



February 21, 2018

Management and Operation of the Wildcreek Golf Course

Attached, please find the questions and the responses from the Authority in regards to the Request for Proposal of the Management and Operation of the Wildcreek Golf Course (RFP #2018-06).

The Questions received are in blue with the responses from the Authority in black.



1. Is it the intent of the Authority to enter into an agreement with an operator as a Licensee(lease) or Management for Fee for Wildcreek?
 - o Are you accepting bids for both and/or can you clarify?
 - Would the Authority consider a "hybrid" combination of both- For example: Enter into an initial management agreement until the ownership transfer and reconfiguration of Wildcreek is complete with the intent negotiate a Licensee agreement(lease) with Washoe County for future operations once they are determined?

The Authority intends to enter into a licensee agreement.

2. Can we get the detailed budget by department for FY17/18?

Below please find the budget for Wildcreek Golf Course for FY 2017/18:

Account Description	FY 17-18 Budget
Revenues	
Green Fees 9 Hole	213,500
Green Fees 18 Hole	513,000
Memberships	188,500
Pro Shop	229,000
Miscellaneous & Lessons	15,100
Food & Beverage	292,700
Cart Rental	231,000
Driving Range	89,500
Total Revenues	1,772,300
Expenses	
Payroll & Related	1,015,078
Supplies & Services	970,601
Travel & Entertainment	2,200
Promotion & Advertising	28,400
Depreciation	-
Total Expenses	2,016,279
Departmental Profit (Loss)	(243,979)
Statistics	
9 Hole Executive	19,134
18 Hole Championship	20,610
Annual Passes	7,800
Total Rounds	47,544



3. Can we get the most updated Profit and Loss statement for FY 17/18?

Below are the unaudited numbers through November 2017.

Account Description	<i>Actual</i> July 2017	<i>Actual</i> August 2017	<i>Actual</i> September 2017	<i>Actual</i> October 2017	<i>Actual</i> November 2017
Payroll and Related					
Golf Operations	35,178	50,280	79,664	56,264	47,585
Food & Beverage	9,128	10,896	16,364	9,672	6,344
Driving Range - Carts	9,225	8,345	14,434	7,818	4,831
Total Payroll and Related	53,531	69,521	110,462	73,754	58,760
Supplies and Services					
Golf Operations	57,410	66,252	71,970	53,193	54,850
Food & Beverage	10,107	13,850	11,180	6,552	6,783
Driving Range - Carts	-	396	1,130	391	433
Total Supplies and Services	67,517	80,498	84,280	60,136	62,066
Promotion and Advertising					
Golf Operations	880	2,200	103	-	(142)
Total Promotion and Advertising	880	2,200	103	-	(142)
Total Expenditures					
Golf Operations	93,468	118,732	151,737	109,457	102,293
Food & Beverage	19,235	24,746	27,544	16,224	13,127
Driving Range - Carts	9,225	8,741	15,564	8,209	5,264
Total Expenditures	121,928	152,219	194,845	133,890	120,684
Operating Revenues					
Golf Operations	113,391	112,667	99,922	63,853	38,862
Food & Beverage	36,549	36,980	28,240	17,924	12,161
Driving Range - Carts	35,677	35,662	34,338	20,992	12,909
Total Operating Revenues	185,617	185,309	162,500	102,769	63,932
Profit or (Loss)	63,689	33,090	(32,345)	(31,121)	(56,752)
Statistics					
Rounds	16,247	5,543	4,957	3,719	2,562

4.



5. Can you provide an updated rounds and revenue report from the current POS that list the revenue associated with greens fees by category for the 2017 golf season?

	July 2017	August 2017	September 2017	October 2017	November 2017
Revenues					
Green Fees - 9 Hole	\$ 24,170	\$ 26,579	\$ 23,388	\$ 18,361	\$ 10,263
Green Fees - 18 Hole	\$ 64,255	\$ 60,426	\$ 52,128	\$ 34,858	\$ 19,747
Annual Memberships	\$ 5,160	\$ 2,150	\$ -	\$ 701	\$ -
Rental Clubs	\$ 852	\$ 1,834	\$ 1,390	\$ 2,281	\$ 628
Gross Retail Pro Shop Sales	\$ 18,954	\$ 21,678	\$ 23,016	\$ 7,652	\$ 8,224
Total Revenues	\$ 113,391	\$112,667	\$ 99,922	\$ 63,853	\$ 38,862
Statistics - Rounds					
Executive	6,972	2,416	2,300	1,800	1,048
Championship	7,578	2,300	2,000	1,275	960
Annual Passes	1,697	827	657	644	554
Total Rounds	16,247	5,543	4,957	3,719	2,562

6. Can you provide details of the current cart fleet for the golf operation and a detailed inventory? Can you provide an overview of the condition of carts: any inoperable?
- o Lease or owned?
 - If leased, can we get a copy of lease?
 - If owned, when were they purchased and is there a current plan for replacement?

Carts were procured in 2012, and are owned by the Authority. The batteries were replaced approximately 2 years ago.

7. Can we get a detailed history list of the memberships over the past three years by category?
- o Number of memberships per category and total revenue associated with each membership category?

The Authority is continuing to gather this information and it will be provided at a subsequent date.

8. Can you supply a golf course maintenance equipment inventory inclusive of hours for each machine that is applicable with a condition report for each piece(good, fair, poor, inoperable)?

Attached is a list of the equipment inventory, see Attachment A.



9. Can you provide a sample management agreement that you would suggest negotiating with new operator after the selection process?

The Authority will work with the successful proposer to develop a mutually agreed upon management agreement.

10. Considering the speed of transition will all current licenses be assumed by the new operator to start 4/1?
 - o For example: Will the liquor license remain in place for the new operator to conduct business until the new operator has secured a new one?
 - Would a "bridge agreement" be considered until new operator had adequate time to get licenses in place to not cause any unwanted interruptions of business?

The liquor, business, and other licenses will be the responsibility of the successful bidder. If additional time is needed to secure proper licenses, the Authority will be willing to discuss options for start of the operations if delays occur.

11. What commitments and contracts are in place for 2018 and how will they be handled with the new operator?
 - o Can you provide the detail of Memberships sold for 2018 so far?
 - o Can you provide the detail on how many golf tournaments contracts are pending and deposits received? Same for wedding and special event bookings?
 - o Can you provide how much in outstanding gift card or customer credit is currently on the "books" and how this will be handled with new operator?

The Authority is continuing to gather this information and it will be provided at a subsequent date. The intent is that any outstanding "punch passes" or membership cards will be accounted for and credited with the successful proposer.

12. Can you provide total irrigation water used to irrigate the facility for the past three years and if there were any interruptions in service during that time that had impact to the golf course?
 - o Can you provide the detailed costs associated with the use of reclaim water inclusive of rate, infrastructure payment and/or O&M fees that the new operator would be responsible for?

The Authority has an agreement in place for the City of Sparks to supply treated effluent water for the Course. The Authority pays the City of Sparks \$300,000 a year pursuant to the agreement. In the past three years there has been no interruptions in irrigation services as it relates to the delivery of treated effluent water.



13. Will the Authority be responsible for capital infrastructure of the property during the agreement: ie buildings, sewer, pump stations, irrigation system, etc?

The Authority will consider the need for capital improvements at the facility, but has no commitments to fund any capital improvements in the current or next fiscal year. With the transfer of the facility to Washoe County and the anticipation that with the sale of the 75-acre parcel to the Washoe County School District the following events may occur:

- Require de-commissioning of the existing 18-hole course and driving range, and assistance in planning related to a potential new driving range location and possible reconfiguration of additional holes as necessary for a sustainable practice course;
- The clubhouse, and associated buildings, will likely remain;
- The 9-hole par 27 course will likely remain in its current configuration;
- There may be impacts to operations, irrigation and other facilities as the construction of the new high school occurs;
- Washoe County will assume ownership of the remaining 137-acres and all golf and other facilities and equipment;
- Washoe County will assume the agreement for the management and operation of Wildcreek; and
- Washoe County will use any proceeds from the sale of the 75-acre parcel for public purposes on the remaining 137-acre parcel.

14. When will interviews be scheduled?

No date has been established, but proposers will be provided adequate notice.

15. Item "X." in RFP

- "Tab B- Financial Statement"
 - For a management firm of any significant size this would be a very lengthy request and don't believe this is the intent of the Authority. This information was also kept confidential. Would the requesting documents inclusive of profit/loss statement, balance sheet and statement of cash flows for one golf course meet this requirement?

Yes. One golf course of a similar size would suffice, we will not disclose this information.

- "Tab G-Understanding of Potential Changes to Wildcreek"
 - Who is responsible for the costs associated with the reconfiguration of Wildcreek?

Washoe County will be leading the reconfiguration of facility utilizing funds obtained from the sale of the land to the Washoe County School District.



16. Will the authority be having an official walk thru of the facility with proposers or can we schedule a time to view the property in detail(1-2 hour site inspection of the facility)?

There is no scheduled "walk thru" for the facility. The facility is a public course and proposers are welcome to schedule a time to view the facility, please contact Jose Martinez at 775-673-3199.

17. When will answers to these questions be issued?

February 21, 2018.

18. How much are the water costs (per 1000 gallons or acre foot) associated with the property?
Is all the water effluent?

The current cost of effluent is paid to the City of Sparks at a set \$300,000 per year.

19. What are the current cost of utilities associated with the property?

The most recent utility costs associated with the property are as follows for the fiscal year ending June 30:

Description	FY 2016	FY 2017
Utilities - Elec	38,248.24	34,981.15
Utilities - Gas	12,077.30	17,157.23
Utilities - Water	4,178.59	4,093.95
Utilities - Sewer	4,445.83	4,882.28

20. Will the sulfur burner on #17 be moved?

The Authority is continuing to gather this information and it will be provided at a subsequent date.

21. Is the current cart fleet staying?

Yes. See question 5.

22. Is the maintenance building going to stay?

At this time it is anticipated that the maintenance building will remain.



23. To what extent do you believe the irrigation system/irrigation wiring might be affected during construction? Could we have a situation where we have no access to irrigation?

With the construction, there is a potential impact to the irrigation system. This will have to be coordinated once it is determined the actual impact and the timing of the construction.

24. Will all maintenance equipment stay? For how long? Are there any costs with keeping current maintenance equipment?

Attached please find a list of equipment that is intended to stay.

25. Can we tour the facility?

The facility is a public course and proposers are welcome to schedule a time to view the facility, please contact Jose Martinez at 775-673-3199.

26. What amount of money is going to be budgeted toward "new driving range and possible reconfiguration of additional holes"?

An actual amount has not been determined, as appraisal of the land and water rights will determine the amount available for potential use, no commitment has been made to the actual amounts committed. Please see Washoe County Board of Commissioners meeting of December 12, 2017.



Attachment A – Equipment List

Description	Acquisition Date	Vendor/Mfg	Quantity	Note
4*4 Utility Vehicle - Range	06/30/2006	EZ-Go Textron	1.00	
78" Tow Type Aerator	06/20/2006	Turfstar	1.00	
Aerothatch 83 Seeder	06/30/2004	Turfstar/Toro	1.00	
Aerothatch 83 Seeder	06/09/2008	Turfstar	1.00	
Ball Washer & Picker	08/04/2008	Derone	1.00	
Bedknife Grinder	06/13/2008	Ideal/Turf Equipment	1.00	
Club Car Carts (2012)	07/22/2012	Club Car	90.00	
Core Harvester	06/14/2006	Cushman/HV Carter	1.00	
Core Harvester	06/16/2006	HV Carter	1.00	
Driving Range Mats	01/15/2010	Fore Par	1.00	
EZ Go Picker	02/20/2011	EZGo	1.00	
EZ-Go MPT1200 Utility Cart	06/30/2006	EZ-Go Textron	1.00	
EZ-Go MPT1200 Utility Vehicle (2)	06/30/2006	EZ-Go Textron	2.00	
Fire Sprinkler System	02/15/2010	Overhead Fire	1.00	
Food Slicer	06/29/2006	Hobart/US Foodservice	1.00	
Gator Tractor (2)	06/26/2003	Nevada Power Products	1.00	
GM4000 Rough Mower 2008	05/27/2008	Turfstar	1.00	
Golf Buddy GPS	06/12/2008	Golf Buddy	41.00	
Golf Carts - Invoice Error	07/01/2007	EZGO	1.00	
Greens Mower (2004) GM-3250	06/30/2004	Turfstar/Toro	1.00	

Description	Acquisition Date	Vendor/Mfg	Quantity	Note
Greens Mower (2004) GR3150	06/30/2004	Turfstar/Toro	1.00	
Greens Reels	06/09/2011	Turf Star	1.00	
Greens Roller 2011	05/10/2011	Mid Cal Tractor	1.00	
Groomer Reels (3250)	06/26/2008	Turfstar	1.00	
GroundMaster 3250 2008	06/26/2008	Turfstar	1.00	
Grounds Master 4500-D Rough Mower	09/30/2005	Turfstar	1.00	
Groundsmaster 4700-D	01/27/2012	Turf Star	1.00	
Honda Wide Spin Topdresser 11HP	07/22/2004	HV Carter	1.00	
Hose Crimper	06/09/2006	Hose Fittings	1.00	
Ice Machine	04/24/2006	US Foodservice	1.00	
Kitchen upgrades (Keg Cooler & Sink)	01/12/2011	Next Day Gourmet	1.00	
Legacy SO2 Generator, Model 900	06/02/2006	SO2 Solutions	1.00	
National Hydro 84" Triplex Mower	10/20/2005	National 8400/HV Carter	1.00	
Peerless Reel Grinder	06/19/2008		1.00	
Procore 648 Aerater	06/28/2007	Turfstar	1.00	
Procore 648 Aerator	06/28/2007	Turfstar	1.00	
Procore Aerator 660	10/13/2005	Turfstar	1.00	
Radio System	04/23/2003		1.00	
Range Ball Machine	03/29/2004	FOREPAR/Rangeland	1.00	
Range Dispenser	05/01/2008	Fore-Par	1.00	
Range Picker	07/30/2003	Rangeland/Forepar	1.00	



Description	Acquisition Date	Vendor/Mfg	Quantity	Note
Reelmaster 5510 Fairway Mower 2008	06/06/2008	Turfstar	1.00	
Replace Heaters	12/23/2004	Gardner Mechanical	1.00	
Rough Mower 4500D	04/13/2004	Turf Star - GM4500-D	1.00	
Sand Pro Trap Rake	06/13/2006	Turfstar	1.00	
Security Cameras	02/11/2011	GovConnection - Axis	1.00	
Shop Lift	06/01/2006	Napa	1.00	
Surveillance System	02/24/2005	FCC	1.00	
Tee Mower (2004) GM-3250	06/30/2004	Turfstar/Toro	1.00	
Textron Utility Cart	06/07/2005	EZ-Go	1.00	
Textron Utility Cart	06/07/2005	EZ-Go	1.00	
Thatchaway Supa-System (Verticut Reels)	05/27/2004	TurfStar/Toro	1.00	
Turfco WS1530 Topdresser	06/16/2006	Turfco/HV Carter	1.00	
Upgrade Televisions	06/10/2008	Gov Connection	1.00	
Verti-Drain Aerator	06/12/2003	HV Carter	1.00	
VoIP Phone System	07/16/2008	AT&T	1.00	
Workman 3300 Diesel 2WD, 2005	10/13/2005	Turfstar	1.00	



Attachment B – Sample Agreement