

APPROVED

SEP 17 2008

REPORT OF GENERAL MANAGER

NO. 08-258

DATE September 17, 2008

**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. VARIOUS

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GOLF DIVISION - REQUEST FOR QUALIFICATIONS TO ESTABLISH A LIST OF ON-CALL GOLF COURSE ARCHITECTURAL CONSULTANTS AND A LIST OF ON-CALL GOLF COURSE DESIGN BUILD FIRMS

R. Adams _____	J. Kolb _____
H. Fujita _____	F. Mok _____
S. Huntley _____	*K. Regan _____
V. Israel _____	M. Shull _____

[Signature]
General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board authorize staff to release two Requests for Qualifications: one to various golf course architects and the second to various design build golf course contracting firms for the purpose of establishing a prequalified list of "on-call" or "as-needed" firms to provide design and design build services for the Golf Division golf projects.

SUMMARY:

The Department operates 13 golf courses consisting of seven 18-hole regulation courses, one 9-hole regulation course, two 9-hole executive courses, two 9-hole par 3 courses, and one 18-hole pony course that are in need of various improvements ranging from replacing obsolete and dilapidated irrigation infrastructure systems to modernizing course aesthetics to improve playing conditions. The revenue generated at each of the courses helps offset the costs associated with the operation of the facility, contributes to the Department's general fund, and provides for capital improvement projects for the betterment of the golf facilities. Approximately 24% of the revenue collected in green fees are deposited into the Golf Surcharge Capital Improvement Account and used to fund qualified golf projects/expenditures. In order to program the larger capital improvement projects, such as remodeling an entire golf course and/or installing a new irrigation infrastructure system, the specialized services of a golf course architectural consultant are required. The golf course architect has the expertise to design the routing of a cart path taking into consideration the shot trajectory of

REPORT OF GENERAL MANAGER

PG. 2 NO. 08-258

the golf ball when playing a hole or to recommend the height of a protective fence adjacent to a property line or driving range that will help minimize the potential injuries incurred on the course. It is this specialized knowledge that can only be found in certain qualified design firms. In the case of smaller capital projects, such as remodeling a limited number of holes on a golf course or leveling the teeing areas, the specialized services of a design build golf course contractor would allow these smaller projects to be completed more efficiently by minimizing the amount of administrative staff time required to award a construction project.

As the Department needs to program multiple golf course projects at the 13 golf facilities in the next few years, it is financially prudent to establish a prequalified list of “as-needed” Golf Course Architectural Consultants and Design Build Golf Course Contracting firms to assist in providing these improvements in the most efficient manner. Retaining the services of these specialized firms will allow staff to complete capital golf projects in a reasonable amount of time and cost. Therefore, staff recommends that a list of prequalified as-needed golf course architects and design build golf course contractors be established.

In order to establish the prequalified list of consultants and design build firms, staff is seeking the Board’s approval to release the “Request for Qualifications” (RFQ). The firms that submit their qualifications for consideration will be evaluated by an interview panel composed of staff and possibly other local golf administration professionals. Each firm will be reviewed under the following criteria: years of relative experience, current and past projects with emphasis on renovation/remodeling of existing golf courses, and their ability to design, and/or build, both small and large improvements. It is anticipated that four to five qualified firms will respond to each RFQ. All qualified firms that respond, will be recommended to be placed on each of the prequalified consultant lists.

Once the RFQ process is completed, staff will return to the Board to recommend award of the contracts to the recommended firms. The proposed length of the contracts would be five (5) years with options for three, two-year extensions and a proposed contract ceiling amount of \$1,000,000 for the design consultant firms and \$2,000,000 for the design build firms.

It should be noted that once the list of pre-qualified design consultants and design build firms are established, the firms would be asked to submit competitive bids for each golf project (s) as the need arises. It is anticipated that individual task orders for design projects will range between \$40,000 to \$400,000 for design projects and \$50,000 to \$1,000,000 for design build projects.

REPORT OF GENERAL MANAGER

PG. 3

NO. 08-258

FISCAL IMPACT STATEMENT:

There is no immediate fiscal impact to the General Fund, as all fees will be paid through the Golf Surcharge Capital Improvement Account assigned to the specific project.

This report was prepared by David Takata, Project Manager, and reviewed by James Ward, Golf Manager, Golf Division.