

May 29, 2019

TO: All Responders under RFP No. 19-500521, Golf Operations Manager for Sugar Creek Golf Course

FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. # 1

Request for Proposal (RFP) No. 19-500521, Golf Operations Manager for Sugar Creek Golf Course, is hereby amended as follows:

1. Questions and their resulting answers have been received and are detailed below:

- A. **Question:** On pg 15 of 36 of the RFP there are five year projections for proposed revenue sharing of golf lessons and pro shop revenue percentage sharing. Is the RFP an annual contract with (4) options to renew for a potential contract max of 4 years, or a five year contract with the option of four renewal options for a total contract max of twenty years?

Answer: *This is an Annual Contract with Four (4) Options to Renew for a total Contract term of five (5) years.*

- B. **Question:** Will DeKalb County be providing merchandise and selecting vendors for the golf shop apparel?

Answer: *This area will be negotiated with the selected contractor.*

- C. **Question:** Will DeKalb County be providing the Point of Sale System for the golf operation?

Answer: *Yes.*

- D. **Question:** Will DeKalb County be providing historical data and budget projections/expectations for the golf operation?

Answer: *Yes; however, the golf course has been closed for two years. Five years prior to that, conditions and rounds of play were below expectation.*

- E. **Question:** Will DeKalb County be providing the funds for staffing the fifteen employees managed by the Golf Operations Manager?

Answer: *Yes; however, there are only five (5) employees anticipated. They include one full-time assistant and four part-time permanent employees at 25 hours a week (each). Additional staffing needs will be supplemented by volunteers i.e., golf starter, driving range attendant, golf cart services and course rangers.*

- F. **Question:** What is the breakdown of full-time, part-time, and volunteers projected for staffing for the golf operation?

Answer: *1 Golf Operations Manager, 1 Golf Assistant Manager, 4 Permanent Part-time Golf Attendants: 15 (projected) volunteers*

- G. **Question:** Is there a staffing budget - if so will a copy be provided for review prior to deadline for receipt of proposals?

Answer: *Yes, there is a budget. However; information will not be available prior to the proposal deadline.*

- H. **Question:** Will these employees be considered county employees and be eligible for county benefits?

Answer: *The Operations Manager will be under contract with no benefits. All other employees are County employees with appropriate benefits.*


- I. **Question:** In the Sample Agreement for Professional Services: Article III. Payment - there is reference to "Change Order" and or amendment. As written, the Chief Executive Officer or his/her designee shall have the authority to approve and execute a change order increasing the Contract Price up to twenty percent of the original Contract Price not to exceed \$100,000. How should request for increase be submitted and justified for consideration or approval?

Answer: *The selected contractor submits its request and justification to the Division Manager who will discuss and consider the justification with the selected contractor.*

J. **Question:** Would the county consider leasing the course to a management company? It would serve the same purpose as the PGA professional the county's seeking, but come with the full capabilities, scale, and management expertise of a national firm.

Answer: No.

2. It is the responsibility of each responder to ensure that he/she is aware of all addenda issued under this RFP. Please sign and return this addendum. You may call Jennifer Schofield, Procurement Agent, 404.687.4042; before the Proposals are due to confirm the number of addenda issued.
3. All other conditions remain in full force and effect.


Jennifer Schofield
Procurement Agent
Department of Purchasing and Contracting

ACKNOWLEDGMENT

Date: _____

The above Addendum #1 is hereby acknowledged:

(NAME OF RESPONDENT)

(Signature)

(Title)