

Administrative Services

Purchasing Division

MEMORANDUM

To: Jerry Brown,

From: James B. O'Neill II, CPPO, FNIGP
Director of Purchasing & Risk Management

JBO by NKW

Date: October 24, 2006

Re: P1038 Collindale Golf Professional

Enclosed for your evaluation and review are three (3) proposals we received on the above captioned project. Proposals were submitted by:

Douglas W. Perry
James H. Greer
Ryan R. DeHaan

If you have any questions, please contact me at ext. 6779.

JBO:nkw




Cultural, Library, and Recreational Services

Golf Division

CONFIDENTIAL
MEMORANDUM

DATE: October 24, 2006

TO: Deron Grothe, Golf Board Member
David Johnson, Golf Board Member
Doug Evans, Superintendent/Collindale
Mindy Markley, Citizen Member
James B. O'Neill, II, CPPO, FNIGP, Director of Purchasing & Risk Management

FROM: Jerry P. Brown, Manager of Golf 

RE: RFP No. P 1038 - Collindale Golf Course Golf Professional

Enclosed are the three responses that the City Purchasing Division received to the Collindale Golf Professional Request For Proposals (RFP), Proposal No. P 1038, which were opened today at 10:00 a.m. We had three potential proposers attend the Pre-Proposal Meeting on October 16th at Collindale. Sealed proposals were submitted from Ryan DeHaan, Jim Greer, and Doug Perry.

Thank you for volunteering to serve as a rater on this RFP Review Committee. Raters are to independently rate/score each of the proposals based on the rating criteria, also as enclosed. As a reminder, a rating scale from 1 to 5, with 1 being a poor rating, 3 being an average rating, and 5 being an outstanding rating for each question answered, and the Annual Payment Schedule To/From the City, will be used. You may split your ratings into 1/10th points if you desire, i.e. a 2.1, 3.7 or 4.2 score can be used if needed. You then multiply your score by the weighting factor to determine the total points you give per question/payment schedule, and then add up all of your points. A maximum grand total of points to be achieved is 100 per rater, per proposal.

Please remember that these proposals that you are rating are to be considered as "Confidential" and are not to be discussed with anyone except for the other Golf Board Members not serving on this committee who may contact Deron and/or David to provide their input. Dan Preble is the alternate Board Member should either Deron or David not be able to serve.

Since we only received three proposals, we will skip the initial evaluation/elimination scores step originally scheduled for 12 Noon on Tuesday, October 31st, and we will instead interview the three proposers on Wednesday, November 8th. Please bring your evaluation/scores forms to the interviews.

The RFP Review Committee interviews will be held at the City Office Building, 215 N. Mason Street (corner of Mason and Laporte), in the 1st floor Community Room, hopefully starting at


City Park Nine Golf Course • 411 South Bryan Avenue • Fort Collins, CO 80521 • (970) 221-6650
Collindale Golf Course • 1441 East Horsetooth Road • Fort Collins, CO 80525 • (970) 221-6651
SouthRidge Golf Course • 5750 South Lemay Avenue • Fort Collins, CO 80525 • (970) 416-2828
Golf Administration • 215 North Mason Street, 3rd Floor • P.O. Box 580 • Fort Collins, CO 80522-0580 • (970) 416-2265



Cultural, Library, and Recreational Services

Golf Division

CONFIDENTIAL MEMORANDUM

DATE: October 24, 2006
TO: Golf Board Members
FROM: Jerry P. Brown, Manager of Golf 
RE: Board Members' Review of Collindale Golf Professional RFP's

Enclosed for your review are copies of the three proposals received at the City Purchasing Office prior to 10:00 a.m. today, responding to the Request For Proposals (RFP) for the Collindale Golf Course Golf Professional, Proposal No. P-1038.

As you are aware, City Council has adopted Resolution 94-152 which, among other things, states in part, "...that each member of the Golf Board shall be given the opportunity to review and make recommendations to the (two) Golf Board Members serving on the RFP Review Committee...for professional services for the City-owned golf courses...".

The five RFP Review Committee Members also received their complete copies of the three proposals today. They have been asked to review and rate/score the proposals and to turn-in their independent ratings/scores to the Director of Purchasing & Risk Management at the interviews of the three proposers on Wednesday, November 8th. Since we only received three proposals we will skip the initial evaluation/elimination scores step originally scheduled for 12 Noon on October 31st, and we will instead interview the three proposers on November 8th.

Your two Golf Board Members serving on this review committee are Deron Grothe at 204.9473 (h); 539.0870 (w) or ddgrothe@comcast.net and David Johnson at 206.1392 (h); 213.0648 (w) or Davidjohnson@comcast.net. Dan Preble is the alternate at 223.6759 (h) or Danp@isp.com. You may contact either Deron or David, or both of them if you desire, or Dan if either Deron or David cannot serve, and provide them with your personal input on any or all of the proposals. Please make your comments to them no later than Monday, November 6th, if at all possible.

Please remember that these proposals that you are reviewing are to be considered as "Confidential" and are not to be discussed with anyone, including family, friends, or other Golf Board Members (except for the two RFP Review Committee Golf Board Members). It is very important that because of the proprietary nature of these proposals that you not share any of the information written in the documents with anyone as we strive to maintain the full integrity of the process and to be as fair as possible to all of the proposers. Once the interviews have been completed, please destroy/shred/throw away all of the proposal documents as they are proprietary.

Please do not hesitate to call me at 221.6350 or Jim O'Neill at 221.6775 if you have any questions or concerns. Thank you.

Enclosures

cc: James B. O'Neill, II, CPPO, FNIGP, Director of Purchasing and Risk Management

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