

**TOWN OF BROOKLINE**

**Teaching Professional for the Brookline Golf Course**

**Request for Quotation**

Issue Date: June 9, 2020 Quote #: P-21-04  
Department: Recreation  
Quote Due Date & Time: Tuesday June 16, 2020 @ 2:00 p.m.

Quotation is requested for items listed on the following Request for Quotation. **Please return quotation no later than 2:00 p.m. on Tuesday June 16, 2020 to:**

David Geanakakis, Chief Procurement Officer, Town of Brookline  
Town Hall, 333 Washington Street, 2<sup>nd</sup> Floor, Room 212, Brookline, MA 02445  
Phone: 617-730-2195 fax: 617-264-6446 email: [dgeanakakis@brooklinema.gov](mailto:dgeanakakis@brooklinema.gov)

**Please note:** Consultant must be prepared to start work immediately upon issuance of contract.

**Quotation Date:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**HOURLY RATE(S)**

**Name/position** \_\_\_\_\_  
**Rate** \_\_\_\_\_

**Name/position** \_\_\_\_\_  
**Rate** \_\_\_\_\_

Sincerely,  
David Geanakakis, Chief Procurement Officer

# Teaching Professional for the Brookline Golf Course

## Request for Quotation

### **Background**

The Teaching Professional will be an independent contractor working to develop and implement a high quality golf instruction program at the Brookline Golf Course and target such programming at seniors, adults and junior customers. This position will provide professional instruction including private golf lessons, group clinics and existing player development programs to the Brookline community.

### **Scope of Work**

Direct Report: General Manager

### Position Requirements

- PGA Class "A" Member in good standing
- Previous experience as a full time Teaching Professional
- College education and minimum of 4 year degree
- Act as a role model for all employees by demonstrating the behavior and work ethic expected of all employees
- Strong organizational, planning and prioritization skills
- Possess a personality trait that will make people feel welcome, reflecting favorably on the facility
- Service and customer focused attitude
- Experienced in written and oral business communications
- Attend COVID-19 training and adhere to all protocols

### Position Description

- Create instructional programs to enhance service and maintain interest and enthusiasm among all customer segments including minorities, juniors and disabled golfers
- Create player development programs to foster both a recreational, fun environment plus a competitive environment (as appropriate for each market segment)
- Be an active participant in the Brookline Golf Course junior program including but not limited to the PGA Junior League
- Prepare instructional curriculums for programs and clinics to be reviewed in advance by the General Manager
- Assist the Professional Team with the development of programming designed to attract new and existing golfers
- Assist the Professional Team with the implementation of a men's and women's instructional program; clinics and team clinics, individual lessons, rules and etiquette
- When marketing instructional business, dual branding will be required across all mediums
- Research and incorporate state of the art teaching methods
- Report all lessons given and all financial transactions to be processed through the town of Brookline with 15% being retained by Brookline Golf Course to be used for Capital Improvements.
- Develop, conduct and promote club fittings and all equipment sales to be processed through the Brookline Golf Course Golf Shop with all revenues being retained by the Brookline Golf Course.
- Supervise upkeep of the golf range to ensure that safe, clean, organized and professional conditions exist at all times.
- Represent the facility and the General Manager in community service to create a positive relationship with media (TV-radio-newspapers) and local business through promotional activities and programs.

### Compensation Details

- Expected hourly rate for private instruction would be from \$50 to \$200 per hour dictated by contractor
- 15% of all lessons, clinics, programs will be retained by Brookline Golf Course to be utilized for capital improvements

### **Additional Information**

Proposers must disclose any past relationships with the Town of Brookline, including the Recreation Department and Gold Course

A minimum of three (3) references, where the contractor performed similar duties, must be submitted with proposal response

Interviews may be conducted with consultants whose proposals are determined to meet the requirements of this RFQ

Acceptance of a proposal from any contractor is subject to approval of the Director of Recreation and General Manager

Failure to provide requested information may be grounds for a proposal to be declared non responsive

Multiple contracts may be awarded as a result of this RFQ

### **Questions**

Any questions pertaining to this Request for Quotation are to be submitted via e-mail to:  
David Geanakakis, Chief Procurement Office at: [dgeanakakis@brooklinema.gov](mailto:dgeanakakis@brooklinema.gov)

Any questions relative to the Scope of Work are to be submitted via e-mail to:  
Justin Lawson, PGA Interim General Manager [jlawson@brooklinema.gov](mailto:jlawson@brooklinema.gov)

The Chief Procurement Officer will share responses in writing via e-mail with all potential respondents.

The Town reserves the right to reject any and all Proposals for non-conformance to the terms of this RFQ and to applicable law and misrepresentation, and failure to submit costs in the manner specified in this RFQ.

The Town will prepare and submit to the selected contractor a contract that will incorporate by reference the contractor's Proposal response, as set forth in the submitted Request for Quotation form. Before an agreement is executed, the successful contractor will be required to submit a certificate of tax compliance in accordance with the provisions of MGL Chapter 62C Section 49A.