

REQUEST FOR PROPOSAL

Project Name

Prepared by:

Prepared for:

Date:

REQUEST FOR PROPOSAL: Part 1 - General Information

A - OWNER/CLUB DESCRIPTION

Owner/Facility Name:

Is soliciting proposals for professional design services in conjunction with:

B - BRIEF PROJECT DESCRIPTION

Project Name:

Project Scope:

Brief Description:

C - RESPONSE FORMAT

Response to this RFP should be returned to:

Contact Name & Title:

Mailing Address:

Due Date & Time:

Proposals received after this date and time will be considered will not receive further consideration.

D - SUBMITTAL FORMAT

Each proposal shall be submitted in printed form with any other relevant brochures or current company information. Proposals shall be clearly marked with the name of this project on the exterior of any package or envelope

E - QUESTIONS

Questions directly relating to any matter contained in this Request for Proposal shall be directed to:

REQUEST FOR PROPOSAL: Part 2 – Detailed Description of Project

The work to be performed in connection with this project is:

A - PROJECT NAME

B - DETAILED PROJECT DESCRIPTION

C - RELEVANT BACKGROUND, OBJECTIVES, AND HISTORY

REQUEST FOR PROPOSAL: Part 3 – Desired Services

The following list, as shown below, constitutes the basic services requested. If there are any other relevant services you deem necessary, they can be noted as “additional recommendations” under each section or at the bottom

A - PLANNING AND PRELIMINARY DESIGN PHASE

The architect shall prepare for approval:

Preliminary design studies that may include: bunker repositioning, reshaping, additions, subtractions or any other alternatives that are deemed necessary

Projected construction costs based on experience

B - CONSTRUCTION DOCUMENTS PHASE

After consultation, changes, and approval, the architect shall prepare:

Construction Documents - Working Drawings and Specifications

Construction Details and Instructions

Construction Responsibilities of Architect, Facility, and Contractor

Change Requirements – Architect will advise/make adjustments to any projected construction costs

C - BIDDING OR NEGOTIATION PHASE

The architect shall assist in obtaining bids or proposals, evaluating the bids and selecting contractor for the construction of the project

D – PROJECT MANGEMENT PHASE

The architect shall make scheduled, periodic visits to the site to evaluate the with the progress and quality of the construction work and to determine if the project is meeting all aspects of the construction documents/details and contracts

The architect will also evaluate contractor's work, interpretation of plans, quality of the workmanship, and the proper use if specified materials.

The architect will also handle any paperwork, provide assistance in contract administration

E – OTHER SERVICES

If there are any other requirements not detailed above, they may be added at a later time. Please address any other relevant service that could be a part of this project

REQUEST FOR PROPOSAL: Part 4 - Owner's Responsibilities

A - The owner will provide complete information regarding the project's requirements. Accuracy will be the responsibility of the facility.

B – The owner will provide information in the form of maps or markings for any existing drainage or irrigation lines. Other information as requested by the architect may include any current survey maps, contour maps, and any relevant course photographs

C - The owner will provide the services of consultants that may be required or appropriate for this project such as irrigation consultants, physical engineers, or Turfgrass consultants

D - The owner will provide any such legal, accounting and insurance counseling services as may be necessary for the project

F - Owner and architect will establish a mutually agreeable method of payments to the architect, including fees, payments schedules and methods

REQUEST FOR PROPOSAL: Part 5 - Submittal Requirements

The prospective architectural firm should provide the following information as basic background information. Follow the section list and provide as a written summary. It will be used in the general evaluation process.

Any other information that you deem relevant can be added in section J is to complete the information below or submit, as an equal, an office brochure inclusive of items A-I.

A - Name of firm and all relevant contact information

B – Basic Business History

C - Present Composition (size, structure)

D - List of Key Personnel and their qualifications that would be involved in managing this project

E - Other relevant personnel in your firm that would support this project (qualifications)

F - Design Experience

Provide a recent project list and description, including contacts and references, approximate budget, and other relevant background

Provide a recap of a recent project that is similar to our proposed project

G – Current Work/Projects

Provide a list of all projects you are currently involved with recap project status

H - Schedule

Provide a description of your proposed design schedule and your ability to perform this work based on the target schedule that has been outlined for this project

Provide an explanation of any revisions to the schedule that you feel are necessary

I - Fees

Provide a basic rate schedule for basic services. Provide an estimated range for the services requested as a part of this project

REQUEST FOR PROPOSAL: Part 6 - Selection Process

A – EVALUATION CRITERIA

The criteria that will be used to evaluate your proposal will include:

- Firm's professional design capabilities and relevant project experience
- Successful working relationships from past projects
- Success in project management from past projects
- Insight or special qualifications you can bring to the project as defined in this RFP
- Ability to execute the project's timelines as defined in this RFP
- Qualifications of key personnel that will be involved with this project
- Results of similar projects
- Current Workload
- Price

B - PROCESS

The selection process of an architectural firm will follow this format:

- Review of qualifications, insight and background
- Selection of top 4 to 5 firms
- Scheduling of interviews
- Board meeting to review and rank firms
- Discussion and negotiation with the top two ranked firms

REQUEST FOR PROPOSAL: Part 7 - OTHER SERVICES

Additional services provided by the architect may include:

A – DESIGN PHASE:

B - BIDDING PHASE:

Preparation of Detailed Alternate Plans/Bids

C - CONSTRUCTION PHASE:

Project Management
Contract Administration

D - OTHER:

Court Testimony, Arbitration, Public Hearings

E - CONSULTANTS

As deemed necessary for design team - owner will provide for any:

Landscape Architect (if other than Golf Course Architect)
Engineers
Hydrologic
Soils Engineer
Irrigation Designer

REQUEST FOR PROPOSAL: Part 8 - PROJECT TIMETABLES

PROJECT TIMETABLE:

Anticipated Start Date & Phase of Project

Consultation, Planning:

Preliminary Design:

Construction Documents:

Bidding or Negotiation:

Construction:

Anticipated Completion Date: