

TO: Middlesex County Improvement Authority Board
James P. Nolan, Chairman
Anthony Raczynski, Vice-Chairman
Paul Abbey, Secretary
Christine D'agostino
Jose Jimenez

FROM: James P. Nolan, Chairman
H. James Polos, Executive Director
Ralph Albanir

DATE: January 3, 2019

RE: Evaluation Report for Request for Proposals #18-22 for Operation and Management Services for the Tamarack Golf Course, Raritan Landing Golf Course and the Meadows at Middlesex Golf Course and Associated Facilities

PURPOSE

This evaluation report (the "Report") has been prepared in accordance with N.J.S.A. 40A:11-4.5.d of the Local Public Contracts Law (LPCL). The purpose of this Report is to (i) recommend the award of a contract to Bill Casper Golf for the operation and management of the Tamarack Golf Course, Raritan Landing Golf Course and The Meadows at Middlesex Golf Course and Associated Facilities (collectively, referred to herein as the "Golf Course Facilities") and (ii) explain the process and rationale upon which the recommendation is based.

BACKGROUND AND PROCESS

Pursuant to N.J.S.A. 40A:11-4.1 of the LPCL, the Middlesex County Improvement Authority (the "Authority") issued a Request for Proposals for Operation and Management Services for the Golf Course Facilities (the "RFP"). The proposals were solicited through, and the RFP was issued in accordance with, a fair and open process pursuant to the Pay-to-Play Law, N.J.S.A. 19:44A-20.1, et seq.

An advertisement for the RFP was placed in the Home News Tribune, Star Ledger and posted on the Authority's website. One (1) proposal (the "Proposal") was received on Friday, December 28, 2018 at 11:00 a.m.

The RFP Evaluation Committee consisted of James P. Nolan, H. James Polos, and Ralph Albanir (collectively, the "Committee"). The criteria for qualification and award was disclosed in the RFP. As set forth in the RFP, the Committee evaluated the proposals based upon technical, management, experience and costs-related criteria that was

weighted to meet the Authority’s needs as well as satisfy the requirements of the LPCL. A summary of the Proposal and the recommendation of the Committee follows.

PROPOSAL

One (1) proposal was received by **Billy Casper Golf**, 12700 Sunrise Valley Drive, Suite 300, Reston, Virginia 20191.

- ❖ **Scope of Services:** Operation and management of the Golf Course Facilities including, but not limited to, course maintenance, irrigation of turf grass, pro shop and food and beverage concessions, golf course equipment maintenance, daily facility operations (including the collection and deposit of all money, hiring, directing and supervising all employees, purchasing all goods and services, handling disputes with third parties, collecting and paying all appropriate taxes, obtaining all appropriate permits, promotion of golf activities, and marketing services).
- ❖ **Term:** One (1) year initial term with four (4) successive optional renewal periods, which optional renewal periods are solely within the discretion of the Authority.
- ❖ **Management Fees and Concession Rental Payments (Annual):**

The Meadows at Middlesex Golf Course:

Year	Management Fee	Concession Rental Payment¹
Year 1	\$55,000	\$17,600
Year 2 (Optional)	\$61,200	\$19,200
Year 3 (Optional)	\$62,400	\$21,600
Year 4 (Optional)	\$63,600	\$21,600
Year 4 (Optional)	\$64,800	\$21,600

Raritan Landing Golf Course:

Year	Management Fee	Concession Rental Payment
Year 1	\$55,000	\$17,600
Year 2 (Optional)	\$61,200	\$19,200
Year 3 (Optional)	\$62,400	\$21,600
Year 4 (Optional)	\$63,600	\$21,600
Year 4 (Optional)	\$64,800	\$21,600

¹ The Concession Rental Payment is the payment the vendor is required to pay to the Authority for the operation of the pro shop, food and beverage services.

Tamarack Golf Course:

Year	Management Fee	Concession Rental Payment
Year 1	\$82,500	\$17,600
Year 2 (Optional)	\$91,200	\$19,200
Year 3 (Optional)	\$92,400	\$21,600
Year 4 (Optional)	\$93,600	\$21,600
Year 4 (Optional)	\$94,800	\$21,600

AWARD RECOMMENDATION

Based upon a review of the Proposal in accordance with the criteria set forth in the RFP, the Committee scored the Proposal with an average of 95 out of 100 points. The Committee has determined that the Proposal is responsive to the RFP and meets the Authority's expectations and goals for the services sought in terms of management fees, concession rental payments, and proposed budget. The Committee has further determined that Billy Casper Golf possesses the requisite qualifications and golf course management experience from having operated golf course facilities for more than 26 years, and currently operates 17 golf courses in the tri-state area.

For these reasons, the Committee recommends that a contract be awarded to Billy Casper Golf for the operation and management of the Golf Course Facilities in accordance with the RFP and the Proposal.