



## Cover Memorandum/Staff Report

File #: 25-182

Agenda Date: 3/11/2025

Item #: 6.P.1.

**TO:** Mayor and Commissioners  
**FROM:** Samuel Metott, Director, Parks and Recreation  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** March 11, 2025

APPROVAL OF RESOLUTION NO. 25-25 BID WAIVER AGREEMENT WITH BJCE, INC. FOR GOLF CLUB MANAGEMENT SERVICES FOR THE DELRAY BEACH MUNICIPAL GOLF COURSE AND LAKEVIEW GOLF COURSE FOR A TERM OF ONE YEAR IN THE AMOUNT OF \$140,000

**Recommended Action:**

Motion to approve Resolution No. 25-25 Bid Waiver Agreement with BJCE, Inc. in the amount of \$140,000 for golf course management services for the Delray Beach Municipal Golf Course and Lakeview Golf Course for a term of one year.

**Background:**

On May 2, 2017, the City and BJCE, Inc. (BJCE), pursuant to Request for Proposal (RFP) No. 2016-079, entered into a two-year agreement with two one-year renewal options to provide management services for the Delray Beach Golf Course and Lakeview Golf Course. The Original Agreement also permitted the City to request a six-month extension to the term of the Agreement in the event of its expiration. The city exercised both options to renew and the six-month extension, extending the Original Agreement through October 31, 2021.

During the August 24, 2021, City Commission Budget Workshop Meeting, the City Commission expressed a desire to seek Letters of Interest for a Public Private Partnership (P3) for the redesign, construction, and management of the Delray Beach Golf Club.

On September 23, 2021, due to the City Commission's intention to seek Letters of Interest for a P3, the full and open competitive acquisition process was waived, and the City and BJCE entered into a new one-year agreement to continue providing management services from October 31, 2021, through October 30, 2022 (the "Second Agreement").

On August 10, 2022, the City issued a Request for Proposals (RFP) No. 2022-053 for a P3 to redesign, construct, and manage the Delray Beach Golf Club.

On September 21, 2022, in accordance with the Purchasing Policies and Procedures Manual, the City Manager extended the Second Agreement for one-hundred and eighty (180) days, extending the term through March 22, 2023.

The solicitation process for RFP 2022-053 was not going to be completed prior to the expiration of the Second Agreement and given the ongoing solicitation for the redevelopment of the Delray Beach

Golf Club, the city waived the full and open competitive acquisition process to continue receiving management services from the Contractor for the Delray Beach Golf Club and Lakeview Golf Club through March 27, 2024.

The City rejected all proposals associated with RFP 2022-053.

On January 5, 2024, the City issued Request for Information (RFI) No. 2024-013 to obtain management services for the Delray Beach Golf Club and Lakeview Golf Club. The solicitation process for RFI 2024-013 would not be completed prior to the expiration date of March 27, 2024, and on February 7, 2024, Bid Waiver Acquisition (BW2024-003) was approved to extend the golf course management contract for a term of one year and is set to expire on March 27, 2025.

Request For Information (RFI 2024-013) was opened on February 21, 2024 (RFI 2024-013) and four (4) firms submitted proposals. The City Commission rejected all proposals.

The City continues to require management services for management of both golf courses and it is in the City's best interests to waive the full and open competitive acquisition process to avoid interruption of services. The City desires to procure these services from the current vendor, BJCE, Inc., in accordance with the City's bid waiver policy and subject to the terms and conditions of the Agreement for a term not to exceed one year.

The term of the Agreement will be for one-year from March 28, 2025 to March 27, 2026.

This motion is in accordance with the City Code of Ordinances, Section 36 and City Policies and Procedures.

**Attachments:**

1. Resolution No. 25-25
2. Legal Review
3. Exhibit A - Bid Waiver
4. Exhibit B - Agreement

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Municipal Golf Course	445-75-760-575.34-90
Lakeview Golf Course	446-75-760-575.34-90

**Timing of Request:**

This is time sensitive to avoid any interruptions in service.