

REQUEST FOR QUALIFICATIONS

Management, Operations, and Maintenance of Lemoore Golf Course, Pro Shop and Kitchen

The City of Lemoore ("City") is seeking qualified firm/consultant to manage, operate and maintain the Lemoore Golf Course, Pro Shop and Kitchen. The response to this solicitation will be in the form of a Statement of Qualifications.

The City intends to enter into a lease agreement with one (1) qualified management group for the requested services, with a performance period of the contract of 5 years, with the option to extend up to eight (8) years (initial term, plus any option to extend, shall not exceed a total of eight (8) years).

The Request for Qualifications (RFQ) packet can be requested via email to the City Clerk at cityclerk@lemoore.com. All qualified organizations interested in providing these services are invited to submit their Statement of Qualifications (SOQs). The Consultant's SOQs will be evaluated and ranked according to the criteria provided in the Proposal Evaluation procedures of this RFQ.

A mandatory Pre-Proposal Conference will be held **Tuesday, April 20, 2021 at 11:00 a.m.** at the Lemoore Municipal Golf Course located at 350 W. Iona Avenue, Lemoore, CA 93245.

Addenda to this RFQ, if issued, will be sent to all prospective Consultants the City has specifically e-mailed a copy of the RFQ to and will be posted on the City's website at:

<https://lemoore.com>

It shall be the Consultant's responsibility to check the City's website to obtain any addenda that may be issued.

The Consultant's attention is directed to the Submittal Requirements section of this RFQ.

Submit five (5) hard copies and one (1) electronic copy in PDF format on a CD/DVD/Flash Drive, of the Consultant's SOQs. The hard copies and CD/DVD/Flash Drive shall be mailed or submitted to the City of Lemoore, 711 W Cinnamon Drive, Lemoore, CA 93245, prior to **4:00 p.m. on May 18, 2021**. SOQs shall be submitted in a sealed package clearly marked "**RFQ Management, Operations, and Maintenance of Lemoore Golf Course, Pro Shop and Kitchen**" and addressed as follows:

City of Lemoore
Office of the City Clerk
711 W Cinnamon Drive
Lemoore, CA 93245

Submittals received after the time and date specified above will be considered nonresponsive and will be returned to the Consultant.

Any proposals received prior to the time and date specified above may be withdrawn or modified by written request of the Consultant. To be considered, however, the modified submittal must be received prior to **4:00 p.m. on May 18, 2021**.

Unsigned submittals or submittals signed by an individual not authorized to bind the prospective Consultant will be considered nonresponsive and rejected.

Upon review of submitted proposals, the Selection Committee will determine whether interviews are necessary to determine a Consultant selection. Interviews will be held with the top three ranked consultants. The City reserves the right to hold interviews or make a Consultant selection based solely on the Statement of Qualifications received.

This RFQ does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure, or contract for services. The City reserves the right to accept or reject any or all SOQs received as a result of this request, to negotiate with any qualified Consultant, or to modify or cancel in part or in its entirety the RFQ if it is in the best interest of the City to do so.

The prospective Consultants are advised that should this RFQ result in recommendation for award of a contract, the contract will not be in force until it is approved and fully executed by the City.

All products used or developed in the execution of any contract resulting from this RFQ will remain in the public domain at the completion of the contract.

The anticipated consultant selection schedule is as follows, but subject to change:

Mandatory Pre-Proposal Conference: April 20, 2021

SOQ review and evaluation: Week of May 24, 2021

Council Approval: Week of June 1, 2021

Contract Award: July 1, 2021

Any questions related to this RFQ shall be submitted in writing to the attention of the Marisa Avalos, City Clerk via email at cityclerk@lemoore.com. Questions shall be submitted before **2:00 p.m. on April 30, 2021**. Answers to questions shall be posted on the City website before **5:00 p.m. on May 3, 2021**. No oral questions or inquiries about the RFQ shall be accepted.