**UNIVERSITY OF MISSOURI SYSTEM**

**REQUEST FOR PROPOSALS**

**Proposed Purchase or Lease**

**Normandie Golf Club**

**7605 St. Charles Rock Rd, Bel Nor, MO**

Issued January 31, 2020

Managed and administered by the University of Missouri System

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**I. RFP SUMMARY/PROPOSAL CONTENT**

**A. Summary**

The Curators of the University of Missouri (“University”) invite the submission of proposals from interested parties to purchase the Normandie Golf Club (“Subject Property”) pursuant to the terms of the purchase and sale agreement attached hereto as Exhibit A, incorporated by reference herein, or lease and operate the Subject Property pursuant to the terms of the lease agreement attached hereto as Exhibit B. Submittals that ensure the continued operation of the Subject Property as an 18-hole public golf course will be given priority.

Built in 1901, Normandie Golf Club is the oldest public golf course still in operation west of the Mississippi River. The property is located at 7605 St. Charles Rock Road, Bel-Nor, Missouri, in St. Louis County. The course and improvements are situated on approximately 117 acres. The site is irregular in shape with frontage on St. Charles Rock Road, a four-lane state highway that borders the property on the southern side and Normandy Drive that borders the property on the east side. Situated within a residential area, the subject property has visibility from St. Charles Rock Road and Normandy Drive. Primary access to the site is from St. Charles Rock Road but can also be accessed from Normandy Drive. St. Charles Rock Road is a major thoroughfare that accesses Interstate 170, which in turn provides access to Interstate 64/40 and Interstate 70.

Existing on-site improvements include a clubhouse with a sales area, maintenance/cart storage building and a large covered picnic pavilion with a brick fireplace. An asphalt-paved parking lot adjacent to the clubhouse provides for approximately 100 parking spaces. The clubhouse (4,032 square feet) was built in 1944 and the maintenance/storage building (3,200 square feet) was built in 1999.

It should be noted that, in the event of a sale, the University shall have the right to encumber the Subject Property with such preservation easements, deed restrictions, rights of access or such other rights and restrictions as the University deems appropriate and necessary in its sole discretion prior to or contemporaneously with conveying the Subject Property to the buyer, to ensure the property remain a golf course or green space.

**B. Proposal Content**

Detailed project proposals shall include the following minimum content:

1. Qualifications. This aspect of the proposal should contain information and materials to demonstrate the respondent’s qualifications, experience and financial capacity over the last ten years in operating similar properties. Specifically, the respondent should demonstrate:
* Knowledge of and experience in operating golf courses similar to the Subject Property;
* Financial capacity sufficient to successfully meet the functional and financial requirements of the Subject Property.

All submittals should include, at a minimum, the following elements organized in the following order:

* a brief description of the respondent;
* the respondent’s understanding of key considerations unique to the Subject Property;
* a statement describing why the respondent is best suited to meet the University’s functional and financial goals for the project; and
* respondent’s relationship with the local community, if any.
1. Project Use/Design. This aspect of the proposal must address the following:
* Conceptual operating plan identifying: proposed use and planned improvements (if any)
1. Project Schedule. This aspect of the proposal must address the following:
* Overall project schedule identifying the date the course will open for play and the timing of planned improvements (if any)
1. Financial Plan. The proposal must include a detailed financial plan. The plan must include:
* Five-year proforma for operation of the Subject Property.
* An itemized accounting of estimated capital improvements by category (if any)
1. Contract Terms. Acknowledgement of the contract terms set forth in either Exhibit A or Exhibit B and confirmation of the respondent’s understanding of and willingness to accept those terms.

**II. SELECTION PROCESS**

**A. RFP selection content**

Responses to the RFP will be evaluated based on the following content:

* Respondents Qualifications and Related Experience
* Conceptual Operating Plan
* Project Schedule
* Financial Capacity and Feasibility

It shall be the responsibility of the respondent to thoroughly read and understand the information, instructions, and specifications contained in this RFP. Respondents are expected to fully inform themselves as to the conditions and requirements of the RFP. Failure to do so is at the respondents’ own risk. If a respondent’s proposal is accepted, the respondent will be responsible for all errors in the proposal resulting from a failure or neglect to comply with these instructions.

Submission of a response to this RFP confers no rights on the respondent. Further, the University reserves the right to reject any and all proposals, waive informalities, technical requirements and/or deficiencies and irregularities; solicit new proposals; or further negotiate with the respondent of its choice if some other manner of negotiation better serves the University’s interests. When evaluating a proposal, the University reserves the right to consider relevant information, whether gained from the proposal or any other source. The University reserves the right to request clarification of any portion of the proposal.

**III. SCHEDULE / QUESTIONS / SUBMITTAL**

**A. Submittal and Review Process**

Respondents have 21 calendar days from the RFP Issue Date to submit proposals to the University (refer to schedule in Section III-E below). The proposals must include all items described in Section I-B above. All proposals must be signed by a person authorized by the respondent. Following the submittal of detailed proposals, a University committee may elect to host presentations by the respondents who timely submitted a proposal. The location, date, and time of these presentations will be announced at a later date to such respondents. The University also reserves the option to host a public community engagement forum, where such respondents shall be available to address community questions and/or concerns. The proposals and presentations will be evaluated and the University may develop a shortlist of such respondents to invite to a second interview. Each proposal will be separately evaluated.

The University committee will review all RFP proposals, presentations and interviews and select the respondent with whom the University will enter into negotiations. Approval by The Curators of the University of Missouri to proceed with the project will be conditioned upon the success of the negotiations. If the selected respondent and the University fail to enter into the Agreement, the University, at its sole discretion, reserves the right to terminate negotiations with the first selected respondent and enter into negotiations with any other respondent.

**B. RFP Proposal Format**

Proposals should be prepared in an 8.5” x 11” paper format. The proposal package must include:

* One unbound original
* One bound copy
* One electronic copy delivered via a commonly accepted form of electronic media

The cost of producing the proposal is borne solely by the respondent. The University will not be responsible for any of the costs of producing the proposal.

**C. RFP Proposal Address and Deadline**

The original, bound copy and electronic copy of the proposal must be delivered to:

University of Missouri System

Old Alumni Center

1105 Carrie Francke Drive, Columbia, MO 65211

Columbia, MO 65211

Attn: Blake Jensen, Director of Real Estate, UM System

Proposals must be received in a sealed envelope, at the address noted above, no later than 5:00 p.m., on February 20, 2020. Electronic or telefaxed copies of proposals are not considered responsive and will not be accepted. Respondents will be responsible for the delivery of proposals on or before the RFP Due Date listed in this document. Late proposals will not be accepted.

**D. RFP Questions and Clarifications**

Questions regarding the RFP process should be directed to the following person with “RFP” in the subject line:

Blake Jensen

Director of Real Estate, UM System

Old Alumni Center, 1105 Carrie Francke Drive, Columbia, MO 65211

Ph: (573) 882-3584 Fax: (573) 884-1457 Email: jensenbm@umsystem.edu

All questions must be submitted in writing via telefax or email. Questions should not be directed to any other University departments or staff. Substantive information or material provided to any respondent, as a result of questions received, will be provided to all respondents in a manner deemed appropriate by the University.

**E. Schedule**

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| RFP Issue Date  | Friday, January 31, 2020 |
| Pre-Proposal Property Tour | ~~Thursday, February 6, 2020~~**Wednesday, February 12, 2020** |
| RFP Due Date  | Thursday, February 20, 2020 |
| Respondent Selection Date  | Friday, February 28, 2020 |
| Purchase and Sale Agreement or Lease | Friday, March 6, 2020 |

A pre-proposal property tour will be held on ~~February 6~~ **February 12**, 2020 at ~~1:30~~ **1:00** P.M. Central Standard Time, beginning at the Normandie Golf Club clubhouse located at 7605 St. Charles Rock Rd., St. Louis, Missouri. All interested proposers are welcome to attend.

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