

36312

October 30, 2013

TO: Board of Acquisition and Contract

FROM: Kathleen M. O'Connor, Commissioner
Department of Parks, Recreation and Conservation

RE: Authority to enter into license agreements with Hudson Hills Golf Management, LLC, 8300 Boone Boulevard, Suite 350, Vienna, VA 22182 for: 1) the operation of the golf professional concession, 2) the operation of the food and refreshment concession, and 3) the provision of golf course maintenance services at Hudson Hills Golf Course, Ossining, New York for the period January 1, 2014 through December 31, 2018, with the sole option of the County to extend the agreements for an additional period of five years for a license fee to be negotiated

Authority is hereby requested for the County of Westchester, acting by and through the Department of Parks, Recreation and Conservation, to enter into license agreements with Hudson Hills Golf Management, LLC, ("HHGM") 8300 Boone Boulevard, Suite 350, Vienna, VA 22182 for: 1) the operation of the golf professional concession, 2) the operation of the food and refreshment concession, and 3) the provision of professional golf course maintenance services at Hudson Hills Golf Course, Ossining, New York for the period January 1, 2014 through December 31, 2018, with the sole option of the County to extend the agreements for an additional period of five years for a license fee to be negotiated. Hudson Hills Golf Management, LLC is a wholly-owned single-purpose subsidiary entity which was formed by Billy Casper Golf, LLC for the purpose of performing the golf professional concession, food and refreshment concession and the provision of golf course maintenance services at Hudson Hills Golf Course.

HHGM shall pay the County an annual license fee of \$35,000 pursuant to the golf professional concession license agreement. The golf professional concession consists of operating the golf professional shop and providing golf lessons for patrons in addition to managing the golf cart operation.

For each year in which this agreement is in effect, the County shall pay HHGM a fee of \$8.00 per player pursuant to the golf professional concession license agreement.

HHGM shall pay the County an annual license fee of \$35,000, pursuant to the food and refreshment concession license agreement.

In addition to the above license fees, under the food and refreshment agreement, HHGM shall paint the clubhouse building at Hudson Hills Golf Course and replace any wood as necessary for

a total cost of \$25,000 and shall furnish and install a new cart barn storage area at an estimated cost of \$40,000. The painting of the clubhouse building shall be done no later than July 31, 2014 and the cart barn building shall be erected no later than March 1, 2014.

The County shall pay HHGM an annual fee of \$850,000 for professional services rendered by HHGM pursuant to the Golf Course Maintenance Agreement.

Although licenses are exempt from the County's Procurement Policy pursuant to section 3(b) therein, the professional golf course maintenance services are subject to the Procedures of the Procurement Policy. Accordingly, a Request for Proposals was distributed to more than eighty potential proposers including food and beverage companies, golf professionals and golf course management and maintenance companies. The RFP was also advertised in the Journal News and both the Westchester County and Westchester County Department of Parks, Recreation and Conservation websites. In addition, notification of the RFP was forwarded to the Metropolitan Section of the Professional Golfers Association which included the notification in its newsletter.

In response to the RFP, one proposal from Billy Casper Golf, LLC was received. The public purpose and goal of the agreements is to have a firm operate the food and refreshment concession and golf professional concession to provide amenities to patrons at Hudson Hills Golf Course and provide revenue to the County. The public purpose of the maintenance agreement is to offer a high level of professional maintenance required for a premium golf course for Westchester residents. The goal of these agreements is to operate and maintain this premium level golf course in a fiscally responsible manner for Westchester residents. The objective of these agreements will be tracked and monitored using financial reports and by site visits by Department of Parks, Recreation and Conservation staff.

Accordingly, approval of the attached resolution by your Honorable Board is most respectfully requested.

APPROVED BOARD OF ACCOUNTS & COMPTROLLER - 11/27/13 - JONAS P. VEIRA, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Parks, Recreation and Conservation, be it hereby

RESOLVED, that the County of Westchester is hereby authorized to enter into license agreements with Hudson Hills Golf Management, LLC (“HHGM”), 8300 Boone Boulevard, Suite 350, Vienna, VA 22182, a wholly-owned single-purpose subsidiary entity of Billy Casper Golf, LLC for; 1) the operation of the golf professional concession, 2) the operation of the food and refreshment concession, and 3) the provision of professional golf course maintenance services at Hudson Hills Golf Course, Ossining, New York January 1, 2014 through December 31, 2018; and be it further

RESOLVED, that the County, at its sole option, may extend the licenses for an additional period of five years at fees to be negotiated; and be it further

RESOLVED, that for the privilege of operating the golf professional concession, HHGM will receive the following, the balance of motorized golf cart revenue being retained by the County as a license fee during each year of the agreement: \$8.00 per player; and be it further

RESOLVED, that for the privilege of operating the golf professional shop, HHGM shall pay to the County an additional license fee of \$35,000 during each year of the license; and be it further

RESOLVED, that for the privilege of operating the food and refreshment concession, HHGM shall pay the County an annual license fee of \$35,000 during each year of the agreement, and be it further

RESOLVED, that HHGM shall paint the clubhouse building at Hudson Hills Golf Course and replace any wood as necessary for a total cost of \$25,000 by July 31, 2014; and be it further

RESOLVED, that, HHGM shall furnish and install a new cart barn storage area at an estimated cost of \$40,000, which shall be erected no later than March 1, 2014; and be it further

RESOLVED, that the County shall pay HHGM a fee of \$850,000 for professional services rendered pursuant to the golf course maintenance agreement during each year of the agreement; and be it further

RESOLVED, that the County Executive or his authorized designee is hereby authorized to execute all instruments necessary to implement this Resolution.

Original Agreement \$ 3,900,000
 First Amendment \$
This Amendment \$
 TOTAL \$ 3,900,000

Agreement #

Account to be Charged/Credited

Fund	Dept	Major Program, Program & Phase Or Unit	Object/ Sub-Object	Trust Account	Dollars	
165	42	3300	9246		\$70,000*	2014
165	42	3300	4380		\$850,000	
165	42	3300	9246		\$70,000*	2015
165	42	3300	4380		\$850,000	
165	42	3300	9246		\$70,000*	2016
165	42	3300	4380		\$850,000	
165	42	3300	9246		\$70,000*	2017
165	42	3300	4380		\$850,000	
165	42	3300	9246		\$70,000*	2018
165	42	3300	4380		\$850,000	

Budget Funding Year(s) 2014-2018 Start Date 01-01-2014 End Date 12-31-2018
 (must match resolution) \$ *350,000 in revenue
 \$ 4,250,000 in expenses

Funding Source Tax Dollars \$4,250,000
 State Aid _____
\$3,900,000 Federal Aid _____
 (must match resolution) Other \$350,000 Revenue

*\$35,000 for food, refreshment and catering concession, \$35,000 for golf professional concession