



CITY OF FORT MORGAN

REQUEST FOR QUALIFICATIONS (RFQ)

FORT MORGAN MUNICIPAL GOLF COURSE MANAGEMENT AND GOLF PROFESSIONAL SERVICES

SUBMISSION DUE DATE:

December 18, 2009

BY:

4:00 P.M.

PROPOSAL CONTACT:

Pat Merrill

City Manager

110 Main Street, P.O. Box 100

Fort Morgan, CO. 80701

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CITY OF FORT MORGAN – RFQ

Introduction:

The City of Fort Morgan is currently accepting Request(s) for Qualifications (RFQ) from qualified individuals and/or firms for management services for the Fort Morgan Municipal Golf Course located in Fort Morgan Colorado. The intent of this RFQ is to consider operational alternatives for the Pro Shop and related operations. Proposals must be received by the City no later than 4:00 P.M., Friday, December 18, 2009.

Format: Proposal should be 8 1/2 x 11 inches, printed one-sided with removable bindings, bound in a single document. Each Qualification proposal must be submitted in a sealed envelope addressed to City of Fort Morgan, City Manager's Office, 110 Main Street – P.O. 100, Fort Morgan, CO. 80701, and delivered prior to the time and date specified in this document.

Golf Course Operations and Pro Shop:

The City currently operates the Pro Shop and related activities. Upon reaching a mutually beneficial financial arrangement, the selected individual and/or firm's rights and responsibilities may include:

- Pro shop sales and rental of golf equipment and supplies.
- Operation of the driving range including all related supplies and equipment.
- Rental of golf carts and pull carts.
- Provisions for lessons and instructions.
- Tournament coordination and booking.
- Collection and deposit of green fees for play as directed by the City.

Golf Course Maintenance:

Currently, the maintenance at the FMGC is performed by City Staff under the direction of the Golf Course Superintendent. It is the intent of the City of Fort Morgan to retain this portion of the operations at the facility.

Selection Process:

The City of Fort Morgan will utilize the following criteria in the selection of an individual(s) and/or company(s) to interview .

- Current PGA Professional is highly preferred, but a proven ability to obtain Certification within one year will be considered.
- Posses the skills and expertise to manage the entire Pro Shop facility.
- Outstanding written, verbal and non-verbal interpersonal communication skills.
- Experience in managing a golf course. Please provide the names of other golf courses you or your firm has managed in the past.
- Ability to both attract and retain members and players to the FMGC.
- Strong business background with an ability to generate and maximize profits. This includes the ability to initiate and provide programs and services that will generate additional revenues.

- Successful history of attracting and running tournaments including; marketing and promotion, rules of golf and interpretation and maximizing the golf experience for tournament participants.
- Experience with Junior Golf Programs.

Additional Information:

- Qualifications of individuals and/or firm – Please provide a brief history of yourself and/or your firm including the resumes of the parties and individuals that would be involved with the FMGC.
- Provide individual financial statements for yourself and/or your company.

Conditions for Proposal Acceptance:

This request for qualifications does not commit the City of Fort Morgan to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals to permit the timely correction of errors, and/or with notification to all prospective proposer's, change the submission deadline without cause or liability received as a result of this request to negotiate with any qualified individual and/or firm or to cancel in part or in its entirety this Request for Qualifications. All proposals will become the property of the City of Fort Morgan. If any proprietary information is contained in the proposal, it should be clearly identified.

Ownership of Documents:

All unfinished documents, data, studies, surveys, reports and other material prepared by the Proposer shall, at the option of the City of Fort Morgan, become property of the City of Fort Morgan.

Hold Harmless:

Proposer agrees to defend, indemnify, protect and hold harmless the City of Fort Morgan and its agents, officers and employees from and against any and all claims asserted or liability established for damages or injuries to any person or property, including injury to Proposer's employees, agents or officers, which arise from or are connected with or are caused or claimed to be caused by the acts or omissions of Proposer, and its agents, officers or employees, in performing the work or services herein, and all expenses of investigating and defending against same; provided, however, that Proposer's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of the City, its agents, officers or employees. The City may from time to time require changes in the Scope of Work to be performed by proposer. Such changes, including any increase or decrease in the amount of compensation which are mutually agreed upon by and between City and Proposer, shall be incorporated into a written Agreement.