



**TOWN OF MUNSTER
REQUEST FOR PROPOSALS
PROFESSIONAL GOLF MANAGEMENT SERVICES
FOR CENTENNIAL PARK GOLF COURSE**



The Town of Munster will be accepting Letters of Interest from qualified professional firms or individuals to operate the Town-owned nine-hole, Centennial Park Golf Course facility. Interested individuals or firms should respond to the information included within this request for proposal.

An optional site inspection tour will be held on Tuesday, July 22, 2025 at 10am local time at the golf course, 1000 S. Centennial Drive in Munster, Indiana. Letters of Interest must be submitted to the Town of Munster Parks and Recreation office, attn: Golf Course Management LOI, 1005 Ridge Rd, Munster IN 46321 no later than 1pm local time on August 5, 2025. **LATE RESPONSES WILL NOT BE CONSIDERED.**

The selected respondent must meet all Municipal, State, and Federal laws for operating the facility.



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SECTION 1: GENERAL NOTICE

- A. The Town of Munster will be accepting Letters of Interest (LOI) from qualified firms or individuals to operate the Town-owned nine-hole, Centennial Park Golf Course facility.
- B. Response to this Request for LOI shall be submitted as follows:

Deliver to: Town of Munster Parks and Recreation Dept.
 Attn: Golf Course Management LOI
 1005 Ridge Rd.
 Munster IN 46321

Deadline: August 5, 2025 at 1:00 pm (local time)
 Late responses will not be considered.

- C. The LOI shall be submitted in a sealed envelope with **a clearly marked original** and two (2) copies. All LOI's will be opened publicly and recorded as received. Respondents may be present at the opening; however there will be no public reading of the responses received. LOI's shall be labeled with the respondent's company name, address, and the following:

PROFESSIONAL GOLF MANAGEMENT SERVICES FOR CENTENNIAL PARK GOLF COURSE
SEALED LETTER OF INTEREST
DATE: AUGUST 5, 2025
TIME: 1:00 PM

- D. This Request for LOI's is only an invitation and does not commit the Town in any way to enter into a lease, management agreement, or to proceed with the proposed project. In addition, the issuance of this request for LOI's does not obligate the Town to pay any costs incurred by any respondent in connection with (I) the preparation of a response to this request, (II) any supplements or modifications of this request for LOI's or (III) negotiations with the Town or other party arising out of or relating to this request for LOI's or the subject matter of this request for LOI's.
- E. Reservation of Rights by the Town of Munster ('the Town')
The Town expressly reserves the right at any time, for its own convenience, and without notice, to do any or all of the following:
 - 1. Waive or correct any defect or technical error in any response to this request for LOI's, as part of the solicitation process or any subsequent negotiation process.
 - 2. Reject any and all LOI's without obligation to indicate any reason for such rejection.
 - 3. Request that one or more respondents to this solicitation, supplement or modify, all or certain aspects of the information submitted.
 - 4. Reissue the solicitation.
 - 5. Procure any service by any other means.
 - 6. Modify the selection procedure, the scope of the proposed project, minimum requirements, or the required responses.
 - 7. Extend deadlines for accepting response, requesting amendments to responses after expiration of deadlines, or negotiating or approving final agreements.
 - 8. Negotiate with any, all, or none of the respondents to the request for LOI's.
 - 9. Vary or depart from any other provisions of this request for LOI's.
- F. Any questions regarding this RFP shall be made in writing and directed to Mark Heintz, Director of Parks & Recreation via e-mail at mheintz@munster.org. All questions, answers and/or addenda, as

applicable will be posted as an addendum to this RFP by July 29, 2025 on the Town's website at www.munster.org. The item will be posted in the "Current Bidding and RFP Opportunities" link in the red box on the right side of the page. Questions shall be submitted in writing at least three (3) business days prior to the advertised response deadline. **It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.**

SECTION 2: BACKGROUND

COMMUNITY BACKGROUND

The Town of Munster, Indiana (pop. 23,634), is a delightful community located adjacent to the Illinois State Line just south of Interstates 80/94 in Lake County, Indiana. Located 26 miles from downtown Chicago, Munster is a family-oriented oasis with an abundance of parks, recreational opportunities and cultural amenities. Known for its excellent school system, Munster has long attracted residents interested in a small-town lifestyle with all the advantages of a metropolitan area. Munster's enviable location has played a key role in its inception and development.

The Town of Munster was established in 1907 with a population of 500 spread out over 7.5 square miles. Munster's population increased throughout the 20th century. In the 1950's Munster experienced an influx of well-educated, upwardly mobile young families. New industries and businesses replaced old farm stands, added to the tax base and allowed Munster to create an excellent school system and outstanding municipal services.

MUNSTER QUICK FACTS	
Population (2024)	23,634
Land Area	7.5 sq. miles
Distance from Downtown Chicago	26 miles
Number of Housing Units	9,377
Percentage of Owner-Occupied Housing Units (2023)	86.1%
Average Household Size (2023)	2.5
Median Household Income (2023)	\$105,764
Median Home Value (2023)	\$312,000

MUNSTER TOWN GOVERNMENT

Munster is governed by a five-member Town Council with a Council president elected annually from among its members. The Council members are elected at large from districts for four-year terms. The Town is divided into five districts, and each Council member resides in a different district. A Town Manager has been appointed by the Council to manage the day-to-day operations of the Town. The Town Clerk-Treasurer is an elected position.

Centennial Park is operated by the Munster Parks and Recreation Department. The Parks and Recreation Department is managed by the Director of Parks and Recreation who reports to a five-member Park and Recreation Board.

Munster's excellent schools, strategic location and overall quality of life make it an attractive community in which to live and conduct business. The Town's quality of life and overall appearance are very important to its residents and business community.

EDUCATION AND COMMUNITY LIFE

The town's public school system is noted for its overall excellence. All five schools in the system are recognized as Indiana Blue Ribbon schools and have been awarded five-star ratings.

Munster is home to the Center for Visual and Performing Arts, which houses the Theatre at the Center, a 450-seat semi-circular theater. Performances include Broadway musicals and Chicagoland premiers of new shows. The Northwest Symphony Orchestra, the region's premier 75-member professional orchestra, is also based in the Center.

Munster's extensive park system includes hundreds of acres of neighborhood parks, nature areas, historic sites, sports complexes, and an extensive trail system connecting to neighboring communities. Residents will find soccer fields, baseball fields, basketball, tennis and volleyball courts, picnic shelters, and walking paths in the 31 parks. There is something for everyone.

HISTORY AND BACKGROUND

When the Town of Munster turned 100 in 2007, residents welcomed **Centennial Park**, a 200-plus acre recreational destination on Munster's south side. The facility is located on Calumet Avenue, just south of 45th Street. Centennial Park offers a family-oriented environment with its large and wide-open natural spaces including formal gardens, playground, outdoor pavilions, entertainment stage, walking paths, fishing, a 3-acre dog park and direct connectivity to the regional Pennsy Greenway trail which is part of the Great American Rail-Trail. This eco-friendly environment preserves the natural surroundings of the land.

DESCRIPTION OF CENTENNIAL GOLF COURSE

The **Centennial Park Golf Course** was planned as the end use for the brownfield previously known as Lakewood Park. A 9-hole, 3,300 yard par 36 regulation golf course and practice facility was designed by noted landfill course architect Tim Nugent who also designed White Hawk Country Club and co-designed Harborside International. The golf course has become a premier 9-hole course and an outstanding addition to the Greater Chicago area golf community.

The course design utilizes a myriad of environmental and topographic characteristics that make up the site. The result is an eclectic blend of traditional links style of architecture intertwined in a mix of highland and marshland settings. While not a long course by today's standards, the Centennial Park Golf Course will challenge all levels of players. Don't be surprised if it takes several rounds to discover all the challenges designed on this course.

If you find that your game needs a little work, the Centennial Park Practice Facility can help. This 300+ yard range has a 40-station public grass tee and for periods of inclement weather there is also a 15-station all-weather tee line. Eight stations are covered by an extended roofline from the cart storage facility. The range also has five bent grass target greens with simulated target bunkers. Adjacent to the 1st tee, a huge 15,000 sq. ft. practice putting green is available to hone your putting stroke.

A truly remarkable wasteland reuse project, the Centennial Park Golf Course provides an economical, high quality, family golfing experience while addressing the need for an alternative to the 5-hour round of golf.

The course is part of Munster's largest park and utilizes more than half of the 200-acre park site. Centennial Park is a regional attraction which is visited by people from all over Northwest Indiana and the Chicagoland area. The course includes a pro shop with concessions, a cart storage garage with forty Yamaha golf carts purchased in 2025, eight covered tee boxes at the driving range, a patio shelter, and a shared maintenance shop for all of Centennial Park. Maynard Lake, within the park, is used to supply the underground, automatic

irrigation system for the park and golf course. The course is easily accessible from the Northwest Indiana/Chicagoland market from Interstate 80/94 and Route 30.

The 2025 fee structure includes the following rates:

Weekdays	Walk	Ride
6am - 2pm	\$20	\$32
2pm - Close	\$15	\$27
Seniors (62+)/Juniors (under 18) 9 holes	\$13	\$25
Seniors (62+)/Juniors (under 18) 18 holes	\$17	\$35
10 Round Weekday Pass	\$120	\$230
10 Round Senior Weekday Pass	\$105	\$190
Weekend & Holidays		
6am - 12pm 9 holes	\$23	\$37
6am - 12pm 9 holes with same day replay	\$35	\$50
12pm - Close 9 holes	\$16	\$30
12pm - Close 9 holes with same day replay	\$26	\$45
10 Round Weekend Pass	\$190	\$290
Annual Passes		
Individual Mon-Fri with cart		\$1,300
Individual 7 day pass with cart		\$1,500
Couples		\$2,000
Family		\$2,500
Walking	\$800	
Juniors Walking	\$650	
Senior (62+) Mon-Fri (5 day)		\$1,000
Senior (62+) 7 day pass		\$1,150
Senior (62+) Couples		\$1,650
Senior (62+) Walking	\$700	
Driving Range		
Membership (annual)	\$700	
Small bucket	\$6	
Medium bucket	\$12	
Large bucket	\$18	

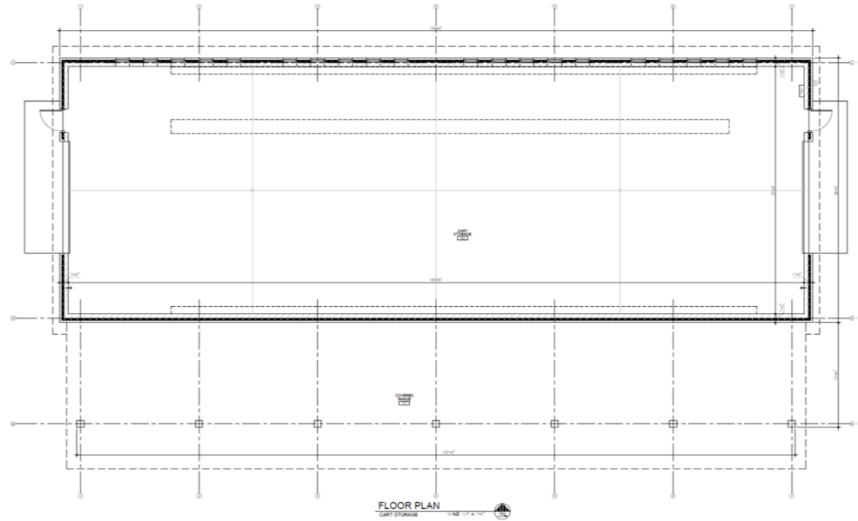
A five-year history of nine-hole rounds played is provided below:

<u>Year</u>	<u>Rounds</u>
2020	23,671
2021	18,855
2022	13,766
2023	15,769
2024	17,345

Historically the course hosts women’s, men’s, seniors and junior leagues. The course is open to the public when leagues are not in play. The course has been the home course to Munster High School, Purdue Northwest University and T.F. South High School golf teams. The current concessions area is operated by the golf management group and includes food and beverage availability in the pro shop and on the course. The course includes a practice putting green and a practice range with mats under an extended roof line from the cart storage building and grass tees. The pro shop, patio shelter and golf cart storage garage were all opened in 2025.



Pro Shop, 2,280 sq. ft
Opened March 2025



Cart Storage Garage, 4,104 sq. ft.
Opened March 2025

Past performance information is provided for informational purposes only and is not intended to be a representation of or guarantee of future success.

Greens flags, tee markers, benches and ball washers can be made available for reuse. There is an above ground gasoline/diesel fuel dispensing system on site. The following table shows existing golf course maintenance equipment which is owned by the Town but is operated and maintained by the golf management company.

Make	Model	Year	Type	Purchase Date
John Deere	7500	2008	Fairway Mower	6/18/2008
Toro	4510	2012	Triplex Mower	1/1/2012
John Deere	TX4X2	2016	Utility Cart	1/1/2016
John Deere	TX4X2	2016	Utility Cart	1/1/2016
John Deere	TX4X2	2016	Utility Cart	1/1/2016
TurfCo	F12D	2008	Top Dresser	6/18/2008
John Deere	7400A	2020	Bank Mower	7/7/2020
Toro	4510	2019	Triplex Mower	4/1/2019
Steiner	450	2018	Bank Mower	4/1/2018
John Deere	7500A	2021	Fairway Mower	4/1/2021
Toro	4510	2018	Triplex Mower	4/1/2018
Toro	5040	2011	Bunker Rake	4/1/2011
Yamaha	Umax One	2019	Ball Picker	2/5/19
Yamaha	Umax Two	2019	Beverage Cart	2/5/19
Yamaha	Drive2 Fleet AC-Electric	2025	40 Golf Carts	2/26/25
Cushman	Hauler 800	2024	Utility Cart	6/1/24
Cushman	Hauler 800	2024	Utility Cart	6/1/24
John Deere	2020A	2007	Progrator	6/18/08
John Deere	203A	2019	300 gal. sprayer	3/25/19
John Deere	4320	2008	Tractor	6/18/08
John Deere	4320	2008	Bucket Tractor	6/18/08
Lastec	XR700	2022	Rough Mower	3/1/22
John Deere	2400	2024	Triplex Mower	1/16/24
John Deere	7500	2008	Fairway Mower	6/18/08
John Deere	7500A	2023	Fairway Mower	12/20/22
John Deere	1445	2008	Mower	3/7/08

SECTION 3: REQUEST FOR LETTER OF INTEREST OVERVIEW

A. SCOPE OF SOLICITATION

The Town is seeking LOI's from parties interested in a management ~~lease~~ agreement for the management, maintenance, and operation of the Town-owned, nine-hole Centennial Park Golf Course located at 1000 S. Centennial Drive in Munster, Indiana. The management agreement ~~lease~~ will include complete course operation including the pro shop, driving range, and golf course.

B. SOLICITATION PROCEDURES

The Town of Munster is encouraging interested participants to visit the Golf Course during an tour to be held on Tuesday, July 22 at 10:00 am, at the golf course pro shop. The pro shop, maintenance facility and course will be available for inspection. Representatives of the Town will guide the tour and be available to receive questions.

C. SCHEDULE

Time is of the essence to facilitate management of the course beginning April 1, 2026.

Below is the Town's anticipated schedule for the project. The Town intends to adhere to this schedule as closely as possible but reserves the right to modify the schedule in the best interest of the Town as required.

Publicize Solicitation	June 2025
Optional Site meeting	July 22, 2025, at 10:00 am
Solicitation due date	August 5, 2025, at 1:00 pm
Interviews	August - September 2025
Negotiate with finalist(s)	TBD
Contract signing	TBD
Contract start date	April 1, 2026

SECTION 4: MINIMUM QUALIFICATIONS

In order to qualify for consideration in the award of the lease or management contract for the subject facility, a respondent must:

- A. Have a minimum of three (3) years of experience, within the last ten (10) years in the comprehensive management of public or private golf course operations. Management experience with municipally or publicly owned golf courses will be favorably considered. Relevant experience includes management and operation of a golf course facility, pro shop operations including merchandise sales and golf cart operations, clubhouse operations and golf course maintenance operations.
- B. Demonstrate a competent record of employment or history of contract service in the operation of a similar golf facility business as verified and supported by resumes, references, letters, and other necessary evidence from employers and/or public agencies. Proof of competency in financial management, property management, marketing and personnel management of similar golf facilities.
- C. Demonstrate insurance coverage including

SECTION 5: RESPONSE FORMAT

By submitting a response to this solicitation, you represent that you have thoroughly examined and become familiar with the scope of services outlined herein and you are capable of performing the work to achieve the Town's objectives. In order to be deemed fully responsive to this solicitation, the response should include the following:

A cover Letter of Interest with a brief synopsis of highlights, which should not exceed one page in length, is easily understood, and which summarizes the overall benefits of the proposal to the Town.

Additionally, support documents for the LOI should include the responses to the following:

- A. Describe approach to management and operation of the course including any capital investments
- B. Approach to staffing and maintaining the course
- C. Managing the golf operation and pro shop
- D. Managing the concessions operations including staffing of a beer garden for events the Town holds at Centennial Park. These events in the past have included concerts in the park, special events, Independence Day celebration on July 3rd, etc.
- E. Describe any marketing or programmatic initiatives between the Town and/or Lessee which are intended to increase play and revenues
- F. Identify any key personnel to be assigned to the course
- G. List of any anticipated capital improvements envisioned and the proposed source of funds for implementation including any expected services/participation from the Town
- H. Support documentation to prove qualifications required in above section 4.
- I. Contact person and information.
- J. Proposed financial arrangement with the Town including any payments to the Town and/or all support requested from the Town.

- K. Proposed Contract term for the lease agreement.

SECTION 6: Evaluations of Proposals

The selection of the company shall be at the sole discretion of the Town. A duly designated committee will perform a detailed and objective evaluation. The Town intends to award a contract to the company whose proposal, in the sole judgment of the Town, is most advantageous to the Town. Financial as well as other factors will be considered in the evaluation. The Town reserves the right to accept or to reject any or all proposals, and to waive any of the requirements of the proposal selection procedures explained in this document.

Proposals will be evaluated by a committee which may consist of:

- ☐ Town Manager
- ☐ Director of Parks and Recreation
- ☐ Superintendent of Recreation
- ☐ Members of the Board of Parks and Recreation
- ☐ Members of the Munster Town Council
- ☐ Clerk-Treasurer
- ☐ Or other appointed Town staff

The criteria used to evaluate the proposals will be based on the following:

- ☐ Quality of Written Proposal
- ☐ Experience and reputation of the company
- ☐ Proposed goods and services offered
- ☐ Staffing plan
- ☐ Financial Proposal

After the initial screening, there may be interviews and site visits at facilities run by the proposers. If selected for an interview with the Town, respondents should be prepared to discuss the following:

- A. Qualifications including any unique expertise or experience and resumes of key personnel.
- B. Each respondent shall provide a list of materials, equipment, furniture, fixtures, and the like that it intends to include as part of its package if selected by the Town. Each respondent shall also provide a list of materials, furniture, fixtures and equipment that it expects the Town to provide.
- C. A complete list of golf courses, either private or public, managed or leased over the past ten (10) years including the dates started and terminated.
- D. A minimum of three (3) business references giving names, addresses, telephone numbers, and the nature and length of time of the business association in each instance. These references must be people or firms with whom you have conducted business transactions during the past five (5) years.
- E. Proposed financial arrangement with the Town including any payments to the Town and/or all support requested from the Town.
- F. Proposed Contract term for the lease agreement.

SECTION 7: INSURANCE REQUIREMENTS

The proposal needs to include proof of existing comprehensive insurance coverage. Upon final selection, vendor will have to supply proof of the following coverage naming the "Town of Munster, 1005 Ridge Road, Munster IN 46321" as additional insured. Limits of insurance will be negotiated with selected vendor.

Coverage needs to include:

- A. Commercial General Liability
- B. Automobile Liability
- C. Umbrella Liability
- D. Excess Liability

- E. Workers' Compensation and Employer's Liability
- F. Crime-employee dishonesty
- G. Liquor Liability

ADDENDUM #1

Centennial Park Golf Course

Figures from golf management company during this time.

Year	Rounds	Green Fees	Cart Fees	Driving Range Fees	Public Rounds	Memberships Rev.	Cost of Sales	Labor Costs
2019	19,868	187,541	64,386	59,706	9,412	58,448	252,468	345,276
2020	23,671	197,663	45,372	77,784	10,999	56,466	106,199	269,916
2021	18,855	204,810	63,899	74,308	11,370	65,610	232,959	336,671
2022	13,766	187,541	60,913	40,111	10,412	54,440	74,353	334,648
2023	15,769	161,488	57,571	35,829	9,692	31,965	77,710	359,317
2024	17,345	195,013	78,620	58,095	11,780	35,346	100,374	411,633

Note that in October 2021, the Centennial Park banquet facility was closed due to structural issues with the building. That facility was part of the golf course management operations and reflected in some of the above figures pertaining to cost of sales and labor costs for 2021 and earlier. At that point, indoor washrooms at the golf course were also no longer available.

The current management agreement includes food and beverage at the golf course as well as at three other concessions stands in the park system. This RFP will no longer include the other three concessions stands but does include the food and beverage at the golf course. Additionally, the golf course management group serves as the beer garden vendor for approximately three special events and six concerts each year in Centennial Park.

In March 2025, a new Pro Shop (2,280 sq ft), cart storage building with a driving range extended roof line (4,104 sq ft), and golf course patio shelter (840 sq ft) were opened.

ADDENDUM #2

Section 3, A has been edited to read as follows:

SECTION 3: REQUEST FOR LETTER OF INTEREST OVERVIEW

A. SCOPE OF SOLICITATION

The Town is seeking LOI's from parties interested in a management ~~lease~~ agreement for the management, maintenance, and operation of the Town-owned, nine-hole Centennial Park Golf Course located at 1000 S. Centennial Drive in Munster, Indiana. The management agreement ~~lease~~ will include complete course operation including the pro shop, driving range, and golf course.