

CITY OF PROCTOR, MINNESOTA
REQUEST FOR PROPOSALS
GOLF COURSE OPERATION AND MAINTENANCE MANAGEMENT

The City of Proctor is soliciting proposals for the operation and maintenance of the Proctor Golf Course. The major components of services include management, maintenance, and operation of the Proctor Golf Course as a public course in accordance with a formal management agreement.

Jess Rich
City Administrator, City of Proctor
100 Pionk Drive
Proctor, MN 55810
Email: jrich@proctormn.gov
Phone: 218-624-3641

1. **Purpose.** The City of Proctor is soliciting the services of interested and qualified golf course operators to manage and maintain the Proctor Golf Course. The services provided include the following: manage, maintain, and operate the golf course & clubhouse as a public course with ancillary uses in accordance with a formal management agreement.
2. **Schedule.**
January 1, 2022 RFP Issued
February 1, 2022 Proposal Due Date
February 2, 2022 Proctor Golf Advisory Committee Reviews Proposals
February 21, 2022 Proctor City Council Awards Agreement
3. **Term.** Negotiable. The City of Proctor intends to use a management on long term basis. The desired term for the initial contract is March 1, 2022 to November 30, 2024 with the option to renew for a longer term.
4. **Compensation.** The City of Proctor values the Proctor Golf Course as a community asset and is therefore willing and expecting to assist with funding for the operation and maintenance of the course. The City of Proctor shall allocate the following to management for operation and maintenance:
 \$20,000 2022
 \$20,000 2023
 \$15,000 2024
5. **Use of Premises.** Management will manage and use the Proctor Golf Course located at 25 Al Shoberg Drive, Proctor, Minnesota, which includes all structures, all current inventory, and all equipment. Management will have complete and exclusive use of the premises for the purpose of operating a golf club and clubhouse and provide the usual and ordinary services provided at golf courses including but not limited to regular golfing, food and beverage, concessions, sale and rental of related equipment and apparel. Management will also offer such programs that include youth, seniors, public, schools, and other public activities where appropriate.
6. **Funds Control.** Management will be responsible and in control of all monies received, be it from the City of Proctor or from operations such as, but not limited to green fees, cart rentals, season passes, merchandise, liquor, food, lessons, golf club repair/maintenance, and other concessions.

7. **Taxes, Fees, Licenses.** Management will be pay all federal, state, and local licenses, permits, sales and use tax, state and federal payroll taxes, workers compensation and unemployment taxes.
8. **Utilities.** Management will be responsible for all utilities.
9. **Daily Operation.** Management will be responsible for the daily operation of the golf course including the hiring and management of personnel and staff and maintenance schedules with opening and closing times as is customary for a golf course.
10. **Maintenance and Repair of the Course and Buildings.** Management will maintain all building structures in as good or better condition and make wear and tear improvements. The City of Proctor will be responsible for parking lot maintenance and snow removal in addition to public improvements such as utility installation/repair, major structural improvements to buildings, and natural disaster damage.
11. **Food/Alcohol and Concessions.** Management will operate food and beverage service and will be responsible for all licensing and taxes. Proceeds from the sale of food/beverage items will be the property of management. Management may sub-let the food/beverage concessions with consent of the City of Proctor.
12. **Machinery and Equipment.** The City of Proctor has good working equipment and will give management exclusive use of all maintenance equipment. Machinery and equipment will remain on the premises and not used for any other operations unless consent is given by the City of Proctor.
13. **Agreement.** The City of Proctor and management will negotiate a management agreement. Prior management agreements available upon request for review.
14. **Insurance.** Management will procure and maintain liability insurance. The City of Proctor will insure against theft and damage or destruction of facilities and equipment.
15. **Real Estate Taxes.** The course and premises are owned by the City of Proctor and are presently exempt from real estate assessments and taxes. In no event will management be responsible for real estate taxes.
16. **Assignment and Sub-Letting.** Management may not assign management to another party without consent of the City.
17. **Experience.** It is preferred if those submitting a proposal satisfy the following criteria:
 - Experience by the individual who will be the on-site manager of a golf course.
 - Experience by the individual who will be the full-time on-site pro shop manager in managing a pro shop operation at a golf course or related facility.
 - Experience or its equivalent, by the individual who will be the on-site course superintendent in managing the greens keeping duties of a 9-hole public golf course.
 - Experience in operating a business in general.
18. **Evaluation Criteria and Standards:** Proposals will be evaluated based on the following criteria:
 - A. Experience in managing, maintaining, and operating a golf course.
 - Highly Advantageous – More than five (5) years’ management experience.
 - Advantageous – Three (3) to five (5) years’ management experience.
 - Less Advantageous – Less than three (3) years’ management experience or demonstration of other experience in golf course and maintenance.

- Unacceptable – No experience in golf course management and maintenance.

B. Experience and qualifications of management's staff.

- Highly Advantageous – Submission of an organizational plan showing a structured organization with clearly delineated responsibilities and identifying staff who will be assigned to manage, operate, and maintain the golf course and club house.
- Advantageous – Submission of a plan identifying the staff who will be assigned to manage, operate, and maintain the golf course and club house but not clearly indicating organizational structure or delineating responsibilities.
- Less Advantageous – Submission of a plan which fails to identify staff who will be assigned to manage, operate, and maintain the golf course and club house.
- Unacceptable – No information provided regarding experience and qualifications of staff.

C. References.

- Highly Advantageous – Three (3) or more industry references which indicate superior quality of performance.
- Advantageous – Less than three (3) industry references; or golf industry references which indicate only good quality of performance.
- Less Advantageous – Less than three (3) industry references and golf industry references which indicate only fair quality of performance.
- Unacceptable – No information provided from the industry.

D. Management's marketing plan to increase the percentage of play by area residents, by juniors and to increase community spirit and public awareness of the course as a community resource.

- Highly Advantageous – Submission of a plan which sets forth at least three (3) specific incentives which will be offered by management. The incentives should have either a proven effect or be reasonably calculated to achieve their goals and should be in keeping with the character of the golf course as a community resource.
- Advantageous – Submission of a plan which sets forth less than three (3) specific incentives or sets forth incentives which are somewhat speculative in effect.
- Unacceptable - No plan submitted.

E. Business Management. Detailed description of the method/resources to be used to ensure the accountability for all revenues , expenditures, payroll reporting, inventory control, etc.

- Highly Advantageous – Submission of a plan which specifically details a method and/or for recording and accounting for revenues, expenditures, payroll management and reporting, inventory control, and general business management plan.
- Advantageous – Submission of a plan which generally describes a method and/or for recording and accounting for revenues, expenditures, payroll management and reporting, inventory control, and general business management plan.
- Unacceptable – Submission of a poor or no plan.

F. Equipment Maintenance. Management submits a plan and qualifications for equipment maintenance such as in house maintenance or contracting.

- Highly Advantageous – Submission of a plan that clearly and effectively demonstrates *extensive* knowledge of golf course equipment maintenance and either in-house qualifications or outsourced maintenance qualifications.
- Advantageous – Submission of a plan that demonstrates *some* knowledge of golf course equipment and golf course equipment maintenance and either in house qualifications or outsourced maintenance qualifications.
- Unacceptable – Submission of a plan that demonstrator *no* knowledge of golf course equipment and golf course equipment maintenance

G. Course Grounds Keeping and Management Plan. Management submits a plan that clearly and effectively demonstrates extensive knowledge of golf course grounds keeping and management

- Highly Advantageous – Submission of a plan that clearly and effectively demonstrates extensive knowledge of golf course grounds keeping and management
- Advantageous – Submission of a plan that clearly and effectively demonstrates some knowledge of golf course grounds keeping and management
- Unacceptable – Submission of a plan that demonstrates no knowledge of golf course grounds keeping and management

H. Club House Operations. Management shall submit an operation plan for the snack bar and beverage service during regular season golf operational periods.

- Highly Advantageous – Submission of an operation plan that details staffing, hours and services to provide consist operations of the snack bar and beverage service throughout the regular season.
- Advantageous – Submission of an operation plan that addresses staffing, hours and services to provide consist operations of the snack bar and beverage service throughout the regular season.
- Unacceptable – No submission of an operation plan that details staffing, hours and services to provide consist operations of the snack bar and beverage service throughout the regular season.

16. Evaluation of Proposals and Award. The contract will be offered to the most qualified, responsible and eligible proposer with the most comprehensive proposal submission as determined by the City of Proctor Golf Advisory Committee and Proctor City Council. As used herein, the term “qualified, responsible and eligible proposer” shall be defined as a proposer who has demonstrated the skill, ability, and integrity necessary to faithful performance. Proposers may be investigated by the City of Proctor or its designated representative to determine if they are qualified to perform the Management and Maintenance Contract. The investigation will seek to determine whether the proposer possesses comparable previous experience and whether the proposer is good financial standing. The City of Proctor or its designated representative may perform site visits to proposers’

managed golf courses (existing or previous) to help determine the most qualified, responsible and eligible proposer. These site visits shall include, but not be limited to, a review of the pro shop operations, fee collection systems, food service operation, building cleanliness and upkeep, and overall golf course maintenance conditions. In evaluating proposals, the City of Proctor will consider the qualifications of only those proposers whose proposals are in compliance with the prescribed requirements. The City of Proctor reserves the right to reject any proposal if the evidence submitted by, or the subsequent investigation of such proposer fails to satisfy the Select Board that the proposer is properly qualified to carry out the obligations of the contract.