

**TOWN OF GLASTONBURY
PROFESSIONAL GOLF MANAGEMENT SERVICES FOR
MINNECHAUG GOLF COURSE
RPGL-2019-31**

The Town of Glastonbury will be accepting Letters of Interest from qualified firms or individuals to operate the Town-owned nine-hole, Minnechaug Golf Course. Interested individuals or firms should request the instructions and project details from the Purchasing Agent, 2155 Main Street, Glastonbury, CT 06033 or via the Town's website at www.glastonbury-ct.gov.

An optional site inspection and meeting will be held on January 4, 2019 at 10:00 a.m. at the golf course at 16 Fairway Crossing in Glastonbury. Letters of Interest must be submitted to the office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut, no later than January 11, 2019 at 11:00 a.m. **LATE RESPONSES WILL NOT BE CONSIDERED.**

The selected respondent must meet all Municipal, State, and Federal affirmative action and equal employment opportunity practices. The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to submit a proposal.

Mary F. Visone
Purchasing Agent

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MINNECHAUG GOLF COURSE**

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SECTION 1: GENERAL NOTICE

A. The Town of Glastonbury will be accepting Letters of Interest (LOI) from qualified firms or individuals to operate the Town-owned nine-hole, Minnechaug Golf Course.

B. Response to this Request for LOI shall be submitted as follows:

Deliver to: Town of Glastonbury
Attn: Ms. Mary F. Visone, Purchasing Agent
2155 Main Street
Glastonbury, CT 06033

Deadline: January 11, 2019 at 11:00 a.m. (eastern standard 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 MINNECHAUG GOLF COURSE
SEALED LETTER OF INTEREST
RPGL-2019-31
DATE: JANUARY 11, 2019
TIME: 11:00 AM**

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 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 technical questions regarding this RFQ shall be made in writing and directed to Lisa Zerio, Director of Parks & Recreation via e-mail at lisa.zerio@glastonbury-ct.gov. Administrative questions should be directed to Mary Visone, Purchasing Agent by email at purchasing@glastonbury-ct.gov. All questions, answers and/or addenda, as applicable will be posted on the Town's website at www.glastonbury-ct.gov (upon entering the website click on Bids & Proposals Icon, click on the Bid Title to view all proposal details and document links). 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

Minnechaug Golf Course is an existing, nine-hole municipal golf course located at 16 Fairway Crossing, Glastonbury, Connecticut. It is a par 35 with a 2,800 yard layout. Its signature hole is the par 3 eighth hole which features an island green. The course lies on approximately 50 acres of land and is nestled in The Village at Minnechaug; an upscale, 137 unit, residential housing development. The course includes a small pro shop, restaurant, and maintenance shop. Two irrigation ponds supply the underground, automatic irrigation system. The course is easily accessible from towns in the greater Hartford/Manchester area from Interstate 384 and Route 83.

In 2018 fee structure included the following rates:

	9 Holes Resident/Non-Resident
Weekday	\$18.00/\$19.00
Weekends/Holidays	\$19.00/\$20.00
Senior/Junior	\$15.00/\$16.00
Twilight	N/A
Cart Rental (per person)	\$9.00
Senior/Junior Weekends	\$16.00/\$17.00

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

<u>Year</u>	<u>Rounds</u>
2014	14,229
2015	15,350
2016	11,655
2017	12,387
2018	10,334

Historically the course has had women's, men's, seniors and junior leagues. The course is open to the public when leagues are not in play. The current restaurant operation has most recently been operated under a separate lease. The course does not include a practice range.

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. For all intents and purposes, there is no existing golf course maintenance equipment. There is an above ground gasoline/diesel fuel dispensing system on site.

SECTION 3: REQUEST FOR LETTER OF INTEREST OVERVIEW

A. SCOPE OF SOLICITATION

The Town is seeking LOI's from parties interested in a lease agreement for the management, maintenance, and operation of the Town-owned, nine-hole Minnechaug Golf Course located at 16 Fairway Crossing in Glastonbury, Connecticut. The lease will include complete course operation including the pro shop and golf course.

B. SOLICITATION PROCEDURES

Town of Glastonbury is encouraging interested participants to visit the Minnechaug Golf Course during an optional meeting to be held on January 4, 2019 at 10:00 a.m., at the golf course. The pro shop, maintenance facility and course will be available for inspection. Representatives of the Town will be available to receive questions.

C. SCHEDULE

Time is of the essence to facilitate re-opening the course in March 2019.

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	December 21, 2018
Optional Site meeting	January 4, 2019 at 10:00 a.m
Solicitation due date	January 11, 2019 at 11:00 a.m.
Interviews	January 16, 2019 AM
Negotiate with top ranked finalist(s)	TBD
Contract signing	TBD
Contract start date	February 1, 2019

IMPORTANT PLEASE NOTE:

Any respondent selected for an interview must be available for a personal interview the morning of January 16, 2019. The Town will advise of the time if selected for an interview.

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.

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 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. The LOI should include the following:

Describe approach to management and operation of the course including any capital investments, staffing and maintaining the course, managing the golf operation and pro shop. Please describe any marketing or programmatic initiatives between the Town and/or Lessee which are intended to increase play and revenues. Please identify any key personnel to be assigned to the course. Please list any anticipated capital improvements envisioned and the proposed source of funds for implementation; including any expected services from the Town.

Respondent is required to review the Town of Glastonbury Code of Ethics adopted July 8, 2003 and effective August 1, 2003 and revised October 29, 2013 and effective November 8, 2013. Respondent shall acknowledge that they have reviewed the document in the area provided on the solicitation response page. The selected Respondent will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at www.glastonbury-ct.gov. Upon entering the website click on **Bids & Proposals Icon** which will bring you to the links for the **Code of Ethics** and the **Acknowledgement Form**. If the respondent does not have access to the internet, a copy of these documents can be obtained through the Purchasing Department at the address listed within this solicitation.

SECTION 6: INTERVIEW PREPARATION

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 persons 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 any and all support requested from the Town.
- F. Proposed Contract term for the lease agreement.



TOWN OF
GLASTONBURY
SOLICITATION

RPGL # 2019-31

DATE ADVERTISED 12/21/18

DATE / TIME DUE 01/11/19 at 11:00 AM

NAME OF PROJECT

Professional Golf Management Services for
Minnechaug Golf Course

CODE OF ETHICS:

I / We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I / We are selected. Yes _____ No _____ *

*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the bidder has not agreed to the above statement.

The Respondent acknowledges receipt of the following Addendums:

Addendum #1 _____ Date: _____
Addendum #2 _____ Date: _____
Addendum #3 _____ Date: _____

_____	_____
Type or Print Name of Individual	Doing Business as (Trade Name)
_____	_____
Signature of Individual	Street Address
_____	_____
Title	City, State, Zip Code
_____	_____
Date	Telephone Number / Fax Number
_____	_____
E:mail Address	SS # or TIN#

APPENDIX A**INSURANCE REQUIREMENTS**

Bidder shall agree to maintain in force at all times during the contract the following minimum coverages and shall name the Town of Glastonbury as an Additional Insured on a primary and non-contributory basis to all policies except Workers Compensation and Professional Liability. All policies should also include a Waiver of Subrogation in favor of the Town of Glastonbury. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII. In addition, all Carriers are subject to approval by the Town of Glastonbury

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$4,000,000
	Aggregate	\$4,000,000

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and Employers' Liability	WC Statutory Limits	
	EL Each Accident	\$1,000,000
	EL Disease Each Employee	\$1,000,000
	EL Disease Policy Limit	\$1,000,000

The Town of Glastonbury will not be responsible for bidder's personal property and it will be the responsibility of the bidder to carry appropriate property insurance coverage for the duration of the contract.

Original, completed Certificates of Insurance must be presented to the Town of Glastonbury prior to contract issuance. Provider agrees to provide replacement/renewal certificates at least 60 days.

INDEMNIFICATION

To the fullest extent permitted by law, the Respondent shall indemnify and hold harmless the Town of Glastonbury and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Respondent's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Respondent, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Respondent to perform or furnish either of the services, or anyone for whose acts the Respondent may be liable prior to the expiration date of the policies.