



TOWN OF BROOKLINE

Massachusetts

DEPARTMENT OF FINANCE

PURCHASING DIVISION

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To: Interested Proposers

From: David C. Geanakakis, Chief Procurement Officer

Date: July 26, 2021

RE: Addendum #1 to the RFP for Robert T. Lynch Municipal Golf Course Master Plan Reference #P-22-05

Regarding the RFP for Reference #P-22-05, the following questions were asked and the answers to those questions are provided on the following pages.

Please note that the deadline to submit questions regarding the scope and requirements of this RFP has passed. No further questions regarding the scope and requirements of this RFP will be answered prior to the proposal due date and time.

This addendum, designated as Addendum Number One (1) amends, by clarification, the specification and proposal forms for the above-named procurement. Proposers should submit responses to the RFP that incorporate these clarifications and answers to questions.

Questions and Answers

1. We are understanding that the design of the clubhouse and surrounds will be undertaken by an architect / firm selected by the city separate from the current RFP. Is this correct? If so, has this architect / firm already been chosen and can you provide us with a name? If not, can you provide more detail on how the golf architect will be involved in the procurement of the clubhouse architect?

Yes, the Town will be selecting another architect to provide those services in a separate procurement process. The selected golf course architect / consultant will collaborate with the clubhouse architect on areas that abut one another.

2. We understand that a master plan was developed for the course in 1999 by Robert McNeil (The Northeast Golf Company). How long was that master plan effective, and when was the last time McNeil was consulted for work on the course? Also, can you provide a summary of the previous design projects / improvements provided under this master plan?

The 1999 master plan developed by Robert McNeil was in use for several years into the mid 2010's. Mr. McNeil was retained by the town and procurement process to design and construct the driving range.

In summary, the following were completed in general across the golf course from the 1999 master plan:

- Tree and brush removal
- Cart path installations
- Numerous bunker renovations
- Several new tee construction projects
- Creek dredging

3. If the 1999 master plan wasn't the most recent, has the course operated under another master plan between then and current? If so, who developed this plan and when were they last consulted?

The golf course has operated under the 1999 master plan.

4. Who was the architect, if any, behind the driving range completed in 2016? Was this project completed as a separate RFP, under an ongoing master plan, or as an in-house design?

The Driving Range was completed under a separate RFP process and designed and constructed by Robert McNeil.

5. Page 5 of the RFP states there will be a separate procurement process for construction phases, and pg. 4 lists the anticipated budgets for each construction phase. Do these figures reflect the budget regarding master planning and consulting services as well, or are those strictly for the separate construction procurement? If it is the latter, can you provide an estimate of the budget regarding master planning / consulting services?

The budgets listed on page 5 represent the actual construction budgets financially forecasted for the 4 different phases. The budget for the master planning / consulting services resulting from this RFP is \$75,000.00.

6. Aside from the current Golf Course Enterprise Fund, what are the funding sources attributed to the anticipated budget?

The funding sources attributed to the budget comes from the Enterprise Fund and bonds issued by the Park and Recreation Commission with debt service maintained by the Enterprise Fund.

7. Has the Town / Golf Course looked into the procurement of additional grant funding? Would they be open to the inclusion of additional grant funding as a part of the current proposal?

No, we have not looked at additional grant funding. Yes, we would be interested in additional grant funding.

8. Does the Town have a copy of the original Stiles & Van Kleek plan or any early photos to assist us in the planning process?

The earliest photo that we have is the 1938 aerial that is in the RFP.

9. Will the Town be providing a base plan of the existing course in AutoCAD format or will it be the Consultant's responsibility to prepare the existing conditions plan?

The Town can provide the topography plan included in the RFP documents in AutoCAD format, if requested by the Architect/Consultant selected as a result of this RFP.

10. Can the Town provide a topographic plan of the golf course in digital format?

The Town has provided a link in this RFP to access the topographic plan in digital format as well as a high resolution aerial with topography overlay.

11. Can you provide the annual maintenance budget and turf maintenance plan

The FY22 Budget with respect to Turf Maintenance is:

Agronomic Supplies: \$150,000

Equipment Maintenance Supplies: \$40,000

Landscaping Services: \$35,000

Equipment Cleaning & Repair: \$12,000

Equipment Rental Services: \$15,500

Full Time Salaried Staff: Golf Course Superintendent, First Assistant Golf Course Superintendent, Mechanic

Seasonal Staff Labor Budget: \$340,000 (includes golf operations)

Listed budgeted amounts above do not include equipment lease expenses, professional development, personnel benefits, or utility expenses.

The Golf Course currently does not have a Turf Maintenance Plan defined.

12. Are the five comparative evaluation criteria weighted equally or different?

The criteria are listed in the RFP and will be evaluated by the Selection Committee during the review process

13. How will price be factored in with the evaluation?

As stated in the RFP, the price proposal will be evaluated after the technical proposal is ranked

14. Should the selected consultant plan on hosting one or more community outreach meetings as part of the master plan process?

Yes, that will be an important aspect in Golf Course master plan process.

15. On page 8, could you clarify the language as to who makes the decision on awarding this RFP?

The evaluation of the proposals and of the respondents presenting them will be carried out by a Selection Committee established by the Chief Procurement Officer. The Committee will make a recommendation for award of the contract resulting from this RFP to the Chief Procurement Officer. The Chief Procurement Officer will make an award to the most advantageous proposal, based on the following: recommendation of Selection Committee, the information provided in the response to this RFP, interviews if held, and the evaluation criteria outlined in this section. The recommended contract award will be presented to the Park and Recreation Commission.

Respondents will be evaluated based on the criteria identified in the section below. A further evaluation may occur based on an interview with the Selection Committee. The purpose of this interview is to clarify the qualifications of the respondents and allow the Selection Committee to verify its evaluation.