

## Addendum No. 2

<b>Project Name:</b>	<b>Professional Golf Management Services for the Bradford Creek Public Golf Course</b>	<b>Project No.:</b>	RFP: 16-17-26
<b>Prepared By:</b>	Denisha Harris	<b>Date:</b>	March 10, 2017

### Questions and Responses

1. Are site visits allowed?  
Tours will be given once proposals are reviewed. Respondents invited for an interview will be allowed tours.
2. Will this be a management contract (where contractor is paid a management fee) or a lease arrangement (where contractor pays Greenville a monthly lease fee)?  
Contract management only.
3. What is the proposed duration of the contract or do you anticipate that each respondent provide suggested terms?  
Length on contract is proposed by the respondent.
4. Is there a suggested list of equipment needs?  
Respondent has been provided a list of all capital equipment owned by the course.
5. Are all capital improvements to be done at the sole expense of the contractor or will Greenville bear the responsibility of these expenses?  
Slight room for negotiation depending on Respondent's proposal.
6. How old is the current cart fleet? Have they been leased or purchased?  
Carts are leased and would not be included in capital equipment. As stated in the RFP – Greenville requires proposals whereby the company operating the course must bear the full cost of the acquisition of any needed golf course maintenance equipment, golf carts, and concession equipment (Scope of Purpose, paragraph one, Page 2).
7. Will there be a pre-bid meeting? If so, will it be mandatory?  
No pre-bid meeting will be held.
8. Will the successful bidder be allowed to utilize the maintenance and clubhouse equipment currently in place (i.e. Maintenance Capital Assets and Proshop Capital Equipment outlined in RFP attachments)?  
This will be a negotiated item of the contract.
9. The detailed revenue attachment shows approximately \$22,000 in revenues from lessons and clinics – how much of this revenue is retained by the City vs. paid to the professional staff?  
COG retains ALL proceeds from the course. PGA Pro is compensated by salary and benefits only.

10. The detailed expense attachment shows approximately \$128,000 in "Cont Svcs/Contracts and Leases." Is there additional detail for this line item? (i.e. Golf cart leases, Maintenance Equipment Leases, Service Contracts, etc.)  
**The bulk of this expense is cart and maintenance equipment leases.**
11. Addendum No. 1 moved language requiring the submittal of a 5-year capital plan from Page 2 of the RFP to Page 6. Is the City requiring a 5-year capital plan as part of the proposer's response, or is the plan required after a contract has been awarded?  
**Addendum No. 1 states the submittal of a 5-year capital plan from Page 2 is moved to Page 9 as #18 under the Contract Restrictions and Other Requirements. However, I would refer you to Page 6, item #3, under Proposal Format and Documentation Requirements. It states, A prioritized list of recommended capital improvements (examples include bathroom renovations, the addition of a practice facility, etc.) that may be considered by the City to make the long term operation of the golf course more sustainable.**
12. Will the City provide an organizational chart, salaries, and wage rates for current staff? Can you provide an organizational chart for the golf course listing how many full time and part time staff are employed throughout the year?  
**Job descriptions and salary ranges are provided in the supporting documentation for the RFP. Detailed information will be shared, once a decision has been made as to which companies the COG calls back for interviews.**
13. How is the food and beverage department currently operated? Does the city currently outsource a portion?  
**All food and beverage is in-house, pre-packaged. Only thing prepared is hot dogs.**
14. Can you provide a breakdown of current programs/memberships offered at the course?  
**We will provide this breakdown in the interview stage.**
15. Can you provide a detailed breakdown of your current loyalty program? What year was the loyalty program implemented?  
**Approximately six years ago. We will provide this breakdown in the interview stage.**
16. Who is currently managing and operating Bradford Creek Golf Course, the City or a management company?  
**City of Greenville**
17. In reviewing the history on the purchasing office website of Bradford Creek Golf Course, there were attached documents of Bradford Creek Golf Course Maintenance Assets, Proshop Capital Equipment. Will the equipment listed remain with the golf course to be used by the contractor?  
**This will be a negotiated item of the contract.**

18. What type of irrigation system does Bradford Creek have? What is the age and current condition of the irrigation system?

Within the last three months, system has been upgraded to a variable frequency drive control panel and the drive shaft has been replaced.

19. The RFP states that there are two irrigation ponds that supply the irrigation system. How are these ponds supplied with makeup water? Has there ever been a shortage of irrigation water to the point that the golf course could not be irrigated?

The ponds are supplied by three wells. We have never used more than two wells. There has never been a shortage of irrigation water.

20. Is there a fleet of golf carts currently in use at Bradford Creek and if there is will this fleet remain for the contractors use? Also are the golf carts owned by the City or under a lease agreement? If under a lease agreement what is the term of the lease?

Golf carts currently in use at Bradford Creek will not be available for use by the contractor.

21. The RFP states the company operating the course must bear the full cost of the acquisition of any needed golf course maintenance equipment, golf carts, and concession equipment. Does this mean the company must secure at their expense all equipment necessary to operate and maintain Bradford Creek Golf Course?

Yes, with the exception of any equipment negotiated as a part of the contract.

22. Does the contractor retain all daily revenues generated at Bradford Creek Golf Course and does the contractor use these revenues to cover the cost of management, operational and maintenance cost associated with Bradford Creek Golf Course? Please see page 7, #20