

**FW: RFP Revised 7/31/23**

Lisa Ailport <lailport@bonnersferry.id.gov>

Wed 10/18/2023 9:08 AM

To: Andrakay Pluid <apluid@bonnersferry.id.gov>

📎 1 attachments (27 KB)

Mirror Lake Golf Pro 4, Revised.docx;

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**From:** Lara Tyler <ltyler@bonnersferry.id.gov>

**Sent:** Wednesday, October 18, 2023 8:45 AM

**To:** Lisa Ailport <lailport@bonnersferry.id.gov>

**Subject:** FW: RFP Revised 7/31/23

**From:** Adagardiner <[REDACTED]>

**Sent:** Monday, July 31, 2023 1:39 PM

**To:** Lara Tyler <[ltyler@bonnersferry.id.gov](mailto:ltyler@bonnersferry.id.gov)>

**Subject:** RFP Revised 7/31/23

Hello, Lara. The attached is our corrected RFP as revised 7/31/23. Please print out this version for posting.

Before printing, there is one correction I could not do on my Word program, and that is to move the "widow/orphan"

"VI. Submittal Requirements" to the top of the next page. If you can, please correct that and then the draft

should be good. You will see on the last page at the bottom right in very small print "Revised 7/31/23". I added

that to make sure we all have the correct draft for posting.

Apparently, my final draft was not the same as the one you were working with at our meeting this morning.

I don't know if Dave and John had my final draft or the older one. I am sending the updated one to Dave for his

review, in case we were not all looking at the same draft! Easy to get mixed up with drafts going back and

forth on email. Let's make sure the final RFP for posting is the one attached below to this email.

I also left you a phone message. I can come back later to make sure you have the correct one, if you wish.

Thanks, Lara!

Ada

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# Mirror Lake Golf Course Professional

## **I. Introduction**

The City of Bonners Ferry is seeking proposals for an Independent Contractor to serve as Golf Professional and Golf Course Superintendent at the City owned Mirror Lake Municipal Golf Course. The current contract with the current professional is due to expire in December of 2023.

## **II. Course Information**

Mirror Lake Golf Course was first established in 1974. It is a 9-hole regulation length golf course featuring 6,001 yards of golf from the longest tees for a par 72. The Course was designed by James Kraus. Mirror Lake Golf Course is adjacent to the City of Bonners Ferry with amazing views. It has a full-service Pro Shop, restaurant, driving range, putting green and a fleet of golf carts. The current PGA Head Professional / Golf Course Superintendent has been on staff 21 years and has made great strides in improving the course. Mirror Lake Golf Course is poised to become the golf course of choice for the Bonners Ferry Area. Green Fees collected in 2022 were \$157,000 and to date are at \$150,000.

### **III. Scope of Services and Duties**

The applicant shall show a history of successful management practices involving the management of a 9- and/or 18-hole golf course. A current and good standing as a "Class A-1" member of the Professional Golfers' Association of America (PGA) or Ladies Professional Golfers' Association of America (LPGA) is preferred, or a combination of experience and ability. The experience and Golf Pro may be provided by the staff member of the applicant. All services rendered by the applicant shall be in accordance with the PGA Code of Ethics, Bylaws and Regulations. The applicant's responsibilities include the seasonal operation of the clubhouse, facilities, restaurant, pro shop, and practice range, and marshaling of the golf course. The applicant agrees to keep all the facilities open during city-specified hours, from dawn till dusk. The applicant shall provide competent personnel necessary for such operation, shall supervise them in their work, and pay them for their services at the applicant's sole cost and expense.

At all times the general public shall be given the highest consideration in matters affecting the operation and use of the golf course. The applicant shall be responsible for maintaining a friendly, cordial, and professional atmosphere for all employees and customers.

The City of Bonners Ferry would like to increase the membership and numbers of rounds of golf played at the Mirror Lake Golf Course. The applicant should be able to demonstrate their ability to advertise and promote golf in the community to accomplish this goal.

### **IV. Contractor Responsibilities**

The applicant shall operate the golf course facilities in a professional manner and shall enforce and interpret the current USGA rules and regulations. The applicant

shall provide starter and marshalling services, assume responsibilities for the maintenance of the carts, cooperate with the City in scheduling play time for regional high school golf programs, and provide restaurant services throughout the golf season.

## V. **Guarantee and Liability**

**General Liability Insurance:** the contractor shall have Commercial General Liability with limits of \$1,000,000.00 per occurrence, which includes general aggregate, auto, personal injury, fire damage and medical expense.

**Additional Insured Endorsement:** General Liability Insurance must state that the City of Bonners Ferry, its officers, agents and employees, and any other entity specifically required by the provisions of this Agreement will be specifically named additional insured(s) for all coverage provided by this policy of insurance and shall be fully and completely protected by this policy from all claims.

**Workers Compensation:** The Head Professional/Golf Course Superintendent is required to carry Workers Compensation Industrial Injury Insurance coverage effective in Idaho State for any employee(s.). Proof of insurance must be reflected on the Certification of Insurance or by providing the State Industrial Account Identification Number.

## VI. **Submittal Requirements**

### A. Letter of Transmittal

A cover letter containing the following statements and information:

1. Applicant's name, address, email, telephone number and text number, if any;
2. A brief biography of the applicant including education, golf professional experience, management experience, marketing experience and any knowledge, training, education or experience in the upkeep and maintenance of golf courses.

B. General Vendor Information

The City would like the applicant to provide a business plan for the Mirror Lake Golf Course. This plan should include anticipated income from all activities at the golf course, an advertising plan, and proposals to ensure growth of the course.

C. References

1. At least 2 Employment References Preferred.
2. Describe the actual services provided and the length of time providing services to each Reference.

D. Approach

In two (2) pages or less, provide the following:

1. Describe your approach to and methodology for providing golf services. Include how you will apply experience and knowledge to meet your objectives.
2. Summarize your proposal and your or your company's qualifications. Additionally, you may articulate why you or your company is pursuing this work and how you and/or your company

qualifies to perform it. Including any other pertinent information helps determine your overall qualifications.

E. Schedule

Below is a breakdown of RFP Schedule.

RFP Distributed	August 1, 2023
Proposal Submittal Due	August 18, 2023
Interviews	September 7, 2023
Selection of Applicant	September 15, 2023
Approval of the Applicant by City Council	September 19, 2023

F. Deadline for Submission of Proposals

**Proposals will be accepted through 4 PM August 18, 2023.** One electronic copy and one hard copy of the proposal shall be submitted to the following individual and address, by the above noted deadline.

*Hard copy to:* City of Bonners Ferry  
Attention: Lara Tyler  
PO Box 149  
Bonners Ferry, ID 83805

*Email to:* [daveka1@frontier.com](mailto:daveka1@frontier.com)

**VII. Criteria For Selection**

**A. Late Proposals**

Late proposals will not be accepted.

**B. Contract Award**

A selection committee will conduct an evaluation of qualifications and will rate each submittal based upon the following criteria:

1. Experience;
2. Business and Advertising Plan;
3. Satisfaction of clients/end users;
4. History of successful golf course operations including the pro shop and restaurant;
5. Other pertinent data as included in the application.

*The City of Bonners Ferry reserves the right to accept, reject, or request changes in proposals. In the event a satisfactory fee cannot be negotiated with the selected applicant, subsequent attempts will be made to negotiate with the other qualified applicants in the order of their ratings. The City will work closely with the selected applicant to develop or refine a detailed scope of work, schedule for completion of tasks and costs associated with completed work.*

Revised 7/31/23

**FW: Posting RFP on Mirror Lake website**

Lisa Ailport <lailport@bonnersferry.id.gov>

Wed 10/18/2023 9:07 AM

To: Andrakay Pluid <apluid@bonnersferry.id.gov>

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**From:** Lara Tyler <ltyler@bonnersferry.id.gov>

**Sent:** Wednesday, October 18, 2023 8:44 AM

**To:** Lisa Ailport <lailport@bonnersferry.id.gov>

**Subject:** FW: Posting RFP on Mirror Lake website

**From:** Adagardiner <[REDACTED]>

**Sent:** Tuesday, August 1, 2023 9:50 AM

**To:** Lara Tyler <[ltyler@bonnersferry.id.gov](mailto:ltyler@bonnersferry.id.gov)>

**Subject:** Re: Posting RFP on Mirror Lake website

Lara, once you get the RFP posted on the City website, please tell me what the applicant has to do to find it. Click on bonnersferry.id.gov and then what? Thanks, Lara!

On Tuesday, August 1, 2023 at 09:30:02 AM PDT, Lara Tyler <[ltyler@bonnersferry.id.gov](mailto:ltyler@bonnersferry.id.gov)> wrote:

I will work on see what we need to do to post it on the City website. As far as the Mirror Lake website, I do not have access to that.

Thank you!

Lara

**From:** Adagardiner <[REDACTED]>

**Sent:** Tuesday, August 1, 2023 9:26 AM

**To:** Lara Tyler <[ltyler@bonnersferry.id.gov](mailto:ltyler@bonnersferry.id.gov)>

**Subject:** Posting RFP on Mirror Lake website

Hello, Lara. We have a PGA specialist helping us post the RFP on the PGA websites. But we need to also post the RFP on the Mirror Lake website on the City of Bonners Ferry website. How do we go about posting the RFP on the City's and Mirror Lake's website, or have you



done this already? If not, we need to do it today because the RFP will be on the PGA job opportunity website tomorrow.

Thanks, Lara!

Ada

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**FW: Thank you for posting a job on PGA.org**

Lisa Ailport <lailport@bonnersferry.id.gov>

Wed 10/18/2023 9:06 AM

To: Andrakay Pluid <apluid@bonnersferry.id.gov>

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**From:** Lara Tyler <ltyler@bonnersferry.id.gov>

**Sent:** Wednesday, October 18, 2023 8:43 AM

**To:** Lisa Ailport <lailport@bonnersferry.id.gov>

**Subject:** FW: Thank you for posting a job on PGA.org

**From:** Adagardiner <adagardiner@adl.com>

**Sent:** Wednesday, August 2, 2023 12:13 PM

**To:** Lara Tyler <ltyler@bonnersferry.id.gov>

**Subject:** Fw: Thank you for posting a job on PGA.org

Thought you would like to see this. It's on the PGA website.

----- Forwarded Message -----

**From:** [REDACTED] <[REDACTED]@[REDACTED].cc>

**To:** [REDACTED] <[REDACTED]>

**Sent:** Wednesday, August 2, 2023 at 07:49:56 AM PDT

**Subject:** Thank you for posting a job on PGA.org

Thank you for posting the following position on the PGA.org job board.

Job Title: Request For Proposal: Mirror Lake GC (City of Bonner's Ferry, ID)

View Post: [Click here](#)

Contact person & email for post: **City of Bonners Ferry | Attention: Lara Tyler ([daveka1@frontier.com](mailto:daveka1@frontier.com))**

The PGA of America Career Services Team can help you attract more qualified candidates and offer services that could make your search more efficient. To find the PGA Consultant for your area, visit the [Consultant Directory](#).

Sincerely,

The PGA of America Career Services Team

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## FW: Tory Gatrell

Lisa Ailport <lailport@bonnersferry.id.gov>

Wed 10/18/2023 9:06 AM

To: Andrakay Pluid <apluid@bonnersferry.id.gov>

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-----Original Message-----

From: Lara Tyler <ltyler@bonnersferry.id.gov>

Sent: Wednesday, October 18, 2023 8:43 AM

To: Lisa Ailport <lailport@bonnersferry.id.gov>

Subject: Tory Gatrell

-----Original Message-----

From: Tory Gatrell <[REDACTED]>

Sent: Thursday, September 14, 2023 7:55 AM

To: Lara Tyler <ltyler@bonnersferry.id.gov>

Subject: Re: Zoom Meeting

Hey Laura, Hope you're enjoying your time off.

Any chance you've heard anything from Dave Anderson?

Thanks again,

Tory

> On Sep 8, 2023, at 5:53 PM, Lara Tyler <ltyler@bonnersferry.id.gov> wrote:

>

> Thank you, and will do! 😊

>

> -----Original Message-----

> From: Tory Gatrell <[REDACTED]>

> Sent: Friday, September 8, 2023 3:52 PM

> To: Lara Tyler <ltyler@bonnersferry.id.gov>

> Subject: Re: Zoom Meeting

>

> Thank you so much Lara for the kind words!

>

> If it's something they would even consider please have Dave reach out to me within the next week. No hard feelings if it's a no I'd just like to know so that I can start explore other opportunities.

>

> Have a great week out of the office

>

> Tory

>

>> On Sep 8, 2023, at 5:40 PM, Lara Tyler <lt Tyler@bonnersferry.id.gov> wrote:

>>

>> Tory,

>>

>> Good Interview! I know it was a tough decision for them but thank you for taking the time this morning and I'm glad things went so smoothly; I was a bit worried after my last debacle. 😊

>>

>> I would be happy to forward this on to Dave Anderson, as I am not privy to how all the works, but I am happy to do what I can for you.

>>

>> I will be out of the office next week but checking my emails so please reach out to me at anytime and I will assist to the very best of my ability.

>>

>> Most Sincerely,

>>

>>

>> Lara Tyler

>> Business & Tax Support Clerk

>> lt Tyler@bonnersferry.id.gov

>> 208-267-0354

>>

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>> -----Original Message

>> From: Tory Gatrell <[REDACTED]>

>> Sent: Friday, September 8, 2023 3:33 PM

>> To: Lara Tyler <lt Tyler@bonnersferry.id.gov>

>> Subject: Re: Zoom Meeting

>>

>> Lara, First and foremost I wanted to thank you for getting the zoom meeting set up for me and the committee. It worked perfectly 😊

>>

>> Secondly, I wanted to ask you a favor and see if you could forward this message to Dave Anderson and the committee. I am definitely disappointed that I didn't get the job however I got thinking about it and wondered if the city would be willing to contract me to operate only the driving range? I would maintain 100% of the range and design and operate a PGA certified golf academy. I would not ask for any compensation and if needs be we could negotiate a small fee or percentage of my revenue.

>>

>> As a certified PGA Golf Professional, I would definitely be an asset to Mirror Lake Golf Course and to the new contractor.

>>

>> Please let me know if this is something they would consider. I look forward to hearing back from you.

>>

>> Sincerely,

>>

>> Tory Gatrell, PGA

>>

>>

>>> On Sep 8, 2023, at 9:36 AM, Lara Tyler <ltyler@bonnersferry.id.gov> wrote:

>>>

>>>

>>> Good Morning,

>>>

>>> The meeting id # is 89219282714 and the passcode id 333858

>>>

>>> Thank you and I will see you in about an hour.

>>>

>>> Sincerely,

>>> Lara

>>> -----Original Message

>>> From: Tory Gatrell

>>> Sent: Friday, September 8, 2023 6:17 AM

>>> To: Lara Tyler <ltyler@bonnersferry.id.gov>

>>> Subject: Zoom Meeting

>>>

>>> Good morning Lara,

>>>

>>> When you get a chance please email me the meeting ID # and passcode please.

>>>

>>> Thank you,

>>>

>>> Tory

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## FW: Golf Course

Lisa Ailport <lailport@bonnersferry.id.gov>

Wed 10/18/2023 9:05 AM

To: Andrakay Pluid <apluid@bonnersferry.id.gov>

📎 1 attachments (325 KB)

RFP mirror lake .pdf;

FYI- Lara is sending me those emails that should have been included in the previous public records request. This is one of six.

**From:** Lara Tyler <ltyler@bonnersferry.id.gov>

**Sent:** Wednesday, October 18, 2023 8:42 AM

**To:** Lisa Ailport <lailport@bonnersferry.id.gov>

**Subject:** FW: Golf Course

**From:** Tory Gatrell 

**Sent:** Friday, October 6, 2023 4:55 AM

**To:** Lara Tyler <ltyler@bonnersferry.id.gov>

**Subject:** Re: Golf Course

Hello Lara! It's great to hear from you.  
Yes, I was sent an RFP which I have attached.

As a reminder, please let me know if there's any need for a certified PGA professional ;)

Tory

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On Oct 5, 2023, at 11:50 AM, Lara Tyler <ltyler@bonnersferry.id.gov> wrote:

Good Morning!

I hope this email finds you well. I am reaching out to you to ask a question... was an RFP emailed to you? And if so, could you send me what was sent to you?

We have run into a snag on our end and are just trying to clarify some things.

I would be most grateful! 😊

Lara Tyler  
Business & Tax Support Clerk  
[lt Tyler@bonnersferry.id.gov](mailto:lt Tyler@bonnersferry.id.gov)  
208-267-0354

