



ADDENDUM NO. 3

**TITLE: Countryclub AKA Drawbridge Café
Management Lease**

RFQ NO: 04-2022

DATE: 8/11/2022

**RFQ CLOSING DATE: 8/30/2022 @ 3:00PM
NUMBER OF PAGES: 5**

This Addendum to the drawings, specifications and contract documents is issued to provide additional information and clarification to the original Request for Qualification documents and is hereby declared a part of the original drawings, specifications and contract documents. In case of conflict, this Addendum shall govern.

Proposers shall acknowledge receipt of this Addendum in the appropriate place in the bid form.

Description: PRE-PROPOSAL MEETING

THIS ADDENDUM CONSISTS OF THE FOLLOWING ITEMS:

1. ADDENDUM COVER PAGE
2. PRE-PROPOSAL MEETING MINUTES
3. PRE-PROPOSAL MEETING SIGN-IN SHEET

THE BALANCE OF THIS PAGE TO SIGNATURE IS LEFT INTENTIONALLY BLANK

CITY OF BELLE GLADE

A blue ink signature of Neil Appel, Purchasing Manager, is written over a horizontal line.

NEIL APPEL C.P.M.
PURCHASING MANAGER

PROPOSER

Signature

Printed, Title

COMPANY



Pre-Proposal Conference Meeting Minutes

RFQ # 04-2022

Name: COUNTRY CLUB AKA DRAWBRIDGE CAFÉ
MANAGEMENT LEASE

Date 8/10/22

Time: 10:00AM

Attendees:

Proposers:

See attached attendance sheet

City :

Wesley Ledesma	WL	Executive Administrator
Jessica Figueroa	JF	Deputy City Clerk
Ashley Davis	AD	Purchasing Coordinator
Neil Appel	NA	Purchasing Manager

The meeting commenced at 10:15 A.M.

NA	1. <u>Introductions</u> 1.1 City Staff and consultants introduced themselves. 1.2 All attendees were cautioned that undocumented oral statements made during the meeting shall not be binding. Only those oral statements recorded in the meeting minutes shall be considered a part of the meeting and shall be binding in the context of their meaning.
NA	2. <u>RFQ Announced Closing Date and Time:</u> 2.1 Date: <u>8/30/2022</u> 2.2 Time: <u>3:00p.m.</u> 2.3 Proposers were informed that all RFQs are to be held open for one hundred twenty (120) days. Proposers were informed that they must submit one (1) original, ten (10) copies and one thumb drive of their RFQ. 2.4
NA NA	3. <u>Scope of Work Review</u> 3.1 Reviewed the General Scope of Work with all attendees as follows: 3.2 The City is located in Palm Beach County, Florida, serving a population of just under eighteen thousand citizens, with an annual operating budget of approximately twenty nine million dollars (\$29,000,000). Belle Glade is the largest city within the 2,862,00-acre subtropical Everglades in the heartland of Florida. Belle Glade has five elementary schools, 1 middle school, 1 high school, and a private school as well as a campus of Palm Beach State College. In addition, Belle Glade has a local theater, the Dolly Hand Cultural Arts Center, and the Lawrence E. Will Museum of the Glades, 3.3 This facility was formerly known as the Country Club Drawbridge Café located on the front nine holes of the local golf course, is a city-owned facility of approximately 4300 square feet (inside building measurement) located at 3300 West Canal Street N, Belle Glade. It is less than one-quarter mile from the City's campground and marina.



3.4 The Country Club AKA Drawbridge Café building is situated to the South of and adjacent to State Road 717 located at the Belle Glade Municipal Golf Course. The property is zoned A-1 Agricultural (04 Belle Glade) with special uses subject to commission approval.

3.5 The marina area features camping sites, RV sites, nature and walking trails, an amphitheater, nature education center, a pavilion, an observation tower and other recreational facilities. The proposer's operation should further enhance the Golf Course, Marina, and campground areas. The improvements to the golf course, campground and marina have helped to increase tourism to the Glades area in addition to a large number of tourists who currently visit Belle Glade between the months October and March.

3.6 Prior names: Private ownership: Everglades Golf Club 1960's
City owned: Belle Glade Country Club.

4. Instructions to Proposers

4.1 Meeting

4.1.1 This is a non-mandatory pre-RFQ conference.

5. Communications

NA	5.1.1	The point of contact is Neil Appel for the RFQ process. All communications are to be written and emailed to the City, attention Neil Appel, Purchasing Manager. He will distribute to appropriate staff and upload all addendums to the City website.
NA	5.1.2	Addendums: All addenda shall be issued through the City website. Questions received by the City less than ten (10) calendar days prior to the RFQ opening may not be answered. The City shall endeavor not to issue addenda within five (5) calendar days of the RFQ opening
NA	5.1.3	Addendum Review 5.3.1 Addendum #1-Equipment Inventory 5.3.2 Addendum #2 Consultant (City Expense)

NA	6	Sample Lease Items
NA	6.4.1	Rent
NA	6.4.2	Operational hours/days, week and weekend hours
NA	6.4.3	Type of meal service
NA	6.3.4	Equipment
NA	6.3.5	City involvement, if any;
NA	6.3.6	Renovations
NA	6.3.7	License of the name
NA	6.3.8	Security/safety systems
NA	6.3.9	Consultant

NA	7	Award of Contract will be to the:
NA	7.1.	Most responsive, responsible Proposer.
NA	7.2	Step process
NA	7.3	Written submittal review
NA		Shortlist Evaluation Interviews Parts of the process may change



NA	8	Execution of Contract
NA	8.1	A Notice of Intent to Award will be sent to the #1 ranked Proposer to begin lease negotiations.
NA	9.	RFQ Submittal Forms
NA	9.1	Forms
NA	9.1.1	It was noted that all Proposers were required to submit one (1) original and ten (10) copies and a thumb drive of the RFQ submittal package.
NA	9.1.2	Submittal items were noted in the RFQ Form and Qualifications Statement: Attachment A Non-Collusion Affidavit Attachment B Public Entity Crime Statement Attachment C Drug Free Workplace form Attachment D Conflict of Interest Form Attachment E Proposer Certification and Signature Page
	9.1.5	All Proposers must submit using the City forms.

The meeting adjourned to the Drawbridge Café where a site inspection was then conducted

QUESTIONS:

1. Ms. Bailey reminded staff that the dish machine company wanted to take the machine back.
2. Ms. Bailey asked about the role of the consultant. Mr. Ledesma explained the role as that of advisor to the restaurant manager.

The meeting adjourned at 11:45AM.

Respectfully submitted,

Neil Appel, C.P.M.
Purchasing Manager

If we do not receive correspondence regarding the accuracy of these minutes within 24 hours, we will assume they have been accepted as correct.



RFQ PRE-PROPOSAL MEETING SIGN-IN SHEET

PROJECT #: 04-2022 NAME:

COUNTRY CLUB AKA DRAWBRIDGE CAFÉ MANAGEMENT LEASE

DATE: 8/10/22

	Company/Representative	Address	Phone & Fax #	email
1	CBG/Jessica Figure	n		
2	Andie Barker		561-985-1045	
3	Ashley Davis			
4	Neil Apud	CRG	561 992-1626	neil@belleguard-fl.com
5	Wesley Ledesma	CBG	561-914-7974	wledesma@belleguard-fl.com
6				
7				
8				
9				
10				
11				
12				