



CITY OF ATLANTA

Kasim Reed
Mayor

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DEPARTMENT OF PROCUREMENT
Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP,
CIPC, CISCC, CIGPM
Chief Procurement Officer
asmith@atlantaga.gov

November 24, 2015

INTERESTED PROPONENT:

**Re: FC-8576 Management, Capital Improvements and Maintenance Services for
City of Atlanta Golf Courses**

Attached is one (1) copy of **Addendum No. 1**, which is hereby made a part of the above-referenced project.

For additional information, please contact the following personnel for the respective solicitation: Mano Smith, CPPO, CPPB, CPPM, CPP, Contract Administrator, at (404) 330-6351, or via email at mosmith@atlantaga.gov.

Sincerely,

Adam L. Smith

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Addendum No. 1

Re: FC- 8576, Management, Capital Improvements and Maintenance Services for City of Atlanta Golf Courses

November 24, 2015

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This Addendum forms a part of the Request for Proposal and modifies the original solicitation package as noted below.

- Modifications to RFP Document
- Responses to Questions

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Proposals are due **Wednesday, December 9, 2015**, and should be time stamped no later than 2:00 p.m. EST on this day, and delivered to the address below:

Adam L. Smith, Esq., CPPO, CPPB, CPPM, CPP, CIPC, CISCC, CIGPM
Chief Procurement Officer
Department of Procurement
55 Trinity Avenue, S.W.
City Hall South, Suite 1900
Atlanta, Georgia 30303

.....
*****All other information remains unchanged*****

Addendum No. 1

**Re: FC- 8576, Management, Capital Improvements and Maintenance Services for City of
Atlanta Golf Courses**

November 24, 2015

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Acknowledgement of Addendum No. 1

Proponents must sign below and return this form with its proposal to the Department of Procurement, 55 Trinity Avenue, City Hall South, Suite 1900, Atlanta, Georgia 30303 as acknowledgement of receipt of this addendum on this ____ day of _____, 2015.

Legal Company Name of Respondent

Signature of Authorized Representative

Title

Date

**FC-8576, MANAGEMENT, CAPITAL IMPROVEMENTS AND MAINTENANCE
SERVICES FOR CITY OF ATLANTA GOLF COURSES**

ADDENDUM NO. 1

MODIFICATIONS TO RFP DOCUMENT

1. Part 1, Information and Instructions to Proponents, Number 10, Submission of Proposals, Item d. – Delete Item d in its entirety and replace with the following:

A Proponent must submit one (1) original, marked "Original" and seven (7) copies of its proposal, eight (8) total. Each proposal must be submitted on 8-½" x 11" single-sided, typed pages, using 12-point font size and such pages must be inserted in a standard three-hole ring binder. To the extent Proponent requires a larger page size to demonstrate its experience, the City will accept 11"x 17" sheet size but it must be folded to 8-1/2" x 11" size. Each proposal must contain an index and separate sections/tabs for the information requirements set forth in this RFP, as well as for the forms required to be submitted. Proponents must ensure all pages of proposal are numbered according to provided index and sectional tabs.

2. Agreement, Item 8. Consideration - Delete item 8.2.4 in its entirety and replace with the following:

8.2.4 Payments to the City for each contract year will be trued up in the first quarter of the following Contract Year in conjunction with the annual report due from Service Provider to City under Section _____ of this Agreement. Any overpayments made to the City will be reimbursed in the following year by offset at the discretion of the City.

3. Agreement, Item 8. Consideration - Delete item 8.2.5 in its entirety and replace with the following:

8.2.5 Any MAG paid after the _____ of the month and percentage of Gross Receipts paid after the _____ day of the following month will be deemed a late payment and shall incur interest as additional costs at the rate of _____ from the date due until the date received by the City.

4. Appendix A, Office of Contract Compliance Submittals: Equal Business Opportunity Program Reminder (Page 8). Delete page number (8) and replace with page number with "7".

5. Appendix A, Office of Contract Compliance Submittals: Insert the enclosed Covenant of Non-discrimination (Form SBE-1) before Form SBE-2 (Page 1 of 2).

COVENANT OF NON-DISCRIMINATION FORM

Appendix A, Office of Contract Compliance Submittals: Insert the enclosed Covenant of Non-discrimination (Form SBE-1) before Form SBE-2 (Page 1 of 2).

COVENANT OF NON-DISCRIMINATION

The undersigned understands that it is the policy of the City of Atlanta to promote full and equal business opportunity for all persons doing business with the City of Atlanta. The undersigned covenants that we have not discriminated, on the basis of a firm's revenue or employee size with regard to prime contracting, subcontracting or partnering opportunities. The undersigned further covenants that we have completed truthfully and fully the required forms SBE-2 and SBE-3. Set forth below is the signature of an officer of the bidding entity with the authority to bind the entity.

Signature of Attesting Party

Title of Attesting Party

On this ____ day of _____, 20____, before me appeared _____, the person who signed the above covenant in my presence.

Notary Public

Seal

**FC-8576 Management, Capital Improvements and Maintenance
Services for City of Atlanta Golf Courses**

Questions and Responses

1. Who owns the maintenance equipment?

The current contractor owns the maintenance equipment at North Fulton (Chastain Park), Alfred "Tup" Holmes, and Browns Mill Golf.

2. When was the last time the greens were re-constructed?

North Fulton and Browns Mill Golf greens were re-constructed in the Summer of 2004. In the Summer of 2005, Alfred "Tup" Holmes greens were re-constructed.

3. How old is the irrigation at each facility?

The irrigation system is more than 20 years old.

4. What is the source of water for the irrigation? If potable water, how is it billed?

Currently, the Contractor is responsible for water usage if they use the City water line. However, water from the lake located at Adams Park adjoining Alfred "Tup" Holmes is used to irrigate. Also, at Chastain, a lake is used to irrigate the site. The current contractor is responsible for paying any electrical cost to pump water from the lakes.

5. Does the City allow "Volunteer Employees"? Yes

6. Are any services provided by the City? i.e. building maintenance (HVAC, etc.), painting, etc.

The contractor is responsible for the maintenance and repair of all buildings and other improvements on the leased premises and of all personal properties.

7. Was an environmental audit completed after the fire at the maintenance building at North Fulton?

There was no environmental audit completed.

8. Is there information available as to how expenditures were allocated within the budget? i.e. How much was spent on labor, fertilizers, pesticides, etc.

There is no information from the current contractor on such expenses.

9. Which POS system or systems do the courses utilize? The current contractor uses EZ Links.

10. Who owns the IT equipment and does the City provide any IT assistance at any of the facilities? The contractor owns the IT equipment like the POS system, phones, computers, and printers. The City does not provide IT assistance.

- 11. Does the City own the golf cars or are they leased?** The City does not own the golf cars or lease them.
- 12. Who sets rates?** Rates are set by the City of Atlanta.
- 13. Are there any restrictions on discount/promotions?** Any restrictions on discounts/promotions are based on legislation approved by the City of Atlanta's Council.
- 14. Have chemical and physical tests been run on the greens recently? If so, are the results available?** There have been no chemical and physical tests done on the greens recently.
- 15. Is flooding an issue on any of the courses?** After any extensive or unusual rain precipitation, courses do have a high possibility of flooding.
- 16. Are the employees City employees or employees of the Management Company?** These staff members are employed by the current contractor.
- 17. What is the current capital expense budget and can you provide the items on the list for the next five years?** There is no current capital expense budget, but the potential bidders are welcome to provide items needed for capital improvements to the facilities.
- 18. Scheduled closed days or holidays?** This scheduling depends on how one's business intends to open or close consistent with one's business model for the facilities. Please provide proposal.
- 19. Who owns golf shop merchandise?** The current contractor owns the merchandise at the golf shop.
- 20. Percentage play from online tee times?** There is no information from current contractor.
- 21. Percentage of rounds from walkers?** There is no information from current contractor. However, there are figures on total rounds played for each operating year from the current contractor, which is included in the RFP.
- 22. Can you provide a breakdown of the paid rates, by player type for the last three years for each facility? i.e. Senior, Regular, Twilight, Outing/Tournament, etc....**
There is no information from the current contractor. However, the current breakdown of player type is included in the RFP.