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**DEPARTMENT OF
RECREATION AND PARKS**

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MICHAEL A. SHULL
GENERAL MANAGER

To Whom It May Concern:

The City of Los Angeles (City) Department of Recreation and Parks (RAP) is seeking to identify a non-profit organization that is qualified and capable to operate and maintain the facility that housed the former Westminster Senior Citizen Center (Facility) at Westminster Park (Park) to provide community services and/or programs of a recreational nature. The 2.24 acre Park is located at 1234 Pacific Avenue, Venice, CA 90291, one block from Venice beach, and includes a 2,280 square foot Facility and 21 space parking lot. An off-leash dog park also exists within the Park and must remain, regardless of the recreational services and/or community-serving programs to be offered at the Facility. As an initial step, RAP has issued this Request for Information (RFI) to identify potential candidates or entities who may respond to a future Request for Proposals (RFP) to provide community services and/or programs of a recreational nature.

This RFI is posted on the Los Angeles Business Assistance Virtual Network (LABAVN) website at www.labavn.org, and on the RAP website at www.laparks.org on the "Bids/Proposals" page. The deadline for submission is October 30, 2015. If you are unable to access the document on the websites or have additional questions or concerns, please email rap.partnerships@lacity.org or call the RAP Partnership Division at (818) 243-6488, and speak with Mr. Joel Alvarez, Senior Management Analyst.

We encourage you to respond if you have an interest in providing community services or programs, which must be compatible with the mission and vision of RAP (as stated in the RFI), at the Facility and Westminster Park. We look forward to receiving your ideas.

Sincerely,


Michael A. Shull,
General Manager

 (for)

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

REQUEST FOR INFORMATION: PROVISION OF COMMUNITY SERVICES AND/OR PROGRAMS OF A RECREATIONAL NATURE AT THE FORMER WESTMINSTER SENIOR CITIZEN CENTER FACILITY AND WESTMINSTER PARK

The primary purpose of this Request for Information (RFI) is to identify potential non-profit organizations or other candidates who may respond to a future Request for Proposals (RFP) to operate and maintain the former Westminster Senior Citizen Center facility (Facility), and optionally, the surrounding Westminster Park (Park) grounds (excluding the off-leash dog exercise area), to provide community services and/or programs of a recreational nature.

- The Age of Facility is 42 years;
- Area of the Facility interior is 2,280 square feet;
- The maximum occupancy is 225 people;
- The parking lot has 21 spaces; and,
- The park area in total is 2.24 acres.

See Attachment A for the Park site map and Facility floor plan. Open house viewings may be arranged for those expressing a desire to view the inside of the Facility. Please contact Joel Alvarez, Senior Management Analyst of the RAP Partnership Division, at (818) 243-6488, to inform us of your interest to view the interior of the Facility. Please take into account that the off-leash dog park exercise area takes up approximately 0.87 acres of the Park and is not a part of this RFI.

The City does not guarantee any or all responses will be incorporated into an RFP and may be more appropriately addressed using alternative means. However, all responses will be reviewed and considered in a thoughtful manner.

Questions regarding this RFI must be submitted in writing. Please send your questions to RAP's Partnership Division (address stated in "Administration of this RFI") or email them to rap.partnerships@lacity.org, labeled "Westminster RFI". Answers to questions regarding this RFI will be posted at the Los Angeles Business Assistance Virtual Network (LABAVN) website at www.labavn.org, and on the RAP website, www.laparks.org, on the "Bids/Proposals" page. This RFI is issued for information and planning purposes only and does not constitute a solicitation. Responses to this RFI are not offers and cannot be accepted to form a binding contract.

Information Requested

RAP's primary goal for this RFI is to determine the best and most appropriate use for the Facility and Park, to provide community services and/or programs of a recreational nature compatible with RAP's mission and vision. These services and programs may also involve or encompass portions of the Park.

Our mission is to enrich the lives of the residents of Los Angeles by providing safe, welcoming parks and recreation facilities, and affordable, diverse recreation and human services activities for people of all ages to play, learn, contemplate, build community and be good stewards of our environment.

Our vision is to provide affordable recreational, physical and cultural opportunities for all of Los Angeles residents, with a focus on families, youth development, and building healthy communities. The programs and services offered by the Department will provide excellent value and quality, and emphasize the equitable distribution of resources throughout the City by offering these programs in safe, attractive, and well-maintained facilities that will reflect the public's needs and interests.

Should respondents participate in and be considered responsive to a future RFP, candidates must agree to the Standard Provisions for City Contracts (Attachment B).

Please answer the following questions in your submission of ideas. Please be brief and limit your answer to the specified page limits for each question.

1. General Information (1 page)

Please provide your name, the name of your organization (if applicable), address, telephone number(s), email address and any other pertinent contact information.

2. Proposed Use of Facility (2 pages)

Briefly state the proposed community services and/or recreational programs to be offered by you or your organization at the Facility, and optionally, on the surrounding Park grounds, and the likely demographics of the population that will be using such services and/or programs. As we would like to know the extent of the expected utilization of the property, please mention if use of the Facility alone is sufficient or if you would also utilize the surrounding Park grounds (excluding the off-leash dog exercise area). If there is a capital improvement component to your suggestions, please include that here.

Please note that the City has no budget for capital improvements at this facility. However, proposed capital improvements at the expense of the occupant-user will be considered and possibly included in a future RFP.

3. Staffing and Other Expenditures (2 pages)

Please provide a staffing plan, expenditure plan and budget for the operation of your proposed services and/or recreational programs for a term of three years. As appropriate, provide your primary funding sources for the proposed services and/or recreational programs.

4. Operating Hours (1 page)

Please provide the days and operating hours the public would have access to the Facility for the proposed community services and/or recreational programs.

5. Fee Schedule (1 page)

Please include a proposed schedule of fees (if any) that would be charged for the services and/or programs offered.

6. Donations (1 page)

Do you expect any portion of your proposed operations at the Facility to be dependent on donations? How do you solicit donations for both in-kind services, materials, and cash? Approximately how much in in-kind and cash donations would you expect to receive annually?

7. Optional Services (1 page)

Are outreach or development programs offered? Are there any additional services or programs that you would offer optionally?

8. Current Operations (2 pages)

Describe your current operations and annual budget for the last three years (if applicable). Describe your insurance and liability policies and coverage, including workers' compensation. Please provide the annual insurance cost if it is not a line item in your annual budget. Please describe the background and experience you and your organization may have in providing the proposed services and/or programs to the public.

9. Additional Information (1 page)

Please provide any additional information you feel is applicable or useful.

Administration of this RFI

Please email your response to this RFI, titled "RFI: Provision of Community Services and/or Programs of a Recreational Nature at the former Westminster Senior Citizen Center Facility and Westminster Park" to rap.partnerships@lacity.org.

Fax submissions may be sent to (818) 243-6447.

Though email responses are preferred, we understand email may not be available to all respondents. Those who wish to respond by U.S. Mail should send responses to:

City of Los Angeles Department of Recreation and Parks
Central Service Yard
Attention: Joel Alvarez, Sr. MA, Partnership Division
3900 W. Chevy Chase Drive, Mail stop 628-9
Los Angeles, CA 90039

The deadline for submission is October 30, 2015. Responses received after this date will not be opened or considered.

Responders are solely responsible for all expenses associated with responding to this RFI.

Mailed responses to this RFI will not be returned. All responses submitted will become the property of the City of Los Angeles Department of Recreation and Parks and will become public record.

Proprietary or confidential information shall be clearly marked and separated from the remaining elements of your response. In responding to this RFI, it is understood that the respondent shall indemnify the City from liability for withholding the information from public inspection.

The City reserves the right to cancel or reissue this RFI, or to change the deadline for submission or any other term of the RFI without obligation or liability.

This RFI will be posted at the LABAVN website at www.labavn.org, and on the RAP website, www.laparks.org, on the "Bids/Proposals" page, and mailed upon request.

[Park Site Map and Former Senior Citizens Center Building Floor Plan Follows]

Westminster Park: 1234 Pacific Avenue, Venice, CA 90291

- Dog Park
- Former Senior Citizens Center Building



Westminster Park

Former Senior Citizens Center Building

Westminster Dog Park

**FLOORPLAN OF FORMER WESTMINSTER SENIOR
CITIZEN CENTER BUILDING**

