentage of "profit" on "commercial" play, e.g., lessons, tournaments...) apply to a sum total of all CRPC's profits from all chapters?  
**Answer: It is up to the Proposer to define how the compensation will be calculated. If not a fixed amount, provide documentation to support expected return to City on annual basis.**
7. Will the Evaluation Committee factor in Covid and its interaction with LOPC?  
**Answer: In terms of impact of Covid on breadth or number of past Proposer activities, merely state what activities the Proposer held, as all proposers would be subject to past Covid restrictions. In terms of how Proposer worked to provide activities in a safe manner considering Covid limitations, that may be provided under Proposal Submittal Requirements G: Provide any information that distinguishes the club from other clubs and any additional information applicable to this RFP that might be valuable in assessing the club's proposal.**
8. The RFP notes that the committee that deliberates which club gets the permit could be a committee of one? Can we be informed on who said committee members/member are?  
**Answer: No.**
9. LOPC has successfully run structured play at the GRP courts during all peak morning periods 8-12 daily since 2019. What are the intentions/expectations of a modified schedule specified in the RFP for the Tuesday/Thursday/Saturday mornings?  
**Answer: This question is outside the scope of the Request for Proposals.**

10. Under criterion Play Schedule Communications, what is meant by "Ability to incorporate public 'drop in' when members are not scheduled." Please clarify.

**Answer: If the permitted club does not schedule activities to the maximum use of the club permitted reservation, address how the Proposer would provide the opportunity for public drop in/public use play when club members have not scheduled the courts for play.**

11. We would also like to request a meeting with Ivan Anderholm at his convenience prior to deliberation of permit.

**Answer: Evaluation of Proposals will occur shortly following the date for submission: November 30. LOPR cannot commit to providing LOPC or other Proposers an opportunity to meet with LOPR Director Anderholm prior to commencement of evaluation of the proposals. Evaluations are expected to be completed by December 8. Any meeting with Director Anderholm would NOT include matters relating to the Request for Proposals or to pickleball court use after the expected date of start of scheduled club hours of play (January 1, 2022) until after the End of Protest Period (expected to be December 11).**

Lake Oswego Pickleball Club Board.