



TOWN OF WATERTOWN  
WATERTOWN, CONNECTICUT

REQUEST FOR PROPOSAL

CRESTBROOK PARK MUNICIPAL GOLF COURSE  
GOLF PROFESSIONAL SERVICES

Sealed proposals are invited and will be received by the Town Manager of the Town of Watertown at the office of the Town Manager, Town Hall Annex, 424 Main Street, Watertown, Connecticut until 4:00 p.m., January 31, 2017, at which time and place they will be publicly opened and reviewed.

The full Request for Proposal document may be obtained or examined at the office of the Town Manager, Town Hall Annex, 424 Main Street, Watertown, Connecticut 06795 or by accessing the Town of Watertown's website at <http://www.watertownct.org>. Proposals must be submitted in a sealed envelope plainly marked "**Bid – Crestbrook Park Municipal Golf Course – Golf Professional Services.**"

To receive consideration proposals must be in the hands of the Town Manager or his authorized representative no later than the day and hour mentioned above.

The Town Manager reserves the right to accept or reject any or all proposals; to waive any informality; or to accept any bid deemed in the best interests of the Town of Watertown.

The Town of Watertown reserves the right to take into account the residency of proposers within the Town of Watertown in awarding this position.

All proposals will be conserved valid for a period of sixty (60) days.

Robert M. Scannell  
Town Manager  
Town of Watertown



Town of Watertown  
Request for Proposals (RFP)

Crestbrook Park Municipal Golf Course  
Golf Professional Services

Submission Due Date:  
January 31, 2017  
By  
4:00 p.m.

Proposal Contact:  
Robert M. Scannell  
Town Manager  
424 Main Street  
Watertown, Ct 06795

Phone: 860.945.5255  
Fax: 860.945.4974  
Email: [rscannell@watertownct.org](mailto:rscannell@watertownct.org)



TOWN OF WATERTOWN  
REQUEST FOR PROPOSAL  
GOLF PROFESSIONAL

**Introduction**

The Town of Watertown is seeking proposals for an Independent Contractor to serve as Golf Professional at the Town owned Crestbrook Park Golf Course. The current contract with the current professional is due to expire on February 28, 2017.

Proposals must be submitted in a sealed envelope to Town of Watertown, Town Manager's Office, 424 Main Street, Watertown, CT 06795 by 4:00 p.m., Wednesday, January 31, 2017.

**Qualifications and Selection Process**

- Current P.G.A. Professional is preferred, but a proven ability to obtain certification within one year is acceptable
- Must possess skills and expertise necessary to manage a full service Pro Shop.
- Outstanding written, verbal and non-verbal interpersonal communication skills.
- Experience in managing a golf course.
- Ability to both attract and retain members and players to the Crestbrook Park Golf Course.
- Strong business skills with an ability to generate and maximize profits. This includes the ability to initiate and provide programs and services that will generate additional revenues.
- Successful history of attracting and running golf tournaments including marketing and promotion, rules of golf and interpretation and maximizing the golf experience for tournament participants.
- Experience with Junior Golf Programs.

**Employment History and References**

Please provide a resume of work history including the names of other golf courses that you have worked for in the past. Also, please submit one personal and one professional reference with your proposal.

**Course Information**

Crestbrook Park Golf Course is located on 236 acres and was ranked by Golf Digest as the third highest ranked municipal course in Connecticut (1998). Originally a 9-hole private course, it was purchased by the Town of Watertown in 1975. In 1980 a second 9 holes were added. The course has a full service pro shop, a snack shack and a five (5) acre practice facility with two (2) practice putting greens.. Adjacent to the golf course is the Sunset Grille, a full service restaurant

and bar open to the public for lunches and dinners. The restaurant facilities are also available for tournaments and private events.

During the 2015 and 2016 seasons more than seventeen thousand (17,000) rounds of golf were played at the Crestbrook Park Golf Course each year. The Pro Shop at the course runs from March 15<sup>th</sup> through December 30<sup>th</sup> of each year depending upon weather conditions.

### **Scope of Services and Duties**

- Responsible for collection of all greens fees, cart rentals, powered golf cart liability forms and season tickets. Account for monies collected and paid over to the Town on a daily basis.
- Assist the Men's, Women's, and Retiree's Associations to insure active and successful golf programs.
- Coordinate all tournaments held at CBP golf course.
- Develop a cooperative atmosphere between golf operations and maintenance staff.
- Provide a golf instruction program for any golfer seeking lessons. (Payments for lessons directly made to Contractor)
- Maintain an instructional and competitive program for junior golfers.
- Assists Director of Parks and Recreation in the selection, training and daily supervision of the starters, rangers and other staff and volunteers providing golf services.
- Reports problems, incidents and accidents on the golf course to the Director of Parks and Recreation.
- Makes recommendation for golf course improvements.
- Maintain an adequate inventory of supplies.
- Maintain the Pro Shop in a clean and orderly condition. (The Town shall provide heat, electricity and a security system).
- Maintain powered carts in a clean and operable condition.
- Assist with periodic building inspections with advance notice from the Facilities Manager and/or Parks and Recreation Director.
- Work closely with department staff, restaurant staff, and website manager.
- Ensures that the inside of the Pro shop and the surrounding grounds are kept clean and in good repair.

### **Schedule of Performance of Service and Duties.**

The Contractor shall perform the services and duties at such time and in such sequence as may be directed by the Town.

The Contractor will agree to open the Pro Shop one half hour before the first scheduled tee time, at the latest by 7:00 a.m., and shall not close until dark when the last golfer is off the course. The Contractor shall be at the Golf Course six (6) days per week. In the event the Contractor is unable to be at the Golf Course, he/she shall notify the Director of Parks and Recreation. The Pro Shop shall be operated from March 15<sup>th</sup> through December 30<sup>th</sup>. These dates are flexible depending on weather conditions.

The duration of the contract between the Town and the Contractor shall be three (3) years.

The Town reserves the right to terminate the Agreement with the Contractor for just cause upon sixty (60) days' notice. Similarly the Contractor shall be required to provide sixty (60) days written notice in the event he/she intends to terminate the contract.

### **Compensation, Fees and Exclusive Use**

The Town shall compensate the Contractor for satisfactory performance of his/her services in the amount agreed upon by the Town and the Contractor. Compensation for subsequent terms shall be adjusted at the convenience of the Town on or before December 31<sup>st</sup> and shall be determined by the Town Council.

This compensation will constitute full and complete payment to the Contractor. The Contractor shall be responsible for all other fees and expenses associated with the work, including any local, state and federal taxes. Payments to the Contractor shall be made by the Town in 16 installments; two (2) pro-rated payments shall be made in December, January, February and March and one pro-rated payment per month for the remainder of the year.

The Contractor's relationship with the Town is that of an Independent Contractor and no fringe benefits are associated with the contract. The compensation under the current contract for the Golf Professional is approximately \$40,000.

The Contractor shall have the exclusive right to sell golf merchandise at the course and shall maintain a satisfactory inventory (minimum of \$10,000 wholesale value) to start the season and shall retain inventory at that level through September 1<sup>st</sup> of the year. All merchandise shall be reasonably priced. Financial, inventory and sales records shall be made available to the Director of Parks and Recreation annually.

The Contractor shall retain all profits made from the operation of the Pro Shop and likewise will bear the burden of all losses. It shall be expressly understood that the Contractor shall pay for all merchandise in his/her own name. The Town shall provide a cash register/computer, and its maintenance, for the Pro Shop.

The Contractor will receive at the end of each month \$1.00 for every powered car rental. The Contractor will only receive this when the fees are received by the Town. When the fees are waived by the Park and Recreation Commission, the Contractor will not be compensated. Fees may be withheld by the Town if powered carts are not maintained to the cleanliness standards.

The Contractor shall retain all proceeds or income from lessons given.

The Town shall retain twenty percent (20%) of the total revenue earned at the Golf Course Driving Range. The Contractor is responsible for stocking driving range supplies and for retrieving balls on a regular basis.

### **Insurance**

The Contractor will carry commercial general liability insurance with minimum coverage limits of One Million Dollars and No Cents (\$1,000,000.00), to cover the products, operations and services provided under the Contract. Prior to the execution of a contract, the Contractor shall provide a certificate of insurance evidencing said insurance. Annually, the Contractor will promptly provide the Town with a copy of the insurance policy. It is understood that the

Contractor shall not change the terms and conditions of such insurance policy except upon the prior written approval of the Town. This approval shall not be unreasonably withheld.

The Contractor and/or his/her employees, subcontractors, agents and designees shall indemnify, defend and save harmless the Town and its officers, agents, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees arising out of or resulting directly or indirectly from the performance of services of the Contractor set forth under a Contract, including without limitation, those based on the alleged negligence and/or omissions of the Contractor and his/her employee for injuries to persons (including death), injuries to property or financial losses sustained or alleged to have been sustained by any person or entity, including officers, agents, servants and employees and subcontractors of the Contractor or the Town and arising, or alleged to have arisen out of negligent operations conducted by the Contractor under this Agreement. This undertaking shall not be limited by reason of any insurance coverage.

Evidence of workers compensation coverage shall also be provided with no less than statutory limits of liability. The Town shall be named both certificate holder and additional insured on all policies. The certificate shall specifically reference the Contract, and provide the Town with 30 days' notice of cancellation. The Contractor shall be solely responsible for the payment of all premiums required.

The Contractor shall obtain and furnish to the Town a fidelity bond, issued by a surety company authorized to do business in Connecticut, in the amount of Ten Thousand Dollars (\$10,000.00), guaranteeing that the Contractor, his/her agents and employees, pay over to the Town of Watertown all golf fees and/or other receipts of any nature which properly belong to the Town of Watertown.

### **Terms and Conditions**

The Town may, from time to time, request changes in the scope of services of the Contractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Contractor's compensation, which are mutually agreed upon by and between the Town and the Contractor, shall be incorporated in written amendments executed by both parties to the contract.

The Contractor shall not discriminate against any worker, employee or applicant or any member of the public because of race, color, religion, age, sex, marital status, national origin, mental or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved, in any matter prohibited by the laws of the United States or the State of Connecticut, nor otherwise commit an unfair employment practice. The Contractor agrees that this clause will be incorporated in all contracts entered into by him with suppliers of materials or services, contractors and subcontractors who may perform any labor or services in connection with the Contract.

### **Mandatory Negotiations, Mediation and Arbitration**

Any disputes between the Contractor and the Town arising out of administration of the contract will be subject to the rules, regulations and procedures of the American Arbitration Association as they relate to negotiations, mediations and arbitrations.