

CITY OF CASA GRANDE, ARIZONA

NOTICE OF REQUEST FOR QUALIFICATIONS

The City of Casa Grande will receive requests for qualifications for the following:

Turf Maintenance Service for the Dave White Municipal Golf Course

Each submittal shall be in accordance with the specifications and instructions on file with the City Clerk at City Hall, 510 East Florence Boulevard, Casa Grande, Arizona, 85122, where copies can be obtained by calling the City Clerk's Office (520) 421-8600, or a complete packet is available to download on the City's website: www.casagrandeaz.us All responses must be submitted by 2:00 p.m. **Tuesday, July 30, 2013.**

Offers must be in the actual possession of the City Clerk's Department on or prior to the time and date, and at the location indicated above. Offers must be submitted in a sealed envelope or box with the Contractor's name and address as well as the title of the description clearly indicated. Late offers will not be considered.

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION. All questions must be submitted in writing no later than twenty four hours prior to the submittal.

For questions regarding
General Terms and Conditions contact:
Anita Avila
Management Analyst
(520) 421-8677 ext. 4522
aavila@casagrandeaz.gov

For questions regarding
Scope or Specifications contact:
William Schwind, C.P.M., C.P.R.P.
Community Services Director
(520) 421-8677 ext. 4511
wswind@casagrandeaz.gov

Proposals must be addressed to:

Remilie S. Miller, City Clerk
City of Casa Grande
510 E. Florence Boulevard
Casa Grande, Arizona 85122

The envelope must be boldly marked:

**PROPOSAL ON: TURF MAINTENANCE SERVICE FOR THE DAVE WHITE
MUNICIPAL GOLF COURSE
DUE: JULY 30, 2013 AT 2:00 P.M. LOCAL TIME**

/s/James V. Thompson
City Manager

TABLE OF CONTENTS

Dave White Municipal Golf Course Turf Maintenance RFQ

	PAGES
NOTICE	1
TABLE OF CONTENTS	2
BACKGROUND, INTENT, CONTRACTOR REQUIREMENTS	3-4
SUBMISSION REQUIREMENTS	4-5
EVALUATION CRITERIA	5
OFFER SHEET	6

**Dave White Municipal Golf Course
Turf Maintenance RFQ**

1.0 BACKGROUND

The City of Casa Grande is seeking qualified and experienced individuals or business to perform ongoing golf course turf maintenance service for the Dave White Municipal Golf Course. The facility is located at 2121 N. Thornton Road, Casa Grande, Arizona. During FY 2012-13 there were approximately 30,000 eighteen hole and 10,000 nine hole rounds played generating gross revenue of \$1,000,000.

The front nine of the Dave White Golf Course was built in 1978 and the back nine holes were added in 1988. The clubhouse was renovated in 2011. The golf course is 6,651 yards in length, plays to a par of 72, and is situated on 110 acres of city owned property.

The golf course turf maintenance responsibilities are defined as the areas in and around the existing maintenance buildings, tee boxes, rough areas, fairways, traps, greens, grounds, driving range, practice area, putting green, pro shop landscape area, lakes, rest rooms, pumps and irrigation system as well as all of the necessary turf maintenance equipment and tools required to perform all related horticultural responsibilities.

1.1 INTENT

The City of Casa Grande is seeking qualified and experienced golf maintenance individuals or professional golf industry maintenance management teams for the ongoing turf maintenance operation at Dave White Municipal Golf Course. The City will evaluate the Contractor's qualifications and experience within the golf maintenance service industry and negotiate an annual golf course turf maintenance operation and financial plan.

The Contractor shall review and adjust labor tasks and prepare a full time and part time labor schedules in an attempt to minimize cost and maximize staffing efficiency. Operational maintenance costs will be negotiated and will include turf and equipment management, watering, mowing, fertilizing, manicuring, scheduling and training of all golf course maintenance staff.

1.2 CONTRACTOR REQUIREMENTS

The Contractor shall be an established individual or business in the primary field of golf course maintenance within the past ten years with experience in turf management conditions found in the desert southwest. These conditions may be met if one or more of the Contractor's principals, partners or corporate officers have equivalent experience.

The Contractor shall provide a Class A Superintendent who is a current member with the Golf Course Superintendents Association of America (GCSAA) with a competent record of employment and a work history of contract service in the management of similar golf course properties.

**Dave White Municipal Golf Course
Turf Maintenance RFQ**

The successful contractor shall provide a certificate of insurance showing proof of the following:

- A. Commercial General Liability (\$1,000,000 / \$2,000,000 aggregate)
- B. Commercial Business Auto Liability (\$1,000,000 each occurrence)
- C. 30-Day Cancellation Notification
- D. City of Casa Grande shall be named as additionally insured and the Certificate holder is listed as; City of Casa Grande, 510 E. Florence Blvd., Casa Grande, AZ. 85122
- E. Contractor shall also provide proof of Workers Compensation Insurance coverage with a least the minimum state statutory limits of \$100,000 / \$100,000 and \$500,000.
- F. Contractor must hold a City of Casa Grande business license and pay all necessary fees.
- G. The contractor is required to provide proof of Qualifying Party License through Arizona Structural Pest Control Commission for themselves or a designated subcontractor.

1.0 SUBMISSION REQUIREMENTS

Please submit four (4) 8 1/2 X 11 hard copy versions and one (1) electronic copy either on disk or thumb drive to the City Clerk's office

1.1 Scope of Understanding and Approach:

The City of Casa Grande is intent on selecting a Contractor who can provide a thorough golf course maintenance program for the Dave White Municipal Golf Course. The City of Casa Grande is seeking qualified golf course maintenance contractors that can provide an advantageous management program along with a self-sustaining operational business schedule. The Contractor must address in narrative form a description of basic maintenance specifications and strategies that involve the following:

- 1. Tee Maintenance
- 2. Green and Tee Aprons
- 3. Fairways
- 4. Roughs
- 5. Course Set Up
- 6. Bunkers
- 7. Trees and Shrubs
- 8. Rest Rooms
- 9. Irrigation System
- 10. Lakes
- 11. Cart Paths
- 12. Weekend and Holiday Activities
- 13. Clubhouse Landscape
- 14. Mowing
- 15. Topdressing
- 16. Aerification
- 17. Fertilization

**Dave White Municipal Golf Course
Turf Maintenance RFQ**

- 18. Thatch Control / Mitigation
- 19. Weed, Disease, Insect, Waterfowl and Litter Control
- 20. Equipment Maintenance / Lease Agreements

1.2 Operational / Maintenance History:

Provide a detail work history and a list of all golf courses that the Contractor currently manages as well as golf courses managed within the past ten years. Please provide detailed information such as course name, type (municipal, private, resort etc.) and location. Please include dates served and the scope of the services provided. Also include reference contact name, position, email address and phone number.

1.3 Description of Organization and Project Team:

This should identify the General Manager / Superintendent who will assume daily maintenance responsibilities and all other staff member positions. Include detailed resumes of all key personnel. Only those staff members that will be directly working on the golf course project should be cited and it shall focus on experience relevant to the tasks. Also include the current number of golf courses that the Contractor is managing or will be managing at any given time.

1.4 Incentive Concepts:

The City of Casa Grande would like to develop an ongoing golf course maintenance incentive program that will motivate and encourage improvements in year round turf conditions and maintenance. The City of Casa Grande will entertain any and all creative incentive offers or programs. Please submit incentive program concepts and ideas.

2.0 EVALUATION CRITERIA

The criteria below are listed in order of relative importance.

Submittal Presentation - Scope and Understanding	50%
Operational / Maintenance History	30%
Organization / Project Team	15%
Incentive Concepts	5%

3.0 EVALUATION PANEL

Submittals will be evaluated by a seven member panel that will rank the submittals and the top candidates will be selected for interview and negotiation.

**Dave White Municipal Golf Course
Turf Maintenance RFQ**

4.0 OFFER

Proposer certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other proposers or potential proposers.

Signature

Company's Legal Name

Printed Name

Address

Title

City, State & Zip Code

Telephone Number

FAX Number

Company E-mail Address

FEDERAL TAXPAYER ID NUMBER: _____

Arizona Sales Tax No. _____

Tax Rate _____

Proposer certifies it is a: Proprietorship _____ Partnership _____ Corporation _____