

**CITY OF DIBOLL, TEXAS  
REQUEST FOR PROPOSALS  
NECHES PINES GOLF COURSE OPERATION AND MANAGEMENT**

The City of Diboll is soliciting proposals for the operation and management of the Neches Pines Golf Course. The major components of services include management, maintenance, and operation of the Course as a public course in accordance with a formal management agreement.

**Submit Proposals To:  
Jason Arnold  
City Manager, City of Diboll  
400 Kenley Street  
Diboll, TX 75941  
Email: [jarnold@cityofdiboll.com](mailto:jarnold@cityofdiboll.com)  
Phone: (936) 829-6800**

**1. Purpose.** The City of Diboll (The City) is soliciting the services of interested and qualified golf course operators to manage and maintain the Neches Pines Golf Course (the Course). The services provided include the following: manage, maintain, and operate the golf course & clubhouse as a public course with ancillary uses in accordance with a formal management agreement.

**2. Schedule.**

November 1, 2024 RFP Issued

December 2, 2024 Proposal Due Date

December 3, 2024 City Staff Reviews Proposals

December 10, 2024 Diboll City Council Awards Agreement

**3. Term.** Negotiable. The City intends to use a manager on a long-term basis. The desired term for the initial contract is February 1, 2025 to January 31, 2027 with the option to renew for a longer term.

**4. Use of Premises.** Management will manage and operate the Course located at 900 Lumberjack Drive, Diboll, TX 75941, which includes the course, areas adjacent to the course, the irrigation system and all structures.

Management will have complete and exclusive use of the premises for the purpose of operating a golf course and clubhouse and provide the usual and ordinary services provided at golf courses including but not limited to regular golfing, food and beverage, concessions, sale and rental of related equipment and apparel.

Management will also offer such programs that include youth, seniors, public, schools, and other public activities where appropriate.

**5. Funds Control.** Management will be responsible and in control of all monies received, be it from the City or from operations such as, but not limited to green fees, cart rentals, season passes, merchandise, alcohol, food, lessons, golf club repair/maintenance, and other concessions.

**6. Taxes, Fees, Licenses.** Management will pay all federal, state, and local licenses, permits, sales and use tax, state and federal payroll taxes, workers compensation and unemployment taxes.

**7. Utilities.** Management will be responsible for utilities with the exception of water and sewer.

**8. Daily Operation.** Management will be responsible for the daily operation of the golf course including the hiring and management of personnel and staff and maintenance schedules with opening and closing times as is customary for a golf course.

**9. Maintenance and Repair of the Course and Buildings.** Management will maintain the course, the irrigation system, areas adjacent to the course and all building structures in as good or better condition and make wear and tear improvements.

The City will be responsible for parking lot maintenance in addition to public improvements such as utility installation/repair, major structural improvements to buildings, and natural disaster damage.

**10. Food/Alcohol and Concessions.** Management will operate food and beverage service and will be responsible for all licensing and taxes. Proceeds from the sale of food/beverage items will be the property of management. Management may sub-let the food/beverage concessions with consent of the City.

**11. Machinery and Equipment.** Management will provide and maintain all equipment necessary to fulfill the obligations of the agreement,

**12. Agreement.** The City and management will negotiate a management agreement.

**13. Insurance.** Management will procure and maintain liability insurance. The City will insure against theft and damage or destruction of facilities and equipment.

**14. Property Taxes.** The course and premises are owned by the City and are exempt from real estate assessments and taxes. In no event will management be responsible for property taxes.

**15. Assignment and Sub-Letting.** Management may not assign management to another party without consent of the City.

**16. Experience.** It is preferred if those submitting a proposal satisfy the following criteria:

- Experience by the individual who will be the on-site manager of the Course.
- Experience by the individual who will be the full-time on-site pro shop manager in managing a pro shop operation at a golf course or related facility.
- Experience or its equivalent, by the individual who will be the on-site course superintendent in managing the greens keeping duties of a 18-hole public golf course.
- Experience in operating a business in general.

**17. Evaluation Criteria and Standards:** Proposals will be evaluated based on the following criteria:

**A. Experience in managing, maintaining, and operating a business.**

- Highly Advantageous – More than five (5) years’ management experience.
- Advantageous – Three (3) to five (5) years’ management experience.
- Less Advantageous – Less than three (3) years’ management experience or demonstration of other experience in management and maintenance.
- Unacceptable – No experience in management and maintenance.

**B. Experience and qualifications of management’s staff.**

- Highly Advantageous – Submission of an organizational plan showing a structured organization with clearly delineated responsibilities and identifying staff who will be assigned to manage, operate, and maintain the golf course and club house.
- Advantageous – Submission of a plan identifying the staff who will be assigned to manage, operate, and maintain the golf course and club house but not clearly indicating organizational structure or delineating responsibilities.
- Less Advantageous – Submission of a plan which fails to identify staff who will be assigned to manage, operate, and maintain the golf course and club house.
- Unacceptable – No information provided regarding experience and qualifications of staff.

**C. Management’s marketing plan to increase the percentage of play by area residents, by juniors and to increase community spirit and public awareness of the course as a community resource.**

- Highly Advantageous – Submission of a plan which sets forth at least three (3) specific incentives which will be offered by management. The incentives should have either a proven effect or be reasonably calculated to achieve their goals and should be in keeping with the character of the golf course as a community resource.
- Advantageous – Submission of a plan which sets forth less than three (3) specific incentives or sets forth incentives which are somewhat speculative in effect.
- Unacceptable - No plan submitted.

**D. Business Management. Detailed description of the method/resources to be used to ensure the accountability for all revenues, expenditures, payroll reporting, inventory control, etc.**

- Highly Advantageous – Submission of a plan which specifically details a method and/or for

recording and accounting for revenues, expenditures, payroll management and reporting, inventory control, and general business management plan.

- Advantageous – Submission of a plan which generally describes a method and/or for recording and accounting for revenues, expenditures, payroll management and reporting, inventory control, and general business management plan.
- Unacceptable – Submission of a poor plan or no plan.

**F. Course Grounds Keeping and Management Plan. Management submits a plan that clearly and effectively demonstrates extensive knowledge of golf course grounds keeping and management.**

- Highly Advantageous – Submission of a plan that clearly and effectively demonstrates extensive knowledge of golf course grounds keeping and management or outsourced maintenance qualifications.
- Advantageous – Submission of a plan that clearly and effectively demonstrates some knowledge of golf course grounds keeping and management or outsourced maintenance qualifications.
- Unacceptable – Submission of a plan that demonstrates no knowledge of golf course grounds keeping and management and no plans for outsourcing.

**G. Club House Operations. Management shall submit an operation plan for the snack bar and beverage service during regular season golf operational periods.**

- Highly Advantageous – Submission of an operation plan that details staffing, hours and services to provide consist operations of the snack bar and beverage service throughout the regular season or outsourced management qualifications.
- Advantageous – Submission of an operation plan that addresses staffing, hours and services to provide consist operations of the snack bar and beverage service throughout the regular season or outsourced management qualifications.
- Unacceptable – No submission of an operation plan that details staffing, hours and services to provide consist operations of the snack bar and beverage service throughout the regular season and no plans for outsourcing.

**18. Evaluation of Proposals and Award.** The contract will be offered to the most qualified, responsible and eligible proposer with the most comprehensive proposal submission as determined by City Staff and Diboll City Council. Proposers may be investigated by the City or its designated representative to determine if they are qualified to perform the Management and Maintenance Contract. The investigation will seek to determine whether the proposer possesses comparable previous experience and whether the proposer is good financial standing. In evaluating proposals, the City will consider the qualifications of only those proposers whose proposals are in compliance with the prescribed requirements. The City reserves the right to reject any proposal for any reason.