

**City of Dallas**



**Request for Information (RFI)**

**Project Title: Golf Course Professional Services**

**Buyer Solicitation Number: BW23-00021260**

1. **INRODUCTION: GENERAL INFORMATION**

The City of Dallas, through the Park and Recreation Department, is seeking responses to this Request for Information (“RFI”) from interested parties, firms, vendors, and others regarding the format, requirements, and information of proposed solicitations listed herein for services for the City of Dallas golf courses located at:

Cedar Crest Golf Course and Reservation Facility 1800 Southerland

L. B. Houston Golf Course and Driving Range 11223 Luna Road

Stevens Park Golf Course 1005 N. Montclair

Tenison Park Golf Course and Driving Range 3501 Samuell Blvd.

Keeton Park Golf Course and Driving Range 2323 Jim Miller Road

The intent is to use the information received through this RFI to develop future solicitations, such that, the solicitations are as broad as possible to provide either public-private partnership operations (e.g., vendor operation of pro shop, café, etc., and City manager golf course maintenance) or a full privatization of the golf course operations while also being equitable and inclusive while allowing opportunities to all interested parties.

This will further support the City of Dallas policy outlined in the Business Inclusion and Development (BID) Plan procurement guidelines, and to promote the City’s core values related to equity.

This RFI is informational only. There is no associated cost or selection component, nor is this RFI an order or funding opportunity announcement.

Any work performed by a Respondent to this RFI will be at the Respondent’s own discretion and expense. Responding to this RFI provides no advantage or disadvantage to potential applicants for future solicitations should the City of Dallas choose to issue such solicitations. Furthermore, this RFI offers no guarantee that the City of Dallas will issue a solicitation.

If a solicitation is released, it will be advertised on the City’s Office of Procurement Services website at <https://dallascityhall.bonfirehub.com/login> and it is the responsibility of potential respondents to monitor these sites for additional information.

1. **BACKGROUND**

The City of Dallas golf courses are public owned golf facilities where daily pro shop operations, to include, but not limited to café, pro shop sales, merchandise sales, tournament coordination, lessons, etc., are overseen by a golf professional. The City of Dallas golf courses are maintained by the Park and Recreation Department and are open to the public year-round. The courses in total host approximately 240,000 rounds of golf each year.

The City of Dallas Park and Recreation Department (PKR) has actively been managing golf course operations through a public/private partnership for well over 20 years. During this time, PKR has solicited vendors, specifically Class A PGA Professionals, for the management of the golf pro shop operations while PKR provided maintenance of the golf course and continues to operate under this the public/private format until December 2024. The Park and Recreation Department is interested in considering alternative means of managing operation of one or more of its five golf pro shops and six golf courses and is seeking RFI solicitations to guide the Park and Recreation Department in realizing a path forward for alternative means of operations, to include, but may not be limited to:

1. Request for Proposals (RFP) for a management agreement in the form of a:
	1. Management and operations agreement for the day-to-day oversight of one or more golf pro shop operations by a Class A PGA Professional; or
	2. Management and operational oversight for golf pro shop operations as identified above, and to include management of the daily golf course maintenance activities and associated equipment operations.

**The objective of this RFI is to allow interested parties to provide feedback regarding best methods and practices to better craft the solicitations.**

1. **ASSOCIATED COSTS**

No compensation is available to any party for providing information to this RFI solicitation. Any/all costs associated with responding to this RFI will be solely at the respondent’s expense and the City will not pay for any information or administrative costs incurred in response to this solicitation.

1. **NOTICES & INQUIRIES**

This RFI and any related amendment and notices will be published to this solicitation on Bonfire. Notices related to this RFI will be sent to the vendor lists registered with Bonfire for the associated goods/services, and other known potential vendors through additional outreach search functions/databases.

Questions regarding this RFI shall be submitted in writing through Bonfire, the City’s procurement portal website at <https://dallascityhall.bonfirehub.com/login>. Verbal questions will not be accepted. Responses to any inquiries submitted through Bonfire will be answered by publishing an addendum to this solicitation.

1. **FORUM & INDUSTRY DISCUSSION**

Once this RFI closes and responses have been received, the City may schedule an optional Request for Information (RFI) Forum to determine feasible solutions and recommendations for consideration that may be included in future, proposed solicitations. Such discussions would be intended only to receive further clarification of organizational capabilities and feasibility to meet specification requirements. The RFI Forum is for clarification only for the purposes of an informational opportunity. City representatives may or may not choose to meet with RFI respondents. The RFI Forum will not represent the City’s engagement in any pre-selection process for any organization or party. Participants will still be required to follow any tender or procurement process in the future. This RFI does not indicate or represent any commitment to any particular course of action.

1. **RESPONSE FORMAT & CONTENT**

This RFI is being issued by the City of Dallas to seek initial input through written response. There is no response format requirement, nor are there any required document templates to follow. Respondents should provide any applicable information they feel is responsive to the request.

**Respondents are requested to submit responses to this RFI through Bonfire February 6, 2023.**

1. **ATTACHMENTS**

The following attachment provide information regarding the City of Dallas Business Inclusion and Development guidelines and policies:

1. City of Dallas - Business Inclusion and Development Policy
2. **TERMS & CONDITIONS**

In addition to any rights reserved elsewhere in this RFI, the City reserves, and may in its sole discretion, exercise any one or more of the following rights and options with respect to this RFI if determined that doing so is in the best interest of the City:

1. The City reserves the right to cancel the RFI at any time; to elect to proceed or not to proceed with presentations regarding its subject matter with any respondent and with firms that do not respond to the RFI; or to reissue the RFI or to issue a new RFI (with the same, similar, or different terms).
2. The City reserves the right to extend the Submission Date/Time and/or to supplement, amend, substitute, or otherwise modify the RFI at any time prior to the Submission Date/Time, by posting an addendum in Bonfire.
3. The City reserves the right to require, request or permit, discussions with any respondent, any information relating to the subject matter of this RFI that the City deems appropriate.
4. At any time determined by the City, the City may discontinue discussions with any respondent or all respondents regarding the subject matter of this RFI, and/or initiate discussions with any other respondent or with vendors that did not respond to the RFI.
5. To the best of the City’s knowledge, the information provided herein is accurate. Respondents are advised to undertake appropriate investigation in preparation of responses.
6. This RFI is issued solely for information and planning purposes and does not constitute a solicitation or commitment to contract. Responses to this solicitation are not an offer and cannot be accepted by the City to form a binding contract. The City is not obligated to conduct subsequent discussions with any respondent to this RFI and reserves the right to conduct discussions regarding its subject matter with firms that do not respond to this RFI.
7. By submitting its Response, the respondent agrees to the terms and conditions of this RFI.