



**REQUEST FOR QUALIFICATIONS (RFQ)
PROFESSIONAL SERVICES FOR
CITY OF CANYON, TEXAS**

Golf Course Assessment and Renovation Plan

I. INTRODUCTION

The City of Canyon is seeking to engage a consulting firm to: Provide a comprehensive course assessment and provide design solutions for development of a driving range and any other suggested course enhancements at the City owned Palo Duro Creek Golf Course located at 50 Country Club Drive, Canyon, Texas. Any such service(s) obtained will be procured pursuant to Chapter 2254, Subchapter A of the Texas Government Code, and 43 T.A.C. §§ 9.30 – 9.40.

II. PROJECT SUMMARY

Palo Duro Creek Golf Course is located at 50 Country Club Drive in Canyon, Texas. The front nine was built in 1959 with holes on both sides of Palo Duro Creek. The back nine was built a few years later and weaves its way through the residences of Hunsley Hills. PDC is a par-72 course with a variety of tees to play ranging from 5,800 yards to 6,900 yards. The course is challenging with water coming into play on 14 of the 18 holes. Over 25,000 rounds are played on the course annually.

The City completed a comprehensive irrigation system study in 2016. The intent of this study is to find a possible location for a driving range. The addition of a driving range will require changes to be made to the course layout. This study should provide the City with suggested location(s) and design for a driving range, identification of course renovations that will be necessary as a result of the installation of the driving range, suggestions related to other course renovations, and an estimated cost for each of these items.

III. GENERAL SCOPE OF SERVICES & TASKS

Professional services will be project specific and may include but not be limited to:

Task 1 – Site Analysis and Research

- Collect available documents and meet with course staff during site visit
- Analyze course layout
- Determine location(s) for driving range and related renovations
- Identify additional renovation opportunities

Task 2 – Assessment and Renovation Plan to Include

- Proposed site(s) for driving range
- Course renovations necessary due to installation of a driving range
- Additional course renovation suggestions
- Preliminary cost estimates

Should the City move forward with the construction of a driving range and associated renovations the following task may be requested:

Task 3 – Project Implementation

- Construction and Bid Documents
- Additional Construction Service as requested

Services requested under Task 3 will require fee negotiations and cost for these services should not be included in the Golf Course Assessment and Renovation Plan.

IV. PROJECT TIMELINE

The Consulting firm shall propose a timeline for completion of the project in their proposal.

V. Proposal Evaluation

The following criteria will be considered in evaluation of submittals and consultant selection:

- (30%) Experience, credentials, and capability of staff members assigned to the project;
- (25%) References and quality of comparable work performed;
- (15%) Quality and organization of the proposal;
- (15%) Methodology;
- (15%) Demonstrated ability to meet past project schedules and budgets.

The Selection Committee will analyze and evaluate submittals based on established evaluation criteria. A firm will be selected for recommendation to the City Commission for the purpose of negotiating contracts terms, including a fair and reasonable price. If a satisfactory contract cannot be negotiated with that firm, the City shall formally end negotiations with that firm and select the next most favored provider, and attempt to negotiate with that firm.

The City reserves the right to reject any or all submittals and the right, in its sole discretion, to accept the submittal it considers most favorable to the City's interest. By submitting a response to this RFQ, respondent accept the evaluation process as outlined, acknowledge and accept that determination of the "most qualified" firm may require subjective judgments by the City. All information, documentation and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and may be subject to public disclosure after the solicitation has been completed and the contract executed with the selected firm.

VI. REQUIREMENTS FOR SUBMITTALS

Respondents shall carefully read the information in the following evaluation criteria and submit complete submittals which address all questions in this section using the following format:

A. Ability to Provide Services:

- Legal name of firm
- Contact person and contact information
- Date of firm formation and overview history of firm
- Evidence of licensing to do business in Texas

B. Qualifications and Availability:

- A statement of interest for the project including a narrative describing the firm's specific expertise and unique qualifications as they pertain to this particular project.
- Names and roles of all staff members who will be involved in this project.
- A statement on the availability and commitment of the firm and proposed project schedule.
- The City of Canyon requires professional liability insurance for firms with which it contracts. Please state what coverages your firm carries and in what amounts.

C. Project Experience:

Provide verifiable examples of at least three (3) similar projects completed in the last ten years.

- Project name and location
- Services provided
- Date of completion or project status
- Client name and contact person
- Any additional project references may be included in this section

D. Statement of Work

- Provide a detailed description of the tasks the firm anticipates will be necessary based on requested scope of work
- A summary timeline (not date specific) with beginning and ending dates of major components of the project
- Description of any expected client responsibilities associated with the project
- Description of deliverables

VII. RESPONSIVENESS TO REQUEST FOR QUALIFICATIONS

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFP. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the City's needs. All text and exhibit products shall be computer-based and provided in both had copy and electronic format. Expenses incurred by the respondents in replying to the RFQ are at the respondents' own expense and risk.

VIII. DUE DATE AND CONTACT

Three (3) hard copies and one electronic copy of proposals are required. Proposals are to be delivered by 4 p.m. (CST), January 24, 2020, to:

PDCGC Proposal
City of Canyon
Attention: Jon Behrens
301 16th Street
Canyon, TX 79015

All questions related to this RFQ should be directed to:

Jon Behrens
City of Canyon
JBehrens@canyontx.com
806-655-5000