

Sealed proposals subject to the conditions herein, and clearly marked “Management of Valley View Clubhouse”. Must be delivered to the Utica City’s Engineer’s Office on or before November 3rd, 2022 @ 3:15 pm

**REQUEST FOR PROPOSAL
City of Utica**

**MANAGEMENT OF CONCESSIONS
VALLEY VIEW CLUBHOUSE**

PURPOSE

The Valley View Clubhouse is located on the grounds of the Valley View Golf Course, Utica, New York. Both facilities are owned by the City of Utica.

The City of Utica seeks proposals from qualified firms or individuals for the management of concessions at the Valley View Clubhouse. The request for proposals defines the basic elements to be provided within the scope of the management contract, but leaves many matters open for consideration. The City is open to creative proposals for the use and operation of the clubhouse, especially in connection with the Golf Course which will continue to be operated by the City.

DEFINITIONS

City – The City of Utica, its officials, employees and representatives authorized to administrate and conduct business on the City’s behalf.

State – The State of New York

Management – The firm or individual who will enter into a contract with the City for the Management Operation, and its sub-contractors, employees and agents.

Clubhouse – The Valley View Clubhouse building premises and its immediate exterior areas.

Contract – The form of agreement between the City of Utica and the firm or individual who enters in as management. The contract is specifically a Management Contract, not a lease or a concession license.

Request for Proposal (RFP) – The specifications herein.

City Engineer: Michael Mahoney, c/o Utica City Engineer, Utica City Hall, One Kennedy Plaza, Utica, NY 13502. Tel: 315-792-0152

SCOPE

The scope of work includes the operation and management of the facility known as the Valley View Clubhouse, and other services related to a golf club.

The Clubhouse is a multi-level structure located on the grounds of the Valley View Golf Course. It contains a full service restaurant, bar, dining rooms, lounge area, banquet facility and balcony. The lower level includes a snack bar, shower facilities, and additional restrooms.

The City anticipates substantial renovations to the facilities. Attached are drawings showing the proposed renovations. These plans are subject to change, but more details are available at the City Engineer's Office.

The scope of work may include a proposal to manage and operate the food concession and other operations in the lower level of the Clubhouse, and related services on the Valley View Golf course.

INSPECTION

Prospective bidders may tour and inspect the premises prior to submitting a proposal.

Arrangements may be made through the City Engineer.

COMMENCEMENT

The Management shall commence operations on a date to be determined based on completion of the proposed renovations.

DURATION

The duration of the contract will be subject to negotiation.

PROPOSAL SUBMITTAL

The complete proposal must be submitted in a sealed package with one original, four (4) copies and one electronic copy prior to the date and time specified on the invitation to RFP page of this document. All proposals shall be marked "Management of Valley View Clubhouse" and shall include all documents necessary to support their proposal in the sealed package. Applicant shall be responsible for the delivery of proposals during business hours to the address indicated the invitation to RFP. It shall not be sufficient to show that the proposal is mailed on time to be received before scheduled closing time. Proposals received after the time specified will not be considered and will be returned unopened.

No proposal shall be considered which is not signed by an authorized official of the firm.

Proposals will be evaluated by a group of City officers consisting of: the Mayor, corporation counsel, city engineer, budget director and codes commissioner.

ELEMENTS OF PROPOSAL

Organizations interested in providing the City of Utica with management of the concessions at Valley View Clubhouse must provide the following:

1. A narrative describing your firm's approach to meeting the requirements summarized in this RFP.
2. A project plan describing all actions, activities, costs and timelines required by the bidder and the City of Utica.
3. A description of practice showing five (5) years of experience doing similar work.
4. Resumes for key personnel.
5. A brief outline of your organization including:
 - (a) Full legal name and address of the company;
 - (b) Management overview;
 - (c) When your company was established;
 - (d) Number of employees
6. Applicants should summarize all resources assumed or expected to be provided either by the City of Utica or any other party essential to the success of this contract. This summary shall clearly identify what the applicant expects or anticipates by way of City or third party personnel or resources.
7. Three (3) references from organizations that have utilized your services, similar in size and scope as those described in this RFP. Please include enterprise name, contact name, telephone number and email address for each.
8. A brief outline of all services offered by your organization.

CONTRACT CONSIDERATION

Interested vendors are encouraged to contact The City Engineer to clarify requirements of this RFP prior to proposed submission.

This RFP and the successful proposal will become attachments to the resulting contract or agreement.

All expenses involved with the preparation and submission of proposals and adding work performed in connection therewith shall be borne by the proposer.

All proposers are hereby advised that the City of Utica intends to contact references provided as a part of any proposal and may solicit and secure background information based on the information, including the references, provided in response to this RFP. By submission of a proposal, all proposers agree to such activity and release the City of Utica from all claims arising from such activity.

Proposals will be evaluated based on the City’s analysis in ranking in each firm’s responses relative to the activities described in this RFP.

The scoring criteria and weights are as follows:

<u>Criteria</u>	<u>Maximum Points</u>
A. Amount of Compensation to be paid to the City.	30%
B. Demonstrated experience in operating food and beverage services ancillary to golf course operations	40%
C. Creative ideas for use of the premises	30%

PROPOSAL SPECIFICATIONS

The proposal must include the following items:

- a. The proposed compensation to be paid to the City. This must be expressed as a as a flat rate with scheduled adjustments for future years.
- b. Management is to provide, at its own expense, all food, beverages, utensils and equipment reasonably necessary to conduct the operations on the premises.
- c. Management will be required to keep the premises clean and sanitary and remove all solid waste at its own expense.
- d. The management will be responsible for compliance with all state, local and federal laws, rules and regulations, regarding food service and employment.
- e. Services normally associated with a golf course clubhouse during the golf season, including but not limited to, locker room, showers and food and beverage service for golfers out on the golf course.
- f. Coordination with the Valley View Golf Course management for providing services related to tournaments, league play and the like.

The proposal may include the following items:

- a. The proposal may serve operate a full service restaurant on main level.
- b. Operation of a banquet facility on the main level;
- c. Operation of a snack bar and related facilities on the lower level;
- d. Related services to be rendered out on the Valley View Golf Course.

- e. Services related to winter activities such as cross country skiing where permitted by weather.
- f. Any other services or events to be considered by the Proposer

EQUIPMENT

Much of the equipment currently located on the premises in connection with the restaurant operation is owned by the current occupant. In making this proposal, the proposer should assume that it will be required to provide all equipment necessary to operate the facility.

ALCOHOLIC BEVERAGES

Alcoholic beverages may be served as authorized by the Utica Common Council.

INSURANCES

Prior to commencement of the operations Management shall provide proof of the following insurances:

Workmen's Compensation, Employee Disability, and General Liability

Insurance with completed products coverage.

General liability insurance shall have a limit of \$3,000,000 and name the City of Utica as additional insured.

Insurances shall be maintained and kept in force during the contract term.

Insurance shall be underwritten by carriers who are licensed and approved to do business in the State of New York.

CANCELLATION

Either party shall have the right to revoke the Contract with or without cause by a ninety (90) day written notice mailed certified to the other party.

The mailing to the City by Management shall be to the Corporation Counsel, the Mayor and the Board of Contract and Supply. The mailing to Management by the City shall be to Management's legal address stated on the Contract.

PUBLIC USE

The facilities are in public park land. The Management shall make facilities available for public use and shall not restrict persons through exclusive memberships or clubs.

UTILITIES

Utilities shall be paid by the Management, for the portion of the building operated by Management.

INSPECTION

The City reserves the right to inspect Managements' books and financial records the premises as reasonably necessary to ascertain that Management is meeting the obligations of the Contract.

COMPLIANCE WITH LAWS

The Management shall at times comply with laws, rules, and regulations of any government agency having jurisdiction over the premises, or the operation.

PAYMENT AND AUDIT OF RECORDS

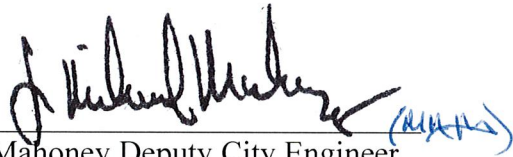
The payment of compensation to the City shall be on a monthly basis. The Management shall maintain records of all transactions, sales, and revenues generated by concession operations.

The Management shall make the records available for audit of the Utica Comptroller as requested.

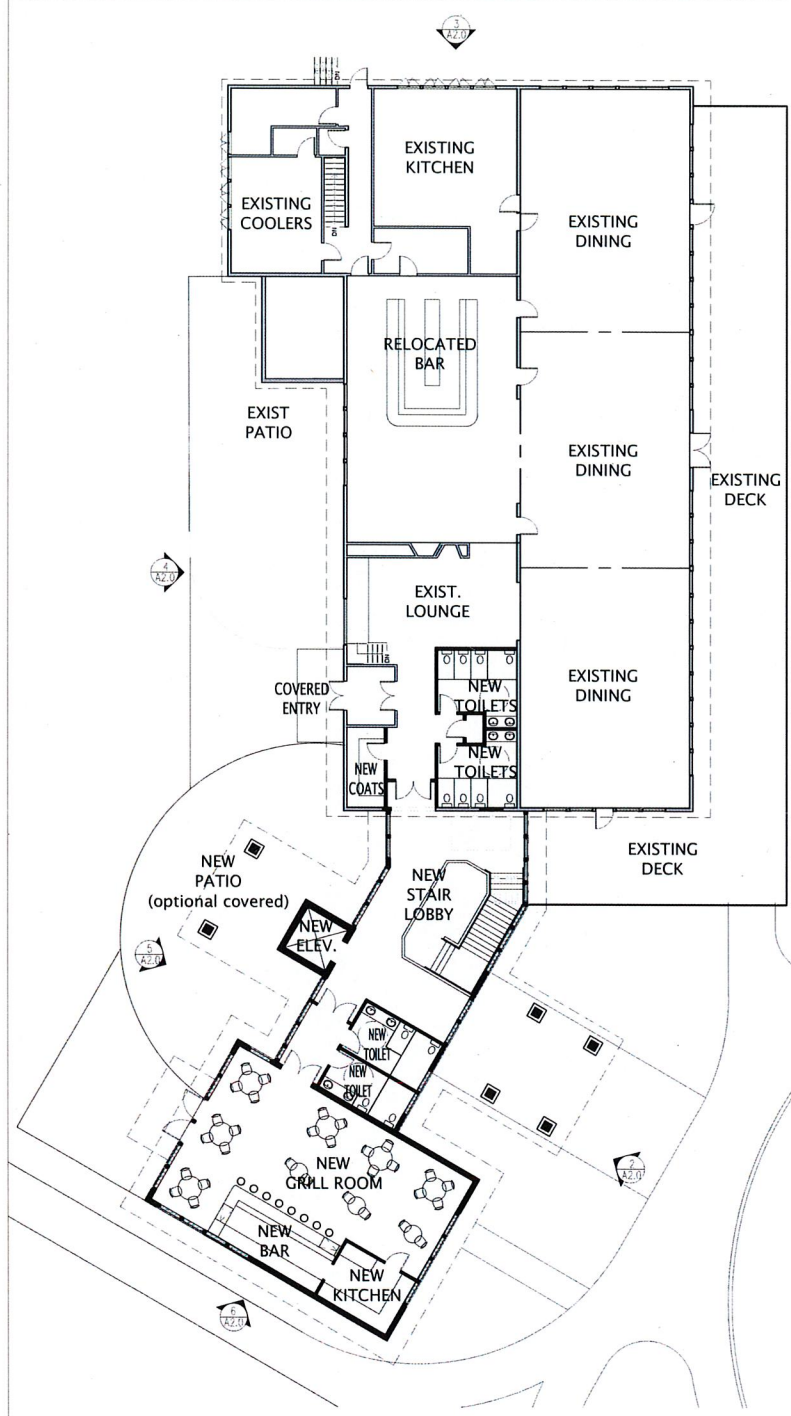
ASSIGNMENT

The Management shall not assign, sub-contract or convey any interest in the Management contract without the written permission of the City.

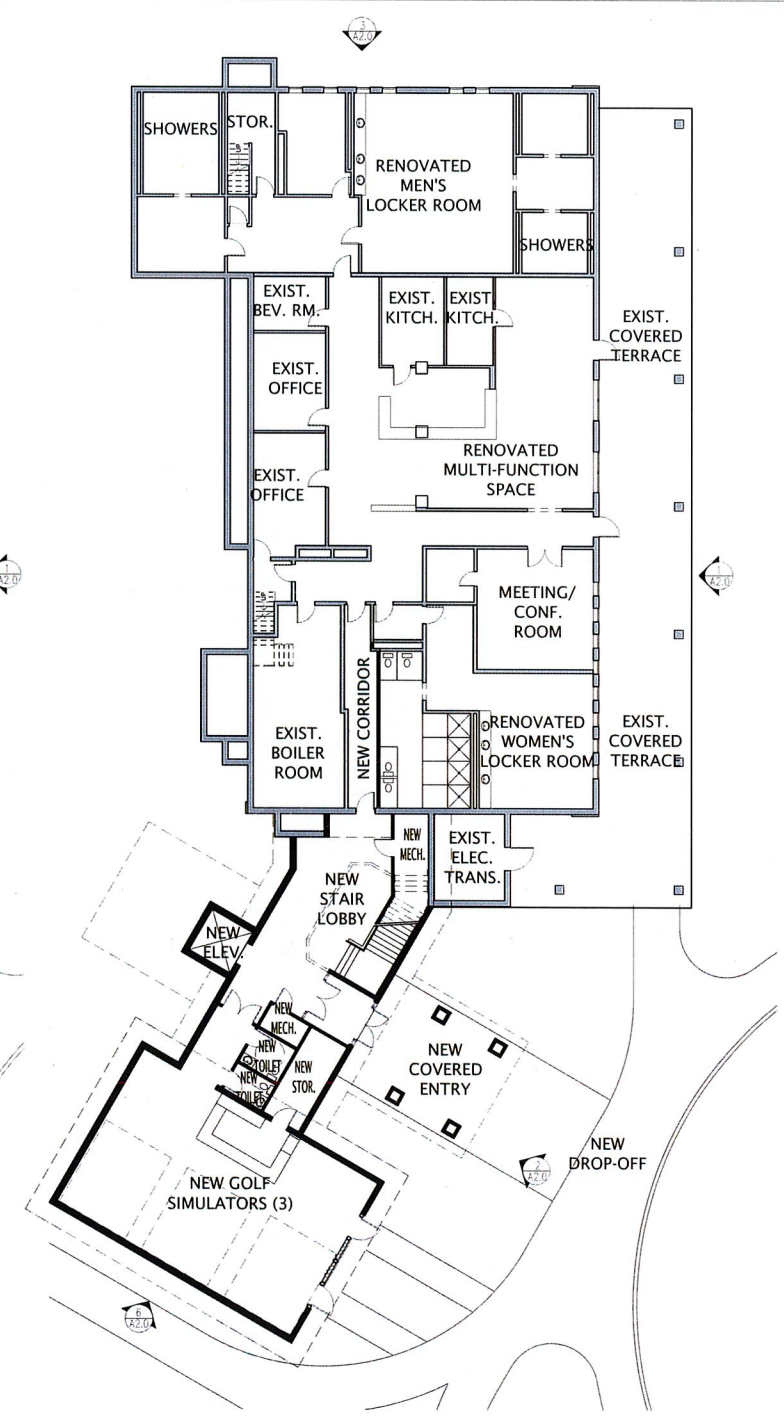
Dated: 9/29/22

A handwritten signature in black ink, appearing to read "Michael Mahoney", with a blue ink flourish or mark to the right.

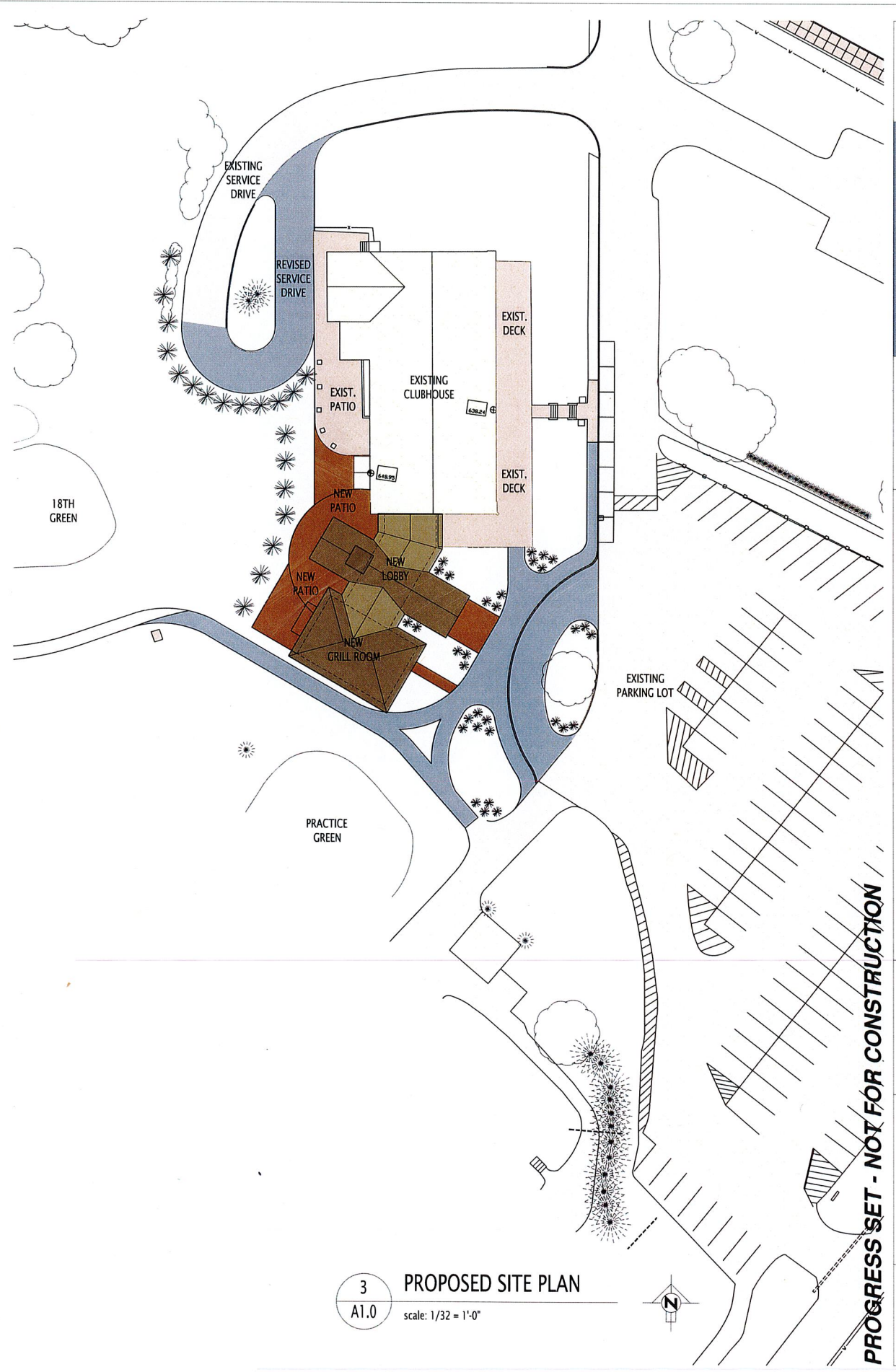
Michael Mahoney Deputy City Engineer
Utica City Hall, One Kennedy Plaza, Utica, NY
Tel: 315-792-0152



1 PROPOSED MAIN FLOOR PLAN
A1.0 scale: 1/16" = 1'-0"



2 PROPOSED LOWER LEVEL FLOOR PLAN
A1.0 scale: 1/16" = 1'-0"



3 PROPOSED SITE PLAN
A1.0 scale: 1/32" = 1'-0"

It is a violation of the New York State education law to practice as an architect, engineer or landscape architect unless acting under the direction of a licensed, registered architect, to alter an item on this document in any way, title VIII, part 69, 5(b)



PROPOSED CLUBHOUSE ADDITION & ALTERATIONS FOR:
VALLEY VIEW GOLF COURSE
620 MEMORIAL PARKWAY
UTICA, NEW YORK

CHK:	PSS	DATE:	3/7/22
BY:	MRLO	FILE NO.:	22003.01
		REVISIONS:	

CONCEPT PLANS AND SITE PLAN











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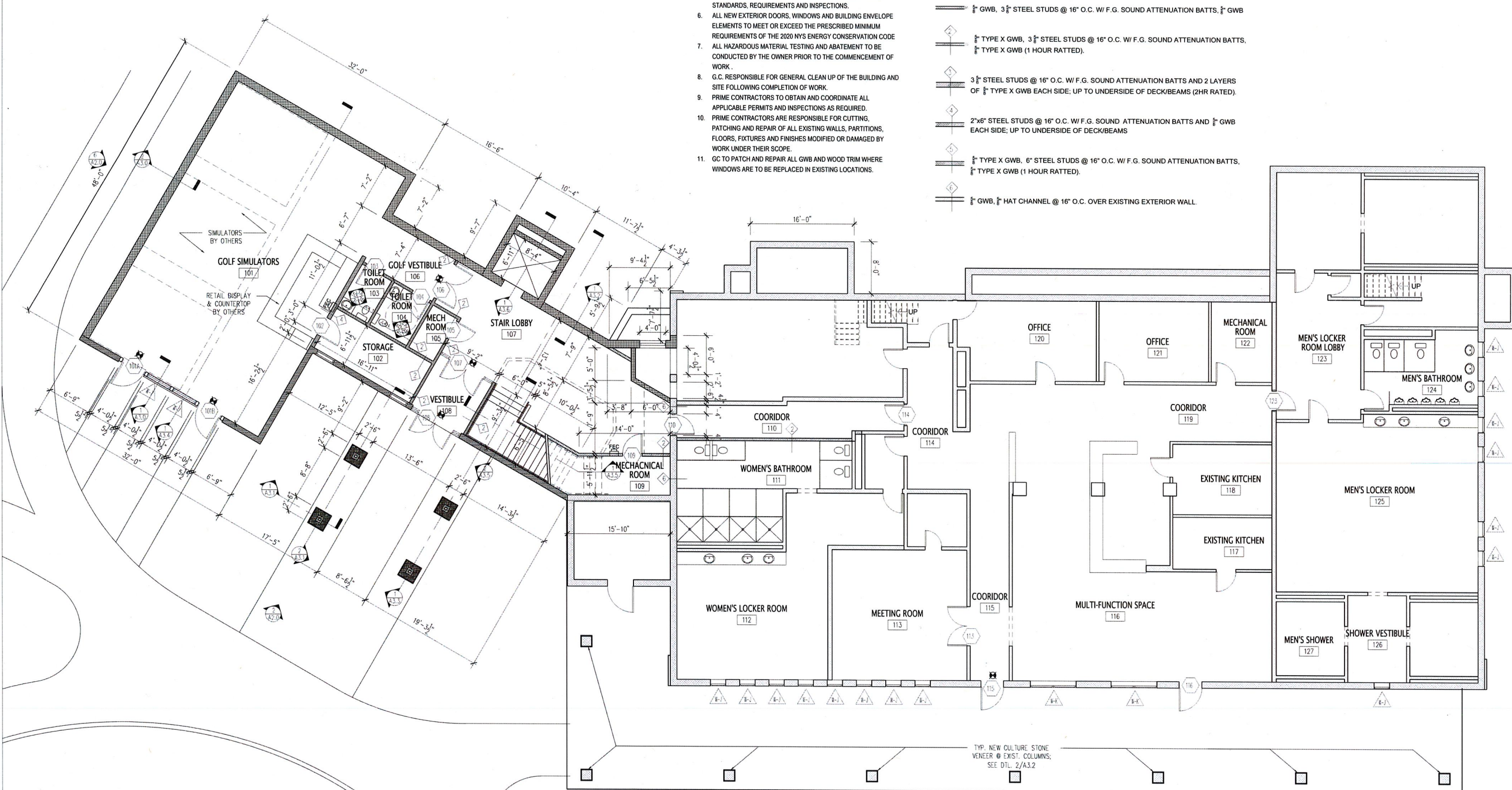
PROGRESS SET - NOT FOR CONSTRUCTION

GENERAL WORK NOTES:

1. ALL CONTRACTORS TO FIELD VERIFY ALL DIMENSIONS, CONDITIONS AND QUANTITIES IN THE FIELD PRIOR TO ORDERING AND INSTALLING MATERIALS. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ARCHITECT AND OWNER BEFORE PROCEEDING.
2. G.C. RESPONSIBLE FOR COORDINATION AND SCHEDULING OF ALL TRADES, SUB CONTRACTORS AND OWNERS VENDORS.
3. ALL CONTRACTORS ARE RESPONSIBLE FOR ALL REMOVALS AND PROPER DISPOSAL OF ALL THEIR DEBRIS.
4. ALL WORK TO COMPLY WITH 2020 NYS CODES AND ALL OTHER APPLICABLE CODES AND INSPECTIONS.
5. ALL MECHANICAL, ELECTRICAL AND PLUMBING WORK TO COMPLY WITH 2020 NYS CODES AND ALL OTHER APPLICABLE CODES, STANDARDS, REQUIREMENTS AND INSPECTIONS.
6. ALL NEW EXTERIOR DOORS, WINDOWS AND BUILDING ENVELOPE ELEMENTS TO MEET OR EXCEED THE PRESCRIBED MINIMUM REQUIREMENTS OF THE 2020 NYS ENERGY CONSERVATION CODE.
7. ALL HAZARDOUS MATERIAL TESTING AND ABATEMENT TO BE CONDUCTED BY THE OWNER PRIOR TO THE COMMENCEMENT OF WORK.
8. G.C. RESPONSIBLE FOR GENERAL CLEAN UP OF THE BUILDING AND SITE FOLLOWING COMPLETION OF WORK.
9. PRIME CONTRACTORS TO OBTAIN AND COORDINATE ALL APPLICABLE PERMITS AND INSPECTIONS AS REQUIRED.
10. PRIME CONTRACTORS ARE RESPONSIBLE FOR CUTTING, PATCHING AND REPAIR OF ALL EXISTING WALLS, PARTITIONS, FLOORS, FIXTURES AND FINISHES MODIFIED OR DAMAGED BY WORK UNDER THEIR SCOPE.
11. GC TO PATCH AND REPAIR ALL GWB AND WOOD TRIM WHERE WINDOWS ARE TO BE REPLACED IN EXISTING LOCATIONS.

PARTITION TYPES:

-  EXISTING MASONRY WALL: THICKNESS VARIES BY FLOOR
-  EXISTING STUD WALL: THICKNESS VARIES BY FLOOR
-  NEW EXTERIOR MASONRY WALL: THICKNESS VARIES
-  NEW EXTERIOR STUD WALL: THICKNESS VARIES
-  3/4" G.W.B. 3" STEEL STUDS @ 16" O.C. W/ F.G. SOUND ATTENUATION BATTS, 1/2" G.W.B.
-  1/2" TYPE X G.W.B. 3" STEEL STUDS @ 16" O.C. W/ F.G. SOUND ATTENUATION BATTS, 1/2" TYPE X G.W.B (1 HOUR RATED).
-  3/4" STEEL STUDS @ 16" O.C. W/ F.G. SOUND ATTENUATION BATTS AND 2 LAYERS OF 1/2" TYPE X G.W.B EACH SIDE: UP TO UNDERSIDE OF DECK/BEAMS (2HR RATED).
-  2"x6" STEEL STUDS @ 16" O.C. W/ F.G. SOUND ATTENUATION BATTS AND 1/2" G.W.B EACH SIDE: UP TO UNDERSIDE OF DECK/BEAMS
-  1/2" TYPE X G.W.B. 6" STEEL STUDS @ 16" O.C. W/ F.G. SOUND ATTENUATION BATTS, 1/2" TYPE X G.W.B (1 HOUR RATED).
-  1/2" G.W.B. 1/2" HAT CHANNEL @ 16" O.C. OVER EXISTING EXTERIOR WALL.



TYP. NEW CULTURE STONE VENEER @ EXIST. COLUMNS; SEE DTL. 2/A3.2

1 LOWER LEVEL FLOOR PLAN
A1.0 scale: 1/8" = 1'-0"

It is a violation of the New York State education law for any person, unless acting under the direction of a licensed architect, to prepare or submit an item on this document in any way, title VIII, part 65.5(b)



PROPOSED CLUBHOUSE ADDITION & ALTERATIONS FOR:
VALLEY VIEW GOLF COURSE
620 MEMORIAL PARKWAY
UTICA, NEW YORK

CHK:	PSS	DATE:	9/2/22
BY:	MWLO	FILE NO.:	22003.01
		REVISIONS:	

9/2/2022 BID SET





LOWER LEVEL FLOOR PLAN






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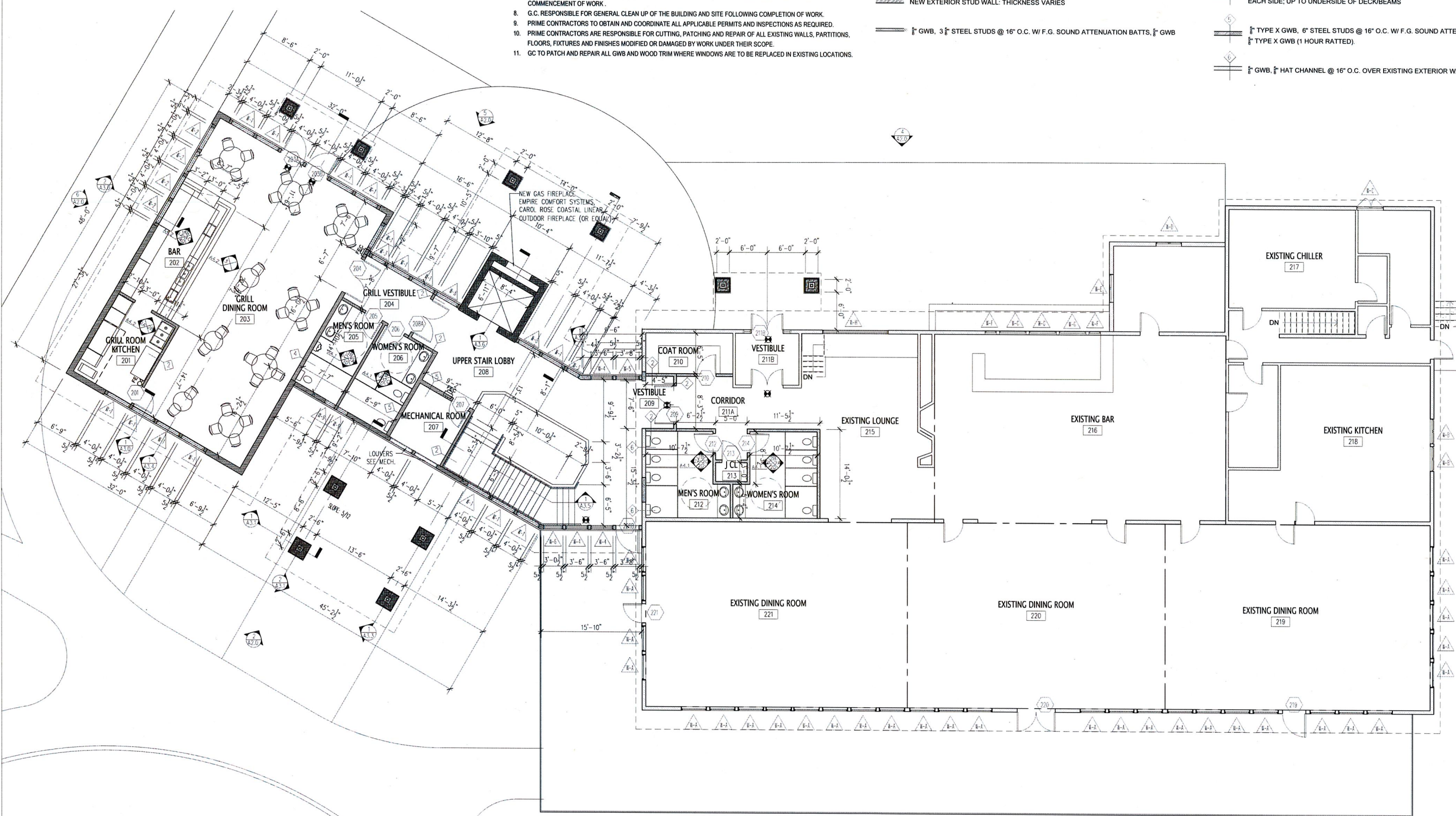
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-  GWB, 1" HAT CHANNEL @ 16" O.C. OVER EXISTING EXTERIOR WALL.



1 MAIN FLOOR PLAN
 A1.1 scale: 1/8" = 1'-0"

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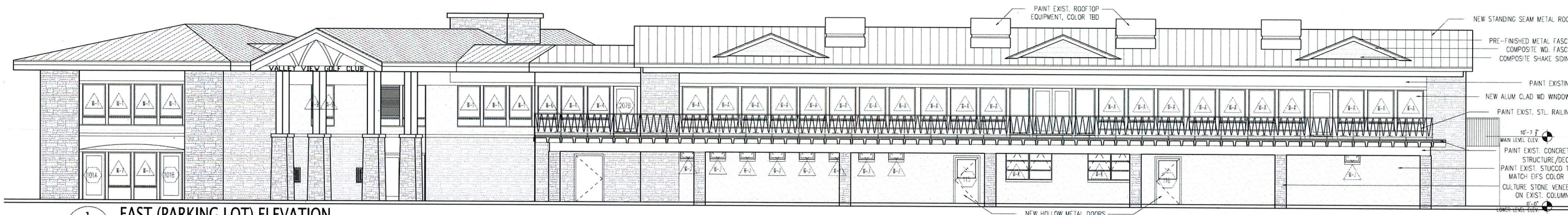
PROPOSED CLUBHOUSE ADDITION & ALTERATIONS FOR:
VALLEY VIEW GOLF COURSE
 620 MEMORIAL PARKWAY
 UTICA, NEW YORK

CHK: PSS	DATE: 9/7/22
BY: MRLO	FILE NO: 22003.01
	REVISIONS:

MAIN FLOOR PLAN

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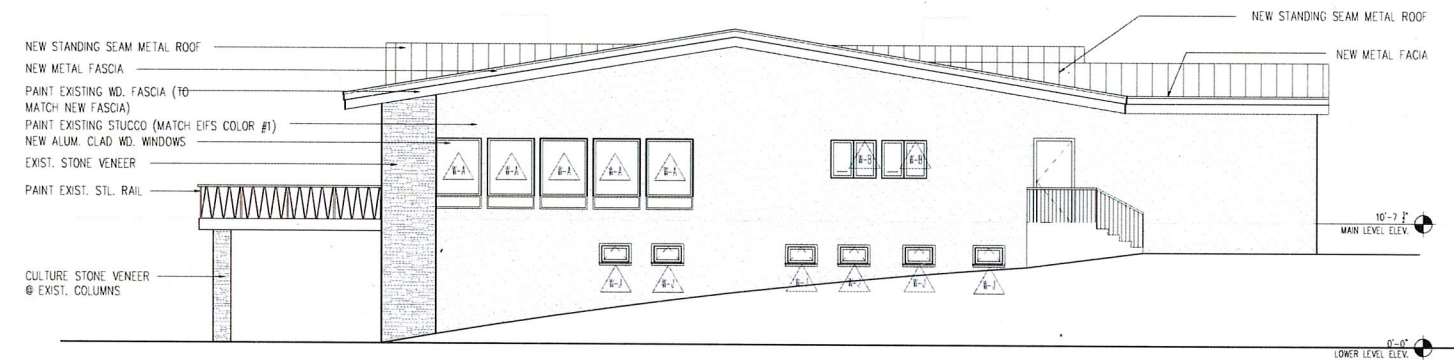
9/2/2022 BID SET



1 EAST (PARKING LOT) ELEVATION
A2.0 scale: 1/8" = 1'-0"



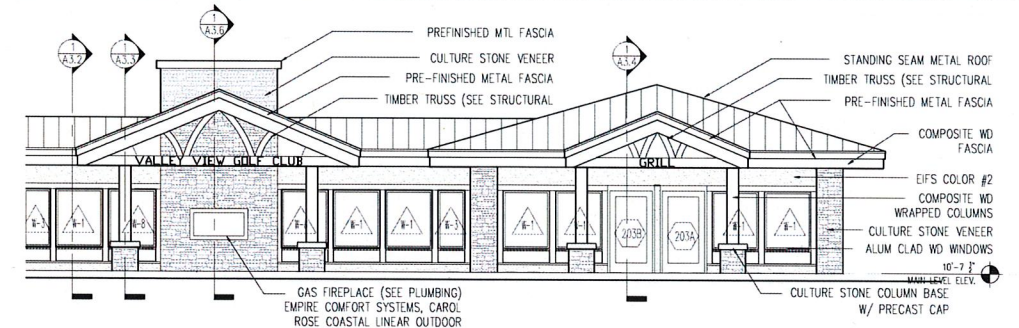
2 S/E ENTRY PARTIAL ELEVATION
A2.0 scale: 1/8" = 1'-0"



3 NORTH ELEVATION
A2.0 scale: 1/8" = 1'-0"



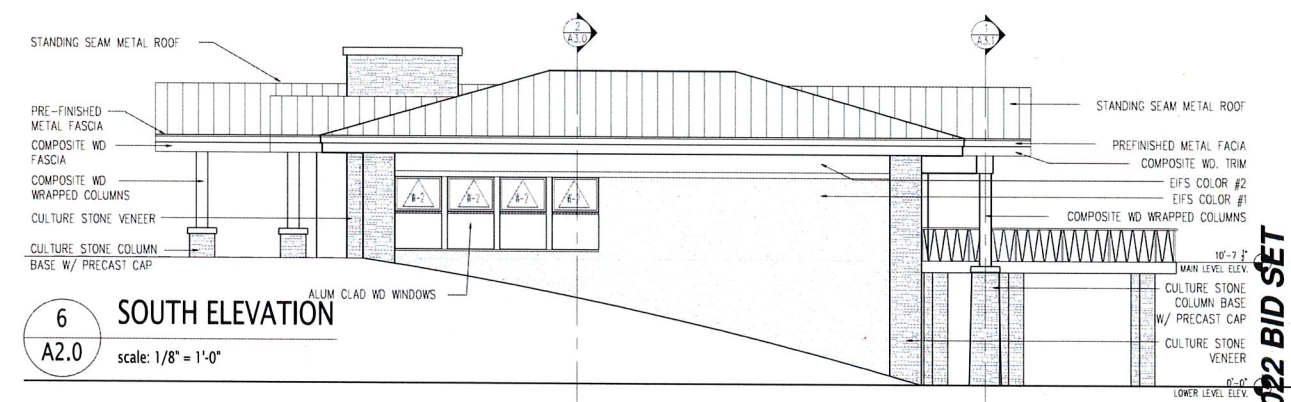
4 WEST (COURSE SIDE) ELEVATION
A2.0 scale: 1/8" = 1'-0"



5 S/W ENTRY PARTIAL ELEVATION
A2.0 scale: 1/8" = 1'-0"

EXTERIOR FINISH NOTES:

1. PAINT ALL EXISTING STUCCO TO MATCH NEW EIFS COLOR TBD.
2. PATCH AND REPAIR EXISTING STUCCO AS NEEDED.
3. PAINT ALL EXISTING WOOD TRIM TO MATCH NEW COMPOSITE WOOD TRIM. COLOR TBD.
4. PAINT ALL EXISTING METAL TRIM TO MATCH NEW. COLOR TBD.
5. PAINT EXISTING WOOD TRIM COLOR TBD.
6. PAINT EXISTING RAILING BLACK.
7. PAINT EXISTING CONC DECK, TOP AND BOTTOM, COLOR TBD.
8. NEW EIFS COLOR TBD.
9. NEW CULTURE STONE VENEER: DUTCH QUALITY STONE WEATHER LEDGE, COLOR: ASHEN OR EQUAL.
10. COMPOSITE WOOD TRIM SHALL MATCH STAIN USED ON WOOD TRUSSES AND PINE TONGUE AND GROOVE CEILING UNDER CANOPIES.
11. ALUMINUM AND GLASS DOORS SHALL BE DARK BRONZE.
12. ALUMINUM CLAD WOOD WINDOWS SHALL HAVE DARK BRONZE EXTERIORS AND PAINTED WOOD INTERIORS. PAINT COLOR TBD.
13. NEW STANDING SEAM METAL ROOF SHALL BE DARK GREEN.



6 SOUTH ELEVATION
A2.0 scale: 1/8" = 1'-0"

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UTICA, NEW YORK
620 MEMORIAL PARKWAY

CHK:	PPS	DATE:	9/2/22
BY:	MRLO	FILE NO.:	22003.01
		REVISIONS:	

EXTERIOR ELEVATIONS

A2.0

9/2/2022 BID SET

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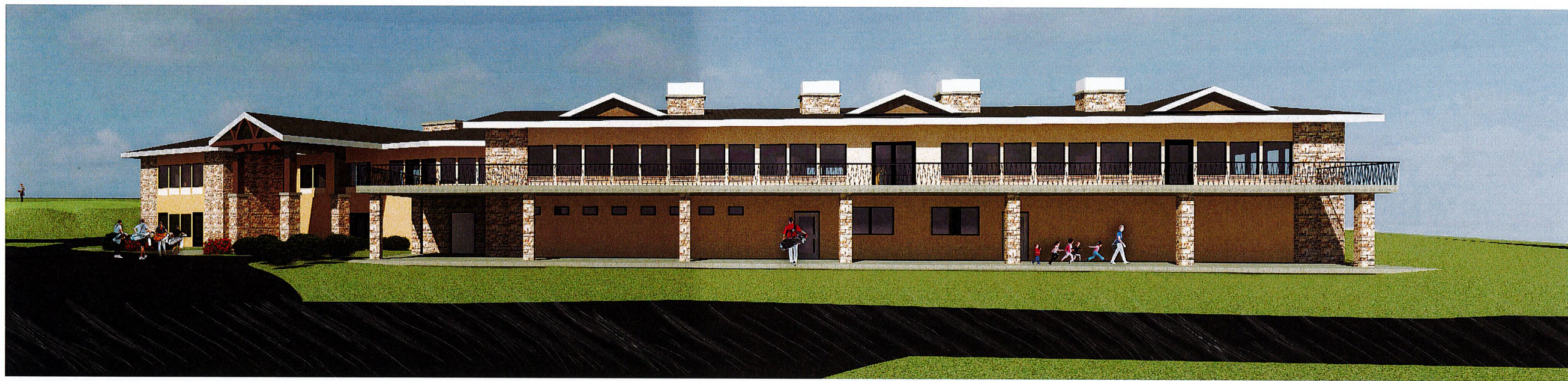
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CHK:	PSS	DATE:	3/7/22
BY:	MRLO	FILE NO:	22003.01
		REVISION:	

title: **RENDERS**

SK4.0

PROGRESS SET - NOT FOR CONSTRUCTION



1 FRONT VIEW
 SK4.0 scale: NTS



2 NEW ENTRY VIEW
 SK4.0 scale: NTS



3 NEW REAR VIEW
 SK4.0 scale: NTS



4 VIEW INSIDE BAR/GRILL
 SK4.0 scale: NTS



5 VIEW UNDER NEW CANOPY
 SK4.0 scale: NTS