

CITY OF VICTORVILLE

JM10-002

RFP for Professional Management Services for Green Tree and Westwinds Golf Course

March 3, 2010

ADDENDUM #2

The attached constitutes additional information and serves to clarify issues (considered to be part of the City of Victorville "RFP for Professional Management Services for Green Tree and Westwinds Golf Course" project.

OVERVIEW - PRE-PROPOSAL MEETING HELD 2/22/10

- Green Tree irrigation was replaced 3 years ago
- Green Tree has 3 wells installed in 1998
- Green Tree irrigation equipment is Rainbird heads with a Maxicom Freedom System
- Green Tree re-configured the 18th hole for the new clubhouse facility
- Green Tree clubhouse construction completed in October 2008
- Green Tree Clubhouse is designed by Douglas Fredrickson Architects out of Phoenix, AZ
- Westwinds Golf Course is watered from reclaimed water

QUESTIONS AND ANSWERS FROM PRE-PROPOSAL MEETING HELD 2/22/10

1) What is the acreage for Green Tree Golf Course?

Greens: Approximately 4500-5000 sq. ft.

Tees: Approximately 3000-5000 sq. ft.

Turf: Approximately 60 acres

2) What is the acreage for Westwinds Golf Course?

Greens: Approximately 3500-4000 sq. ft.

Tees: Approximately 2500 sq. ft.

Turf: Approximately 40-45 acres

3) Why is Westwinds water costs higher than Green Tree? *The City owns water rights for Green Tree and we have our own wells. Also, there is a small charge for the nuisance water booster pump at Green Tree. Westwinds has a reclaimed water system so the charge is minimal.*

How many acre ft. does Green Tree and Westwinds utilize? Green Tree uses approximately 600 ac/ft. of water and Westwinds uses approximately 300 ac/ft. of water annually.

4) Will the lessee have to pay for water at Westwinds? *Yes. (The City will provide historical data of reclaimed water usage and costs in the Addendum 3 which will be sent out next week).*

5) Is Westwinds reclaimed water system adaptable to potable water? *Yes, the system can be adapted to potable water.*

Is Westwinds system updated to receive reclaimed water? *There is currently signage all around Westwinds indicating the water is reclaimed water, but there is no underground purple pipe, the reclaimed water runs through the current water lines.*

- 6) What are the working hours for equipment at the golf courses? *There is no ordinance governing equipment start times at either golf course. At the present time, equipment use begins at 6:30 A.M. at both golf courses. There is a City policy in place that states gold play can begin at 6:00 A.M. The operation of equipment at Green Tree starts later because of the residential homes and since Westwinds is in an industrial area, equipment may be utilized beginning at 5:00 A.M.*
- 7) What is the total acreage at Green Tree and Westwinds golf courses, the whole property? *Green Tree is approximately around 100-125 acres and Westwinds is approximately around 200 acres.*
- 8) What is the irrigation system at Green Tree and Westwinds golf courses? *Green Tree has Rainbird and it was designed/installed by ACI and Westwinds has the original irrigation equipment from when the City took over for the Air Force when George Air Force Base was closed.*

How old is the irrigation equipment at both courses? *The irrigation system at Green Tree golf course is approximately three (3) years old and at Westwinds, approximately 22-23 years old.*

- 9) Do you anticipate any major failures in the irrigation system at Westwinds golf course? *No, that has not been experienced and we don't foresee it happening.*

Is there a certain brand of equipment needed when a repair is made at Westwinds? *The irrigation system is Toro with Central Network satellites. The City only requires that the equipment is "as equal" and in some cases, we would have to take it on a case-by-case basis.*

- 10) Is there any debt service on the Green Tree clubhouse? *No, it was constructed with development impact fees.*
- 11) Is there any subsidizing from the General Fund for both courses? *Yes, both courses are subsidized from the General Fund as you can see in the pro forma included in the RFP package.*
- 12) Is weeding required at Westwinds golf course? *There is no weeding required around the golf course boundaries at Westwinds, as this is natural desertscape, but there is weeding required around Green Tree golf course boundaries.*
- 13) In Option C specifications, 10-C Fairways, it states, "clippings shall be removed and disposed"...Are clippings to be removed from fairways? *No, clippings can remain on the fairways but the greens and tee box clippings are to be removed.*

On the tees and fairways, will a triplex suffice for mowing? *Yes, a triplex will suffice.*

- 14) In Option C specifications, 10-G Irrigation System Maintenance, it states, "The

Respondent is not, however, liable for the cost of water or the normal wear replacement of the irrigation system". Are we not responsible to pay for the water or replacement equipment? *Yes, you are responsible to pay for the water costs and replacement of equipment if maintenance of the golf course is included in the option you are proposing to the City.*

- 15) What is the agreement term? *The agreement is for an initial five (5) year term with additional five (5) year options available.*
- 16) What are the pay options or when will we get paid? *The payment schedule will depend on the negotiations between the parties. The City currently cuts checks every Wednesday, based on negotiations, you could get paid weekly, bi-weekly, monthly etc., it all depends on the final negotiations. The City will make sure the payment schedule benefits both parties.*
- 17) With regards to Westwinds golf course, what is the cost of the reclaimed water and could the city provide samples of the water quality? *The cost of the reclaimed water will be included in next weeks Addendum 3, as stated in the answer to question #4 and yes, the city can provide a sample of the reclaimed water quality.*
- 18) Will we (proposers) have access to both Green Tree and Westwinds facilities beyond today (Feb. 22nd)? *Yes, you may have access to both facilities beyond Feb. 22nd, please contact either Bob or Ray (contact info listed in pre-proposal sign-in sheet) to make arrangements and/or have a cart available.*
- 19) Do you have a history of debt service for Green Tree clubhouse or irrigation system? *The City will provide a debt service schedule for the Green Tree irrigation system, but the City does not have any debt service for the new clubhouse, as it was funded fully by the development impact fees.*
- 20) Will the City provide an operational report that lists rounds by month, green fee history and also play history for both courses? *Yes, the City has provided the report. (See attachment 1)*
- 21) Who designed the courses at Green Tree and Westwinds? *William F. Bell designed Green Tree and Robert E. Boldock designed Westwinds.*
- 22) Could we get the current maintenance records for the equipment at both Green Tree and Westwinds maintenance yards? *Yes, the City will provide the last three (3) years of maintenance records for the equipment in next weeks Addendum 3)*
- 23) Is there one maintenance crew for both golf courses and could we get a number of maintenance workers? *No, there are two (2) separate maintenance crews, one for Green Tree and the other for Westwinds. Some of the workers also work to maintain the parks. (See attachment 2)*
- 24) Could we get the operational data for the concessions, like the monthly financials? *Yes, the information can be found in the operational reports provided in Attachment 2. Since opening the new clubhouse at Green Tree Golf Course in October 2008, there has been an increase in banquets, meetings and weddings. The annual golf related events in Fiscal Year 2009 were 25 and the non-golf related events were*

124. *The events for the first six (6) months of Fiscal Year 2010 are: Golf related events are 11 and for non-golf related events the total is 181. The new clubhouse definitely provides the opportunity to expand the food and beverage services in all areas.*
- 25) *Would we have to have our own liquor license for the both concessions? The liquor license for both concessions is site specific.*
- 26) *What is the series of liquor license? Series #47.*
- 27) *Is the site specific liquor license for just the clubhouse or does it also pertain to the golf course? The site specific liquor license is just for the clubhouse, the current concessionaire stated for example, ABC will have an issue if poured liquor crosses Green Tree Blvd.*
- 28) *Can the City provide tee times and fees for both courses? The POS system can run a report that shows the booked and/or paid tee times. Tee Time intervals are 7/8 minutes. Information regarding the green fees and rounds played are included in Attachment 1.*
- 29) *What is your current POS system and is it PCI compliant? Our current POS system is ProShop Keeper and it is PCI compliant, but we don't currently have the module installed.*
- 30) *Does ProShop Keeper have a report regarding cart usage? Yes, ProShop Keeper can give a report regarding cart usage and total dollars collected. Percentage of use needs to be done manually and the daily and monthly cart usage can be found in Attachment 1.*
- 31) *Does the cart usage report break down the carts between rented out, membership own, or privileged play? No, the cart usage reports provided by the POS will only show the rented City carts. Membership owned carts are charged a monthly trail fee and that figure is included in the annual reports provided in Attachment 1.*
- 32) *Does the City have sufficient carts for both courses? Yes, Green Tree has 74 carts and we just pulled an additional 10 carts from Westwinds to add to Green Tree, so Green Tree currently has 84 carts. Westwinds has 44 carts.*
- 33) *Do you think this quantity of carts is high based on the rounds played? No, given our experience with tournaments and the rotation of carts, we feel this is sufficient with the amount of rounds played.*
- 34) *In the equipment listed for both courses, there is no listing of "small" equipment? The small equipment is not listed because they are utilized for our parks maintenance.*
- 35) *You listed, under events for the clubhouse; the proposer would have to yield to any City event as they have first rights? The City currently only has one (1) event annually, the Chamber of Commerce tournament but requires the opportunity for one (1) other event TBD. Any organization using this event option will still be responsible for paying green fees, cart fees, etc.*

- 36) Does the City have a noise ordinance for limited play? *The City does not have a noise ordinance for either golf course, but the City does have a policy limiting play to a start time of 6:00 A.M.*
- 37) What is the age of the golf carts and batteries? *The golf carts at both golf courses are 2001 EZ-Go and the batteries are going on their 2nd year. The batteries are not Trojan batteries, but they are deep cycle batteries. Westwinds carts are stored at Westwinds cart barn and charged every 30 days.*
- 38) Does the City want a Greens Committee? *No, the City currently has a Community Services Advisory Committee which does include issues with the golf courses.*
- 39) What is the ultimate goal for the City with this RFP? *The ultimate goal is for the City to stop subsidizing both courses from the General Fund which will result in less cost to the taxpayers.*
- 40) Could we get your 2008 staffing levels? *Yes, the 2008 staffing levels will be provided. (See attachment 2)*
- 41) Could we get a listing of employees' names and wages? *The City will provide a listing of job titles along with wages, but we can't give out employee names. (See attachment 2)*
- 42) How do you handle memberships? *Memberships are on an annual pass and are paid month-to-month.*
- 43) Do you have unions? *No, the City does not have any unions with employees.*
- 44) How aware are the employees of this decision to possible lease out the golf courses? *The employees involved are aware of City management's directive to solicit proposals to lease out both golf course facilities for cost savings measures.*
- 45) How do you handle homeowner damage at the Green Tree golf course? *It is up to the golfer.*
- 46) How much play do you get for just walk-ons? *The City does experience walk-ons from time-to-time, but we have regular on-course marshalling to ensure it is at a minimum. The marshals ask to see receipts.*
- 47) How bad is vandalism? *Usually, we will get some type of vandalism right around graduation time, but overall, it is very minimal. The City currently pulls flags for both the greens and the practice putting green every night.*
- 48) Do you utilize volunteers? If so, how many volunteers do you have and what do they do? *The City does utilize volunteers and currently we have around 8 and they typically wash and put away the carts, they also, sweep and clean around the site.*
- 49) Are marshals' volunteers? *No.*
- 50) Do the volunteers have "privilege of play"? *Yes, based on hours worked.*

- 51) Does the amount of monthly rounds you state on your report include volunteer play? *Yes, the amount of rounds indicated on attachment 1, does include volunteer play which is separated out.*
- 52) Are the volunteers covered under the City's insurance? *No, the City has them sign a waiver indicating they have personal insurance coverage.*
- 53) In operations, how many staff do you have? *We currently have 5 full-time staff and 1 mechanic.*
- 54) Is there a designated golf liaison between the lessee and the City? *The City will appoint a staff person to represent the City and to oversee the compliance of the contract, but we have not made that appointment yet.*
- 55) In operations, how do you handle play after dusk? *The City will pull the flags behind the group and also ask the group if they mind us pulling the flags ahead of them. Also, the marshals will pull flags on their way back to the cart barn.*
- 56) Do you have any issues with erosion on the courses? *No erosion issues at Green Tree because of the Oro Grande wash runs right through the course. There will be some need to clear the wash, when needed, but no erosion issues. At Green Tree, it is the responsibility of the lessee to keep the channels clear. At Westwinds, the terrain has natural drainage so we don't experience any erosion issues.*

Do you have any occurrences of channel drainage issues at Green Tree? *We have a few issues every year, but that is on the high side and again, it is the responsibility of the lessee to keep the channels clear of debris.*

- 57) Can you attribute any lost rounds due to frost? *Frost will delay rounds but we don't lose rounds because all courses (competition) up here in the High Desert experience the same frost issues.*
- 58) Do you expect the lessee to purchase the ProShop inventory at cost plus profit margin? *No, the City will expect the lessee to purchase the inventory at cost.*
- 59) What type of security system do you have in place at Green Tree and Westwinds? *The City currently has an agreement with Hi Desert Alarm for both facility's clubhouses and maintenance buildings and each door and window has sensors and the alarms are for both fire and intruder.*
- 60) Could we get a report regarding the costs associated with the alarm systems at both facilities? *Yes, the cost for intruder and fire alarms at Green Tree Golf Course is \$1,428.00 per year and the cost for intruder and fire at Westwinds Golf Course is \$696.00 per year.*
- 61) At Green Tree, have the bunkers been re-done and how many do you have? *Green Tree has approximately 66-67 bunkers with a few of them re-done in 1996.*

At Westwinds? *Westwinds has approximately 12 bunkers with none of them re-done since the City has taken over the course from the Air Force.*

- 62) Will Ray Salberg be available to consult with the lessee regarding the operations/maintenance of both courses? *Yes.*
- 63) Do either of the courses have underground storage tanks? *No, they are all above ground.*
- 64) Any environmental requirements with either course? *Yes, Westwinds has some regulatory requirements because of the reclaimed water.*
- 65) You indicated a requirement for a golf course superintendent in the RFP, is that one each or one for both? *One for both.*
- 66) Are there any code issues with the Westwinds facility? *No, everything is up to code. The City will be responsible for any code violations, all other violations will be the responsibility of the lessee.*
- 67) Could we get the maintenance records of the Westwinds facility, especially the condition of the roof and the HVAC system? *City Facility Staff does periodic maintenance checks for both the roof and HVAC system. The roof is sound as staff monitored the facility during the recent major storms and determined there were no leaks in the facility. Facility staff does periodic maintenance to the HVAC system such as changing filters and cleaning coils. However, all repairs to the units are done by an outside contractor.*
- 68) Is the kitchen equipment at Westwinds in working order or not? Could we get the year of the equipment? *The equipment, with the exception of the walk-in-cooler, was in working order before the shut down. The gas equipment was purchased and installed in 2005. All other equipment was installed new in 1996. Up until 2005, the facility was strictly electric without gas. Gas was installed in 2005.*

ATTACHMENTS: (see attached)

- Attachment 1: Operational report re: rounds, green fees, cart usage & concessions.
Attachment 2: Staffing titles and wages for Green Tree and Westwinds

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Please confirm receipt of this Addendum #2, JM10-002 by either faxing the acknowledgment to the City of Victorville, Purchasing Division at (760) 269-0045, or by attaching the signed acknowledgment to your bid proposal. Failure to acknowledge receipt of this addendum may result in the disqualification of your proposal. The undersigned acknowledges receipt of ADDENDUM #2:

Name of Bidder _____

Address _____

Telephone No. _____ Fax No: _____

Signature: _____

Title

Date