



**REQUEST FOR PROPOSALS
FOR
GOLF COURSE LEASE AND OPERATION**

For Questions or to obtain a RFP packet contact:

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To submit a response, mail or deliver one original and three copies to:

City Clerk
City of Stillwater
723 S. Lewis Street
PO Box 1449
Stillwater, OK 74076

Mandatory pre-submittal conference:

October 18th, 2016 1:30 PM (CST)

Proposals Due:

October 31st, 2016, 3:00 PM (CST)

Section 1 – General Information

Stillwater was part of the first Oklahoma Land Run held April 22, 1889, when the Unassigned Lands were opened for settlement and became the core of the new Oklahoma Territory. As of 2012, the city population was estimated to be 46,560, making it the tenth largest city in Oklahoma. With its low crime rate and a cost of living below the U.S. average, Stillwater is consistently ranked among the nation's top small cities for quality of life. CNN/Money Magazine rated Stillwater, OK, #67 on its top 100 places to live list for 2010. USA Today College named Stillwater one of the 25 best small college towns in the country.

Stillwater is home to Oklahoma State University, one of the nation's most comprehensive land-grant university systems with more than 36,000 students, 7,400 employees, and campuses located in Stillwater, Tulsa, Oklahoma City and Okmulgee

The City of Stillwater is accepting proposals for the lease and operation of Lakeside Golf Course. Lakeside Golf Course was designed by Oklahoma State University Golf Coach Labron Harris in 1945. Lakeside served as the home of the Oklahoma State University Golf Team for almost 50 years. Bob Tway, David Edwards, Doug Tewell, Scott Verplank, and many other PGA Tour players have used the facilities at Lakeside. In 1998 Tripp Davis and Associates Golf Architecture renovated Lakeside to its current layout. Additional information about Lakeside Golf Course is available at the website: <http://www.stillwatergolf.org/>

Section 2 – Instructions for Submission of Proposal

The schedule for this RFP is as follows:

Issue Request for Proposal	September 26 th , 2016
Deadline for submittal of written questions	October 12 th , 12:00 Noon (CST)
Mandatory Pre-Submittal Conference	October 18 th , 2016, 1:30 PM (CST)
Deadline for receipt of proposals	October 31st, 2016, 3:00 PM (CST)
Proposal Evaluations	November, 2016
"Short List" Interviews by City Council	December, 2016
Contract Negotiation	January, 2017
Contract Approval and Execution	February, 2017

Proposals are due by 3:00 PM, October 31st. Late proposals will not be accepted.

This RFP serves as the instrument through which proposals are solicited. Once the evaluation of the proposals is completed and a proposer is selected, the selected proposal and this RFP may then serve as the basis for a contract that will be negotiated and executed between the City and the selected proposer(s).

A **mandatory** pre-submittal conference will be held October 18th, 2016 at 1:30 PM, in Conference Room 1112 B of the City of Stillwater municipal building located at 723 S Lewis St. Attendance at this meeting is a required pre-qualification to submit a response to this RFP.

All requests for explanation or clarification related to this RFP must be presented to the City in writing and the response to written requests will be shared in writing with all proposers in attendance at the pre-submittal conference. No proposer shall rely upon any verbal response. The deadline for receipt of written questions shall be 12:00 PM (Noon) CST, October 12th, 2016.

Prior to submittal of any proposal, it is recommended that each proposer make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance as proposed. Ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will not relieve the successful proposer(s) from any obligation to comply with every detail and with all provisions and requirements of the contract documents, and will not be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the proposer.

It is expected of all proposers to be familiar, and comply with, all Federal, State and local laws, ordinances, codes, and regulations that may in any way affect the services offered. Ignorance on the part of the proposer will no way relieve them from responsibility for compliance.

The City of Stillwater reserves the right to take any and all actions that may be in the best interests of the City. The city may, at its sole discretion:

- a. Issue addenda to the Request for Proposals, including extending or otherwise revising the timeline for submittals.
- b. Negotiate the details of work to be performed, rather than simply accept the proposal as written and incorporate it into the contract.
- c. Negotiate with others to obtain an appropriate contract for needed services.
- d. Withdraw the Request for Proposals.
- e. Request clarification and/or additional information from the proposer at any point in the process.
- f. Execute a contract or contracts with one or more proposers, on the sole basis of the original proposal or any additions to proposal submissions
- g. Reject any or all Proposals, waive irregularities in any Proposal, accept or reject all or any part of any Proposal, Waive any requirements of the Request for Proposals, as may be deemed to be in the best interest of the City.
- h. Reissue the RFP or modify the RFP.

Proposals should be prepared simply and economically, providing a straightforward and concise description of the proposer's capabilities and qualifications. Special binding, color displays, marketing materials, etc., are not necessary. Emphasis should be placed on completeness and clarity of content. The costs and expenses associated with the preparation of a response and preparation of all other information required pursuant to this RFP, will be at the sole cost and expense of the proposer. In no event will a respondent have a claim against the City or its staff for reimbursement of any such costs or expenses.

The City requests that responses to this RFP contain the minimum information specified below. Proposers are encouraged to provide any additional information they feel would be beneficial to evaluation of the proposal.

Company Background and Related Experience

Provide information regarding proposer's background and experience in providing the services requested. Include information regarding the proposer's financial ability to sustain operations for up to six months with no revenue.

Response to Scope of Services

Proposer shall thoroughly address each of the items listed in the Scope of Services portion of this RFP.

References

A minimum of three (3) references from similar governmental entities, organizations and/or entities that proposer has provided with similar services. The Company name, contact, and phone number must be included with each reference.

All proposals received will be evaluated based on but not limited to the following criteria (not listed in any order of importance):

- a. Proven ability operating a golf course including demonstrated financial stability.
- b. Responses to items listed in the scope of services.
- c. References.
- d. In-person interview with City Council.
- e. Proposed financial benefits and/or costs to the City of Stillwater.

Section 3 – Scope of Services

The Scope of Services describes the basic level of service which the City feels is necessary to meet its minimum requirements. This section is not intended to be a comprehensive itemization of elements necessary to lease, manage, maintain, and operate a golf course. Proposers are encouraged to propose additional services or better define the listed services as they feel are necessary to develop a complete proposal.

Information that may be needed to respond to this RFP and develop a proposal to address the scope of services is provided in the following attachments:

- Attachment A: Minimum maintenance standards
- Attachment B: Equipment inventory and equipment lease information
- Attachment C: Financial overview and 5 year course play history

Responses to this RFP shall, at a minimum, address the following:

- Operations:
 - Full operation as a municipal golf course open to the public to include but not limited to operation of the pro-shop, clubhouse, driving range, concessions including beer sales, and cart rental.
 - Maintenance of the golf course in its current condition based on the attached minimum maintenance standards.
 - A strong junior golf program with provisions to promote and assist with funding participation of disadvantaged youth.
 - Proposer is responsible for all permits and licenses required for operations.
 - All employees will be employees of the proposer, not the City of Stillwater. The proposer will be responsible for all employment related costs, including pay and benefits. The City's preference is that current employees be given the option to remain on staff at the golf course.
- Financial
 - Proposed rate structure with competitive rates giving preference to Stillwater residents.
 - Proposed financial structure detailing costs and/or revenue to the City and proposer.
 - Proposed capital improvement plans and anticipated capital needs to include funding responsibilities of both the City and the proposer.
 - Successful proposer will assume current golf cart equipment lease and possession of City owned maintenance equipment. Proposer shall address plans for continued maintenance and eventual replacement of the equipment at the proposer's expense.
 - Proposers should be aware that under Oklahoma law, public property is not lien able, so using the lease as a security for financing equipment, etc., is not permitted.
 - Proposer will be responsible for payment of all utility costs/fees. Provided however that the City will assist with watering expenses during periods of extended abnormally dry or drought conditions as determined by the USDA Drought Monitor. Proposer should provide detail as to the anticipated City expenditures under these conditions.
- Miscellaneous
 - Provide a proposed transition plan and timelines to move from public to private operation of the golf course.
- Insurance
 - Liability insurance in the aggregate amount of \$2,000,000 and \$1,000,000 per occurrence to include liquor liability.
 - City of Stillwater to be named as an additional insured up to the statutory amounts for tort claims which are currently \$1,000,000 aggregate, \$125,000 per person, \$25,000 property damage per person.
 - Property damage \$1,000,000 aggregate on greens and grounds, \$2,000,000 aggregate on buildings.
 - Above ground pollution liability aggregate amount of \$200,000 and \$100,000 per occurrence.
 - Worker's Compensation & Employer Liability
 - Comprehensive Automobile Liability