

SIMSBURY CULTURE, PARKS AND RECREATION DEPARTMENT
SIMSBURY, CT.

RFP - Simsbury Farms Golf Course Master Plan

Introduction

The Simsbury Farms Recreation Complex is a 235 acre facility owned and operated by the Town of Simsbury. The facility consists of an 18 hole golf course, four swimming pools, outdoor ice skating rink, four outdoor lighted tennis courts, two lighted paddle tennis courts, wheel chair accessible playscape, two and one half mile fitness trail, and picnic area.

The Simsbury Farms Golf Course is one of the finest in the area. Originally designed by Geoffrey Cornish, the course is a challenging layout for players of all abilities. The course also includes a fully stocked pro shop, restaurant and banquet tent. The facility was opened to the public in 1972.

The Mission Statement for the golf course is as follows:

The Simsbury Farms Golf Course and the adjoining property were purchased in 1969 in order to preserve the area as a recreational site for use by members of the Simsbury community. The primary purpose of the golf course is to provide outdoor sport and recreation for the youth and adult population of Simsbury. In addition, it is intended that the revenues produced by the course shall be sufficient to pay the operating, maintenance and improvement costs of the course and, if feasible, to provide financial support for other recreational facilities in the Town of Simsbury.

It is the intent of the Town to enter into an agreement with a qualified Golf Course Architect/Designer, along with other professional disciplines team members, to produce a Master Plan for the Simsbury Farms Golf Course. In addition to long and short term course improvements, this plan should include the amenities to the course including the Pro Shop and restaurant, cart storage building, golf maintenance building, rest room facilities, parking areas, and roadway to and from. *The Simsbury Farms Master Plan (1998) should be addressed and incorporated into this plan.*

Proposals shall indicate specific tasks and members of the design team, along with the identification of the responsible professional persons. Weight for the selection for the award of the study will be given, among other considerations, to the appropriateness of the personnel to the task, similar experience, and proposed tasks which are unique to the

study needs. The selection process may also include an interview with prospective consultants to further discuss their proposals.

Each task's time for completion shall be identified, along with any additional optional tasks which the consultant considers advantageous to the final study. A lump sum fee shall be provided for the scope of service's tasks, along with fees for any optional tasks.

The lead staff person is Gerard G. Toner, Director of Culture, Parks and Recreation. Questions may be directed to Mr. Toner at 860-408-4682. To be considered, all proposals shall be received in the office of the Department of Culture, Parks and Recreation, 60A Old Farms Rd., Simsbury, CT. 06070-0495, no later than January 8, 2013.

Scope of Services

1. Walk the site with master plan team. Perform demographic research and feasibility study to determine the appropriateness of proceeding with the project.
2. Evaluate condition of all entire golf course operation including all aspects of the golf course, buildings, roadways, parking areas, restaurant, pro shop, maintenance facility and any other area necessary for consideration in the Plan.
3. Provide hole by hole analysis of physical condition of the course addressing strategy, maintenance, safety, and playability for all levels of player. Review all aspects of the maintenance operation, including staffing, equipment inventory, and operating expenses. Provide same for pro shop operation.
4. Recommend short and long term capital improvement program, prioritizing goals and objectives of plan. This evaluation should be comprehensive, including all features of the buildings and facility. On course needs should address tees, greens, fairways, bunkers, water hazards, irrigation system, and tree management plan.
5. Analyze fee structure and prepare recommendations for maximizing revenue generation from the facility.
6. Based on input from master plan team and users of the facility, prepare preliminary plans detailed to clearly define the proposed work and include cost estimates for same.

Product

1. Analyze the respective sites and make recommendations for the improvements and most functional uses of each. Considerations should be given to current and future needs.
2. Prepare a preliminary narrative report and sketches for discussion purposes with the Town.
3. Attend up to 3 meetings for preliminary presentation, discussion, and comment.
4. Based on input, prepare final project report with definitive cost estimates for each area. Financial projections for return on facility improvements should also be included.
5. Attend up to 2 final presentation meetings.

Copies

1. 6 copies of the preliminary report and sketches.
2. 20 copies of the final report and cost estimates.

Information to be Provided by Town

- Aerial photography at 1ö = 100ø
- Planimetric/topographic mapping in paper or CADD disk, at desired scale
- Available building plans (consultant must pay cost for any desired copies)
- Plan of Development
- Regulations
- Wetland mapping
- Any usage studies/reports
- History of golf course and facility improvements since 1972.

Other Requirements

1. The consultant shall procure and maintain insurance, as may be required by State law, for protection for claims under workersøcompensation acts, claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees. Certificates of Insurance acceptable to the Town shall be filed with the Town. Such insurance must be by insurance companies licensed to write such insurance in Connecticut.
2. All produced materials shall become the property of the Town of Simsbury.

3. The professional services agreement will include a detailed schedule of completion times and a payment schedule.