
REQUEST FOR PROPOSAL



For Golf Course Architectural Services

Issued By: _____

For: _____

Date: _____

A Standard Form Prepared By
The American Society of Golf Course Architects
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REQUEST FOR PROPOSAL

Section I – General Notice

I. OWNER: _____

Is soliciting proposals for professional design services in conjunction with:

II. PROJECT: _____

III. Response to Request for Proposals should be returned as follows:

Mail To: _____

Title: _____

Address: _____

Date & Time: _____

Proposals received after this date and time will be considered null and void and will not receive further consideration.

IV. Each proposal shall be submitted in _____ copies. Proposals shall be submitted in an envelope clearly marked indicating the project's title.

V. Questions directly relating to any matter contained in this Request for Proposal shall be directed to: _____

REQUEST FOR PROPOSAL

Section III – Scope of Service

The Scope of Services as outlined below are to be performed by the Golf Course Architect during the following four phases of the Project:

(A) CONSULTATION, PLANNING AND PRELIMINARY DESIGN PHASE

The Golf Course Architect shall prepare for the approval for the Owner, preliminary design studies that may include a routing of the golf course, alternates or revisions, as he deems necessary. The routing shall show the location of tees, greens, fairway boundaries, centerlines and other such information as the Golf Course Architects deems necessary or desirable.

The Golf Architect shall submit to the Owner a Statement of Probable Construction Cost. This cost shall represent the Golf Course Architect's best judgment of the probable Construction Cost as a design professional, consistent with the accuracy of project information provided by the Owner.

(B) CONSTRUCTION DOCUMENTS PHASE

Upon approval by the Owner of the Preliminary Design Studies, the Golf Course Architect shall prepare for the Owner's approval, Construction Documents consisting of the Working Drawings and Specifications necessary for construction of the Project. Included with the Construction Documents will be instructions setting forth the requirements for the construction of the Project and the duties and responsibilities of the Golf Course Architect the Owner, and the Contractor(s).

The Golf Course Architect shall advise the Owner of any adjustments to previous Statements of Probable Construction Cost indicated by changes in requirements or general market conditions.

REQUEST FOR PROPOSAL

(C) BIDDING OR NEGOTIATION PHASE

The Golf Course Architect, following the Owner's approval of the Construction Documents, shall assist the Owner in obtaining bids or negotiated proposals, evaluating the bids and bidders, and in awarding a contract or contracts for the construction of the Project.

(D) CONSTRUCTION AND OBSERVATION PHASE

- (1)** The Golf Course Architect shall make periodic visits to the site of the Project to familiarize himself/herself with the progress and quality of the Work and to determine, in general, if the Project is proceeding in accordance with the Contract Documents.
- (2)** The Scope of Services of the Golf Course Architect shall include periodic observation of contractor's work, interpretation of plans and specifications for correctness of workmanship and materials, and appearance of the final product, but without assuming any responsibility for the Contractor's means and methods. It may also include processing of necessary and appropriate paperwork, assistance in contract administration, weekly reports, issuance of certificates, and the like, as mutually agreed upon by Owner and Golf Course Architects, and provided for in the Contract Documents.

(E) ADDITIONAL SERVICES

Apart from the basic services rendered by the Golf Course Architect and as outlined in the previous section, the Client may require additional services to be performed by the Golf Course Architect, and may be included if outlined below.

(Consult Appendix A for a listing of additional services that may be provided by the Golf Course Architect and Appendix B for a listing of additional consultants often required in the golf course development process)

REQUEST FOR PROPOSAL

Section IV – Owner's Responsibilities

- (A)** The Owner shall provide to the Golf Course Architect full, accurate and complete information regarding the requirements for the Project. The Golf Course Architect shall be entitled to rely on accuracy of information provided.
- (B)** Owner shall furnish existing conditions data sufficient for the needs of the project and satisfactory to the Golf Course Architect, typically including a certified land survey, engineering type aerial photography and contour map, and a survey of above and below ground utilities, easements, covenants, and restricted use areas. Scale typically is 1" = 100.0', or as agreed upon by Owner and Architect.
- (C)** The Owner shall furnish the services of consultants when such services are deemed necessary or appropriate for this project. Such consultants may include, among others, soil, civil, hydrologic or other engineers; irrigation consultants, archaeologists, land planners, and wetland, wildlife, or botanical specialists.
- (D)** The Owner shall furnish any laboratory tests, inspections or reports as required by law, or the Contract Documents.
- (E)** The Owner shall furnish such legal, accounting and insurance counseling services as may be necessary for the Project.
- (F)** Owner and Golf Course Architect shall establish a mutually agreeable method of payments to the Golf Course Architect, including fees, payments schedules and methods, securing of funds, late charges and related matters.

REQUEST FOR PROPOSAL

Section V – Submittal Requirements

The Golf Course Architect is to complete the information below or submit, as an equal, an office brochure inclusive of items A-1.

(A) Name of firm, address and telephone/fax numbers(s):

(B) Years established: _____

(C) Present size of firm: _____

(D) List the name(s) and qualifications of the person(s) who will be the key contact(s) and manage this project:

REQUEST FOR PROPOSAL

(E) Other personnel of your firm includes:

Employee Name	Years with Firm	Experience

(Attach page if more room is necessary to list additional personnel)

(F) Design Experience

(1) Provide a recent project list of your firm's work, including key contacts and references, approximate budget, and other pertinent information.

(2) Provide a plan of one of your recent design projects.

(3) List project(s), which your firm has completed that is (are) most similar to this one.

REQUEST FOR PROPOSAL

(G) Workload:

Provide a list of all projects for which your firm is currently responsible, percent of design completion, and/or construction completed.

(H) Schedule:

Submit in graphic or narrative form, your firm's assessment of proposed design schedule relative to your ability to meet the schedule as outlined, together with possible revisions you feel necessary. Explain variations in time schedule, if any.

(I) Fee Schedule:

Provide your firm's fee schedule for basic services, with an estimated range of fees for requested services. (Actual fee will be negotiated after final selection process.)

REQUEST FOR PROPOSAL

Section VI – Selection Process

(A) PROCESS

The Owner's selection process of a design firm follows five basic steps:

- (1)** Receipt and review of statements of qualifications.
- (2)** Narrow selection to three to five firms.
- (3)** Interviews with the best-qualified firms.
- (4)** Ranking of the top firms to identify the best-qualified firm.
- (5)** Negotiation with the top-ranked firm for scope of service, fees.

(B) CRITERIA

Criteria to be used by the Owner in evaluation of proposals will include the following:

- (1)** Professional abilities of the design.
- (2)** Relevant project experience of the design firm.
- (3)** Qualifications of personnel to be directly involved with this project.
- (4)** Working relationship of design firm with previous clients.
- (5)** Quality and relevance of example(s), which may be requested of the firm.
- (6)** Responsiveness of proposal to program and timeframe outlined in this Request for Proposal.
- (7)** Current and projected workloads that might affect the firm's ability to perform the required work on schedule.
- (8)** Specialized qualifications of the design firm.

REQUEST FOR PROPOSAL

APPENDIX "A"

LISTING OF ADDITIONAL SERVICES

Additional services provided by the Golf Course Architect may include:

PRELIMINARY PHASE:

(1) Feasibility Studies

- (a)** Market and Financial Studies
- (b)** Site Analysis/Land Use
- (c)** Site Selection

(2) Feasibility Studies

- (a)** Surveying to supplement existing data or to provide data where none exists.

BIDDING AND NEGOTIATION PHASE:

(1) Preparation of Detailed Alternate Plans/Bids

CONSTRUCTION PHASE:

(1) Contract Administration and Project Management

(2) Full Time Site Representative

(3) Drawings of Record for Construction

(4) Additional Consulting Due to Loss, Casualty or Damage

MISCELLANEOUS:

(1) Court Testimony, Arbitration, Public Hearings

REQUEST FOR PROPOSAL

APPENDIX "B"

ADDITIONAL CONSULTANTS

Additional Consultants Necessary for Design Team (Owner to provide all consultants unless otherwise agreed upon)

- (1)** Land Planners (if other than Golf Course Architect)
- (2)** Landscape Architect (if other than Golf Course Architect)
- (3)** Clubhouse Architect
- (4)** Engineers
 - (a)** Civil (Roads, Dam Design, Etc.)
 - (b)** Hydrologic
 - (c)** Soils Engineer
 - (d)** Structural
- (5)** Turfgrass Consultant/Agronomist/Soil Testing
- (6)** Irrigation Designer (if other than Golf Course Architect)
- (7)** Bond Issue Experts
- (8)** Archaeologists
- (9)** Environmental Experts

REQUEST FOR PROPOSAL

PROJECT LOCATION MAP:

Project location map to be provided on a separate sheet.

PROJECT TIMETABLE:

<u>Anticipated Start Date</u>	<u>Phase of Project</u>	<u>Anticipated Completion Date</u>
	Consultation, Planning And Preliminary Design	
	Construction Documents	
	Bidding or Negotiation	
	Construction	

RELATED INFORMATION AND PROJECT REQUIREMENTS: