



ADDENDUM #1

SEPTEMBER 2, 2022

TO: ALL POTENTIAL SUBMITTERS

FROM: RON VENTURELLA, BUNCOMBE COUNTY PROCUREMENT MANAGER

SUBJECT: ADDENDUM #1 FOR MANAGE BUNCOMBE COUNTY SPORTS PARK SOCCER FIELDS

The following changes, revisions, additions, and/or clarifications to the plans and/or specifications are hereby made a part of the original documents.

Addendum # 1

The following questions were asked by potential bidders (listed in no particular order):

will additional storage space be allotted to store new Turf maintenance equipment because the area that is allotted now is not large enough to accommodate any more equipment? And, if more space is allotted could additional electrical be installed in the workspace area?

The addition of storage beyond that designated within the RFP will be negotiated through the contracting process.

Will the county provide guidance on who to contact for Concession stand inspections?

Yes.

Who is managing soccer field 1-8 prior now?

The fields are currently managed through a contract with Asheville Buncombe Youth Soccer Association (ABYSA).

Why are you looking for a management company instead?

The current contract is expiring and the County wishes to follow best practices and explore the present market, as well as ensure a transparent process for contract award.

Can you share any revenue and expenses from the past 3 years?

	Revenue	Expense	Net
FY 2022	\$40,485.00	\$125,535.20	\$ (85,050.20)
FY 2021	\$ 13,546.64	\$ 74,527.77	\$ (60,981.13)
FY 2020	\$ 12,699.96	\$ 112,520.39	\$ (99,820.43)

what is the age of the main irrigation pump at BCSP?

We believe the irrigation system was installed in 2001/2002 so it is at least 20 years old.

Are irrigation maintenance records available?

Maintenance records are not available as most of the service required has been contained primarily to the replacement of sprinkler heads and repairing system leaks. This also potentially identifies a broad

set of records. The County did not specifically require the retention of such records in the previous contract, however, it may in future contracts.

Do you know when if/when the irrigation system was replaced or required major service?

The irrigation system has not been replaced or required "major service" since it's installation in 2001/2002.

Will maintenance of the field lighting system on fields #1, #2 and #8 be the responsibility of the vendor?

Buncombe County will be responsible for field lighting which includes maintenance.

Will the vendor have direct access to scheduling lights remotely?

Buncombe County will be responsible for field lighting.

Is there a date that each annual calendar needs to be provided by, and if so, what is that date, or is this an item that can be discussed when a contract offer has been awarded?

This will be addressed through the contract process.

Were fields 3,4,6, or 7 "top-dressed" in the last year? In the last 2 years? Why or why not?

Fields have not been top-dressed in the last two years.

Has the irrigation system on field 5 been operational for all of 2022?

Yes. Irrigation cycles have had to be run manually due to sprinkler head issues and the availability of a contractor to fix the issues in a timely manner. This system is currently fully functional and run through the automated program.

From May 2022 through July 2022, how often has the irrigation system on fields 3 and 4 been inoperable due to head malfunctions and for how long?

The irrigation system has not been inoperable due to head malfunctions. Irrigation cycles have had to be run manually due to sprinkler head issues and the availability of a contractor to fix the issues in a timely manner. This system is currently fully functional and run through the automated program.

What maintenance has been performed on the fields from July 1 through today, and please describe the upcoming maintenance plan and schedule through November 1st Please include details regarding aeration, topdressing, fertilizer, mowing schedule and frequency, and preemergent application.

The current contractor has developed its own proprietary plan concerning such maintenance. The County is not able to answer this question.

What is the schedule for field usage through November 1st, or the remainder of the current contract.

Attached is a schedule for field usage.

Will the field maintenance equipment owned by the county prior to the current contract and transferred to the current vendor for purposes of maintaining the fields be returned to the county or resold to the county at the completion of the current contract?

No, equipment transferred to the current vendor more than 10 years ago became the property of the vendor to replace and maintain. Buncombe County does not own any field maintenance equipment.

What field maintenance costs were incurred by the current vendor over the scope of the current contract on a per field basis, and which of those costs were paid by the current vendor to contractors? What costs were absorbed in house by the vendor? Please attach records or itemize.

The County does not possess a per field/party specific breakdown of such cost, however, the Maintenance Materials expenses at the Buncombe County Sports Park since the fiscal year 2017 were as follows:

	Expense
FY 2022	\$55,960.24
FY 2021	\$10,745.98
FY 2020	\$43,417.21
FY 2019	\$53,069.81
FY 2018	\$45,440.07
FY 2017	\$40,387.72

Over the duration of the current contract, year by year, what percentage of useable hours has each field been occupied or in use? Of that total, what percentage of those hours were the fields used by groups outside of the vendors organization? Do schedules/records/receipts exist to confirm the response to this question?

Currently, the County does not track this information, however, it may in future contracts.

Before or after the selection committee completes its process, is the county considering requesting further vendor presentations of their responses to the RFP?

No, not at this time.

ATTACHED: Buncombe County Sports Park Master Schedule (3 pages)

END OF ADDENDUM #1

RFP MANAGE BUNCOMBE COUNTY SPORTS PARK SOCCER FIELDS

Buncombe County Sports Park Master Schedule

Date	Day of Week		BCSP 3	BCSP 4	BCSP 5	BCSP 6	BCSP 7
8/30/2022	Tuesday		res 6-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8
8/31/2022	Wednesday						
9/1/2022	Thursday		res 430-730	res 430-730	res 430-730	res 330-5, res 5-8	res 5-8
9/2/2022	Friday						
9/3/2022	Saturday					res 830-730	res 830-730
9/4/2022	Sunday		res 830-330	res 830-330	res 830-330		
9/5/2022	Monday		res 5-8			res 330-5, res 5-8	res 5-8
9/6/2022	Tuesday		res 6-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8
9/7/2022	Wednesday				res 5-7		
9/8/2022	Thursday		res 430-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8
9/9/2022	Friday						
9/10/2022	Saturday		res 830-730	res 830-730	res 830-730	res 830-730	res 830-730
9/11/2022	Sunday		res 830-330	res 830-330	res 830-330		
9/12/2022	Monday		res 5-8			res 330-5, res 5-8	res 5-8
9/13/2022	Tuesday		res 430-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8
9/14/2022	Wednesday						
9/15/2022	Thursday		res 430-730	res 5-8	res 330-5, res 5-8	res 330-5, res 5-8	res 330-5, res 5-8
9/16/2022	Friday						
9/17/2022	Saturday		res 830-730	res 830-730	res 830-730	res 830-730	res 830-730
9/18/2022	Sunday		res 830-330	res 830-330	res 830-330		
9/19/2022	Monday		res 5-8		res 5-7	res 330-5, res 5-8	res 5-8
9/20/2022	Tuesday		res 430-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8

9/21/2022	Wednesday						
9/22/2022	Thursday		res 430-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8
9/23/2022	Friday						
9/24/2022	Saturday		res 830-730	res 830-730	res 830-730	res 830-730	res 830-730
9/25/2022	Sunday		res 930-630	res 930-630	res 945-6	res 945-6	res 945-6
9/26/2022	Monday		res 5-8			res 330-5, res 5-8	res 5-8
9/27/2022	Tuesday		res 430-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8
9/28/2022	Wednesday						
9/29/2022	Thursday		res 430-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8
9/30/2022	Friday						
10/1/2022	Saturday		res 830-730	res 830-730	res 830-730	res 830-730	res 830-730
10/2/2022	Sunday		res 830-6	res 830-6	res 830-6	res 830-6	res 830-6
10/3/2022	Monday		res 5-8			res 330-5, res 5-8	res 5-8
10/4/2022	Tuesday		res 430-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8
10/5/2022	Wednesday						
10/6/2022	Thursday		res 430-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8
10/7/2022	Friday				res 430-630		
10/8/2022	Saturday		res 830-730	res 830-730	res 830-730	res 830-730	res 830-730
10/9/2022	Sunday		res 830-330	res 830-330	res 830-330		
10/10/2022	Monday		res 5-8		res 5-7	res 330-5, res 5-8	res 5-8
10/11/2022	Tuesday		res 430-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8
10/12/2022	Wednesday				res 5-7		
10/13/2022	Thursday		res 430-730	res 5-8	res 330-5, res 5-8	res 330-5, res 5-8	res 5-8
10/14/2022	Friday					res 330-730	
10/15/2022	Saturday		res 830-730	res 830-730	res 830-730	res 830-730	res 830-730

10/16/2022	Sunday		res 830-330	res 830-330	res 830-330		
10/17/2022	Monday		res 5-8			res 330-5, res 5-8	res 5-8
10/18/2022	Tuesday		res 430-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8
10/19/2022	Wednesday						
10/20/2022	Thursday		res 430-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8
10/21/2022	Friday						
10/22/2022	Saturday		res 830-730	res 830-730	res 830-730	res 830-730	res 830-730
10/23/2022	Sunday		res 830-330	res 830-330	res 830-330		
10/24/2022	Monday		res 5-8			res 330-5, res 5-8	res 5-8
10/25/2022	Tuesday		res 430-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8
10/26/2022	Wednesday						
10/27/2022	Thursday		res 430-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8
10/28/2022	Friday						
10/29/2022	Saturday		res 830-730	res 830-730	res 830-730	res 830-730	res 830-730
10/30/2022	Sunday		res 830-330	res 830-330	res 830-330		
10/31/2022	Monday		res 5-8			res 330-5, res 5-8	res 5-8
11/1/2022	Tuesday		res 430-730	res 5-8	res 5-8	res 330-5, res 5-8	res 5-8