



Letter of Interest / Statement of Qualifications for Golf Course Maintenance Services at Tanglewood Park

SOQ2219, issued: July 12, 2021

Forsyth County's Parks and Recreation Department is seeking qualified businesses for Golf Course Maintenance Services that will include (but is not limited to) all necessary labor, services, material, equipment, tools, consumables, transportation, skills and incidentals as outlined in this document below. The County is interested in contracting with a qualified business with demonstrated experience, knowledge, and expertise in golf course maintenance services for courses of similar size as those located at Forsyth County's Tanglewood Park.

Interested businesses are to submit their Statement of Qualifications (SOQ) by **5:00 PM, August 17, 2021** in **PDF format only** to Constantin Stamati at stamatc2@forsyth.cc.

No proposals will be considered after the deadline. Upon review, business who are short-listed ["finalists"] may be interviewed and/or will be requested to submit a more detailed proposal.

Forsyth County Parks and Recreation Department
4061 Clemmons Road
Clemmons, NC 27012
Telephone: (336) 703-6431
Constantin STAMATI, Assistant Director of Business Ops.

The End of Question Period is 5:00 pm, August 5, 2021. Written questions will be accepted if directed to Constantin Stamati at stamatc2@forsyth.cc and responses will be by written addendum posted here <https://www.cityofws.org/Bids.aspx> and to all firms who contact the Purchasing agent, Darren Redfield, at darrenmr@cityofws.org.

FORSYTH COUNTY PARKS AND RECREATION DEPARTMENT GOLF COURSE MAINTENANCE SERVICES

I. SUMMARY

Forsyth County, Parks and Recreation Department (“County”) is considering a multi-year service agreement with a firm/contractor (“Business”) with demonstrated experience, knowledge and expertise in golf course maintenance services for our 54 holes at the Tanglewood Park. Tanglewood golf maintenance is responsible for the care of two eighteen-hole golf courses, a par 3 golf course, two driving ranges, the grounds of two clubhouses and a shared maintenance facility. The County invites interested businesses to submit a Statement of Qualifications (SOQ) to the Parks and Recreation Department for consideration.

The Scope of Services to be performed will consist of all tasks, skills, labor, materials, equipment, tools, consumables and incidentals necessary to complete year-round turf maintenance and landscape management operations of all golf course areas and clubhouse grounds. The Business will be responsible for maintaining quality playing conditions that are consistent with levels expected by the County.

Interested businesses should prepare and submit a Statement of Qualifications (SOQ), as described in this document. After review of the SOQ by a selection committee, businesses who are short-listed will be interviewed and/or will submit a proposal.

The scope of services presented below is an example of what would meet the County’s goals and objectives. Short-listed Business/s proposal will need to include, at minimum, the components listed below. Upon selection, the Business will be expected to propose additions and modifications to the scope of work as is deemed necessary or advisable and to incorporate their expertise in the final proposal.

II. SCOPE OF SERVICES

A typical scope of work for these services should be focused on, but not limited to the following components as it applies for both golf courses and Par 3:

Greens – Ability to identify and describe the greens schedule maintenance and additional service as needed.

Tees – Ability to identify and describe the tees schedule maintenance and/or additional service as needed.

Fairways – Ability to identify and describe the fairways schedule maintenance and/or additional service as needed.

Roughs – Ability to identify and describe the roughs schedule maintenance and/or additional service as needed.

Bunkers - Ability to identify and describe the bunkers schedule maintenance and/or additional service as needed.

Cartpaths - Ability to identify and describe the cartpaths schedule maintenance and/or additional service as needed.

Driving Range - Ability to identify and describe the driving range schedule maintenance and/or additional service as needed.

Driving Range Tee - Ability to identify and describe the driving range tee schedule maintenance and/or additional service as needed.

Fertility and Pest Management - Ability to identify and describe the fertility and pest management and/or additional service as needed.

Clubhouse and Par 3 Grounds - Ability to identify and describe the schedule maintenance and/or additional service as needed for exterior only areas around the clubhouse and Par 3 grounds.

Tree Maintenance - Ability to identify and describe the tees schedule maintenance and/or additional service as needed.

Irrigation - Ability to identify and describe the preventive maintenance of the pump station.

Maintenance Equipment - Ability to identify and present the list of maintenance equipment needed to perform the work in order to maintain the current level of course condition.

Maintenance Building – Contractor is expected to identify and describe how the maintenance bldg. will be maintained and organized.

Other Course Repairs - Ability to identify repairs as needed (storm or weather damage repair, vandalism, or other repairs needed for the courses to remain in good operating condition.

Capital Repair Projects - Ability to present a list of capital repairs.

Labor - Present a list of needed staff, including position title and brief job description by season(summer/winter).

III. STATEMENT OF QUALIFICATIONS (SOQ)

Interested business shall submit a SOQ. Responses should be brief and directed toward golf course maintenance services particularly for courses of similar size.

All SOQ's shall provide the information requested in the format and order shown below. This will help to maintain a level of consistency for review of the material submitted. **If an SOQ does not**

follow the format and the order shown below, it may be determined to be non-responsive and thus be eliminated from further consideration:

- A. **Cover Letter:** Cover letter shall identify the firm's name, address, telephone, web site and email for the office that will be performing the work, principal's name, firm's personnel makeup, type of firm, SOQ submission date and signature of contracting principal. Maximum of one page.

- B. **Superintendent(s) Professional Experience:** Identify the Superintendent who will be responsible for managing this contract on site. Provide the person's resume, unless is the same person as the one referenced on letter D below. Maximum of two pages.

- C. **Maintenance Staff and Responsibilities:** 1) Identify the principal staff who will be assigned to the project and a description of their responsibilities. Provide a work history of these key personnel, including descriptions of their previous projects and responsibilities. 2) Describe the size of the firm and availability to perform the service that could begin immediately and the availability to perform the service for multiple years. Maximum of two pages.

- D. **Manager's Experience in Golf Course Maintenance:** Briefly describe manager's experience in providing golf course maintenance services and in leading team efforts for similar contracts. Also include contact names, client names, addresses and telephone numbers for each project. Maximum of two pages.

- E. **Similar Projects:** Provide at least 3 samples of similar maintenance contracts that have been undertaken by the business in the past 10 years.

IV. BUSINESS SELECTION CRITERIA

Businesses will be selected based on professional qualifications, demonstrated experience and competence in accordance with the County' Selection Procedure herein noted.

Businesses' qualification will be evaluated based on the breadth of expertise and experience. Assessment will be made on their familiarity and understanding of the services necessary to perform the work according to the following criteria:

1. Demonstrated ability to maintain high-quality playing conditions.
2. Demonstrated success with similar maintenance service contracts.
3. Staff professional certifications and/or contractors' familiarity with industry standards.
4. Adherence to approved schedules.
5. Ability to provide the service based on pre-approved costs.

6. Ability to work closely, maintain availability, coordinate and communicate effectively with Parks and Recreation staff, and other stakeholder groups.
7. Availability to start providing the service immediately upon contract execution. The anticipated start date will be approximately three/four months after the proposal due date.

V. BUSINESS SELECTION PROCEDURE

A. Statement of Qualifications Submittal

The contractor shall submit a written SOQ in accordance with the requirements set forth in this document. SOQs must be submitted electronically as noted on page 1.

Any submittal arriving after the deadline will not be considered. Faxed or physically mailed responses will not be accepted.

1. Businesses shall submit their SOQs in accordance with the requirements set forth in this document. Materials shall be limited to the maximum number of pages as stated in Section II. All materials shall be submitted in an 8-1/2" by 11" size format.
2. Subject line of email is to read "SOQ for Golf Course Maintenance Services"
3. All materials submitted to the County in this process will be retained for County use and will not be returned to the respective business.
4. Other promotional material may be submitted as a separate enclosure. This material will be used to update County files only. It will not be considered as part of this selection process.

B. Selection

The Business selection process will proceed through the following steps:

1. Submitted SOQs will be reviewed by a selection committee.
2. The short-listed business will be interviewed and/or will submit a proposal.
3. Based on proposal evaluations, the County plans to select up to two businesses to work with the County to develop a scope of work, including technical specifications, and pricing for Golf Course Maintenance Services.
 - a. The County reserves the right to decline awarding an Agreement to any businesses despite developing an agreed upon scope of work for the project.

- b. Upon reaching an agreement for services, the agreement will be presented to the County Commissioners for approval.

C. Request for Supplemental Information: The County reserves the right to require additional information from the candidates which supplements or explains the submitted materials.

D. Evaluation of Contractors Qualifications: Evaluation of SOQs will include, but is not limited to, consideration of evidence that the Business: performs in a timely, efficient manner; maintains the availability to work very cooperatively and communicate very clearly with County staff; demonstrates well organized and practical work; prepares satisfactory cost estimates; demonstrates an adequate familiarity and understanding of the services necessary to perform the work; and meets the insurance requirements.

E. Rejection of SOQ

1. The County reserves the right to determine and evaluate the qualifications of the Business candidates and to reject any SOQ.
2. The County retains the right to waive minor irregularities in the statement format.
3. Basis for rejection includes, but is not limited to:
 - a. Contains false or misleading statements.
 - b. Not in the format described herein.
 - c. Unsigned cover letter.
 - d. Received after the due date.
 - e. Restriction or limitation upon their use. Submissions become a public record once opened.