

Burley City Council - Recreation Committee

March 8, 2019

12:00 pm

Burley City Hall- 1401 Overland Ave.

Conference Room

Attendance

Randy Hawkins

Jon Anderson

Carol Anderson

Brent Winn

Zack Zollinger

Scott Draper

Dave Shirley

Mark Mitton

Russ Mallory

Minutes

1. Discussion of requirements for Golf Course RFP.

It was stated that several example RFP's were sent out. One from Twin Falls, Great Falls and Sioux Falls. If you google golf course RFP, there are several that you could look at. Twin Falls was liked because it was short. It was stated that having a short and a concise RFP would be best. Long RFP's have redundancy and have points that can be argued about later.

It was stated that the committee would want to make a list of things that they would want to put in the RFP. It is also a good idea to give up all the information about the golf course. It would list the financial information for the past four or five years but could go up to an eight year history. You would want them to know how many rounds are played each year and this would be expressed in 9 hour rounds. It would be important to list all the statistics of the golf course. As you put the RFP together you would try to anticipate and answer any questions that a person might have about the golf course.

A list would need to be made of what equipment would be used for the golf course. The city has several items that are used at the golf course and at other locations as well. One example as the rough mower has an attachment that the City uses to remove snow, or the fertilizer and sprayer. The committee would need to decide if the equipment would be rented, leased or sold to the person that would contract to manage the Golf Course.

The committee would need to decide what the standards will be. The current standards and all the fees would need to be on the RFP. The Regatta, the Spudman and other events that happen at the golf course would also need to be addressed in the RFP.

The committee would need to put together a rubric for scoring the RFP's, it was stated that this could be tricky, an RFP could be eliminated for different scores even when they are viable. As the rubric is put together, priorities need to be made.

Before a proposal is accepted the committee would need to determine if the people that are submitting the RFP are financially viable. Do they have enough capital to run the golf course? The Council would need to decide the terms of the proposal, would it be a pure lease or a contract? What will be the length of the contract? It will be hard for someone to come in and do it for a year or even three years. They will most likely need to have a five year contract because it is an investment.

There was a discussion about golf carts and sprinkler system. Would the person be able to replace these items as time passed? What are the requirements for maintaining items that the City has paid so much for? It was stated that all these items would be inventoried and discussed when the RFP is constructed.

It was stated that going through this process could be costly and that perhaps they should reconsider the process. It was stated that the Council or the Committee could opt out of the RFP at any time through the process. It was also stated that going through the process and gathering information could reveal trends that would be beneficial to the golf course. The big cost in the process would be time and it was stated that the time could be valuable if the committee were to find some helpful trends.

The RFP would not go out this year. It is too late in the season to have an RFP and you wouldn't want to split the season or rush the proposal. Also this would give them a little bit of time to decipher more the needs of the food service at the golf course. It was stated that a cook and some staff would be advertised for the summer help and it was hoped that they might be able to hire some help.

It was stated that the Food Service at the golf course would be put on the next recreation committee agenda and would be discussed more at that time.

Meeting Adjourned 12:54 PM.