

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 – Bid Sheet

BUNKER PROJECT – BID SHEET				
LINE ITEM/DESCRIPTION	QTY	UNIT	UNIT PRICE	SUB-TOTAL
Mobilization				
Workforce 1	0	lump sum	0	0
Earthmoving				
Cuts & Fills	0	cubic yards	0	0
Off-Site Fill Material	0	cubic yards	0	0
Topsoil	0	cubic yards	0	0
		Total Earthmoving		0
Bunker Preparation				
Grass Removal	0	sq. ft.	0	0
Core, Subgrade Preparation, Edging	0	sq. ft.	0	0
Shaping/Re-Shaping	0	lump sum	0	0
		Total Bunker Prep		0
Drainage				
Pipe & Fittings	0	linear feet	0	0
Gravel	0	ton	0	0
Trenching (Labor)	0	linear feet	0	0
Installation (Labor)	0	linear feet	0	0
		Total Drainage		0
Bunker Liners				
Material Cost	0	sq. ft.	0	0
Liner Installation (Labor)	0	sq. ft.	0	0
		Total Liners		0
Bunker Sand				
Sand (w/ freight)	0	ton	0	0
Sand Installation (4" - Labor)	0	ton	0	0
		Total Sand		0
Finishing				
Topsoil Replacement	0	cubic yards	0	0
Seed Bed Prep (Labor)	0	sq. ft.	0	0
Sod Cost	0	sq. ft.	0	0
Sod Installation (Labor)	0	sq. ft.	0	0
		Total Finishing		0
		TOTAL		0

REQUEST FOR PROPOSAL: Part 4 - Submittal Requirements

The prospective golf course builder 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 - Construction 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 5 - Selection Process

A – EVALUATION CRITERIA

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

- Firm's construction 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 6 - OTHER SERVICES

If this project is a design/build, additional services provided by the builder 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 7 - PROJECT TIMETABLES

PROJECT TIMETABLE:

Anticipated Start Date & Phase of Project

Consultation, Planning:

Preliminary Design:

Construction Documents:

Bidding or Negotiation:

Construction:

Anticipated Completion Date: