



Hallandale Beach
PROGRESS. INNOVATION. OPPORTUNITY.

ADDENDUM #5
RFP #FY 2017-2018-012
GOLDEN ISLES TENNIS CENTER OPERATIONS

Please ensure you check the City's website for the latest addendum released for this project. Below find the link to the City's website: www.cohb.org/solicitations.

Firm must provide this form signed by an authorized officer of your Firm to acknowledge receipt of ADDENDUM #5 and provide with your Firm's response.

PLEASE NOTE:

Question #1:

In regards to the above referenced project, is there a budget or cost estimate that can be provided?

Answer #1:

See RFP document, Scope of Work, Proposed Financial Return, page 9 and Proposal Format, Section 8 Proposed Financial Return, Business Plan, Agreement Terms, page 8.

Question #2:

I'm seeking information regarding the project in the subject line, have you selected an architect or engineer? Also seeking scope details, value, and bidding construction timeline information.

Answer #2:

See link below to access the City Commission Agenda for Golden Isles Tennis Center [City of Hallandale Beach - City Commission Agenda Calendar April 18, 2018](#).

Further information being brought to City Commission on June 20, 2018 please visit the City Clerks website for that agenda.

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Question #3:

Structure of payments from current or just concluded operator as to Guaranteed Annual Rent (if any) and Participation or Percentage Rent (if any) in effect under the current or just concluded agreement.

Answer #3:

The City shall pay the Contractor \$1,180.00 per month on the last Friday of each full month of this Agreement, for the months of February through November and \$1,600.00 per month for December and January, providing the Contractor is not in default of the terms of this Agreement and providing the financial requirements of this Agreement are complied with. In addition to the above amount the following incentive plan shall be in effect. The Contractor shall receive thirty per cent (30%) of the gross revenues from membership fees and daily tennis fees (resident and non-resident) over the base revenue of \$23,159.00.

The City shall retain all revenue from all membership, daily tennis, locker and lighting fees. The Contractor shall retain all revenue from tournaments, private lessons, camps and clinics.

Question #4:

Last 2 years of itemized revenues and expenses for the Golden Isles Tennis Center.

Answer #4:

The new facility has different, expanded amenities and the City does not anticipate the same fee structure or revenue/ expense relationship. Ensure you read the RFP document for the expected proposal.

The City's expense budget for the existing center for FY16/17 was as follows:

	FY 16/17 Sub-Total
Consultants & Contracts	
531010	16,308
Outside Services	
2. Misc Repairs	2,000
4. HVAC Service (filters x 4 / cleaning x1)	750
Electricity	11,000
543010	
Equipment, Tools, Supplies	3,000
552030	
Medical Supplies	100
552050	
1. Lighting Supplies	2,000
Facility Mulching x2 year	1,300
TOTAL	36,458

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The City's expense budget for the existing center for FY17/18 was as follows:

	FY 17/18 Sub-Total
531010 Consultants & Contracts	16,308
2. Misc Repairs	2,000
4. HVAC Service (filters x 4 / cleaning x1)	750
543010 Electricity	11,000
552040 Janitorial Supplies	2,000
552050 Medical Supplies	100
TOTAL	32,158

The City's revenue for FY 16/17 was as follows:

Description	Fee Count	Fee Amt	Net Amt	
Tennis NR COURT 1/2hr	2265	\$2.50	\$5,662.50	
Tennis RS COURT 1/2hr	1605	\$1.50	\$2,407.50	
Bocce Lights 1/2hr	120	\$1.50	\$180.00	
Tennis Lights 1/2hr	493	\$1.50	\$739.50	
Tennis Membership RES AD	48	\$93.50	\$4,488.00	
Tennis Membership NR AD	33	\$148.50	\$4,900.50	
Tennis Membership RES FAMILY	22	\$137.50	\$3,025.00	
Tennis Membership RES JR	1	\$38.50	\$38.50	
Tennis Membership NR JR	3	\$55.00	\$165.00	
				\$21,606.50

The City's revenue for FY 17/18 to date is as follows:

Description	Fee Count	Fee Amt	Net Amt	
Bocce Lights 1/2hr	125	\$2.50	\$312.50	
Tennis Lights 1/2hr	203	\$2.50	\$507.50	
Tennis NR CT 1/2hr	14	\$2.50	\$35.00	Prior to Rate Increase
Tennis NR CT 1/2hr	1161	\$3.50	\$4,063.50	
Tennis RS CT 1/2hr	8	\$1.50	\$12.00	Prior to Rate Increase
Tennis RS CT 1/2hr	1532	\$2.50	\$3,830.00	
Tennis Membership RES AD	38	\$145.00	\$5,510.00	
Tennis Membership NR AD	21	\$215.00	\$4,515.00	
Tennis Membership RES FAMI	8	\$250.00	\$2,000.00	
				\$20,785.50

The operator's revenue/ expense will be released if available.

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Question #5:

Breakdown of programs offered and fees charged at the Golden Isles Tennis Center by the current or just concluded operator.

Answer #5:

The operator's list of program offerings and fees will be released when available.

Current Membership and Court Use Rates:

TENNIS FACILITY (GOLDEN ISLES TENNIS CENTER)	20-4		
Family Membership (two persons)			
Resident, per year	250.00		2017-113
Resident - Additional Child	40.00		2017-113
Nonresident, per year	385.00		2017-113
Nonresident – Additional Child	40.00		2017-113
Individual Membership			
Resident, per year	145.00		2017-113
Nonresident, per year	215.00		2017-113
Junior (to age 18) Membership			
Resident, per year	48.00		2017-113
Nonresident, per year	70.00		2017-113
Hourly Fees			
Resident (nonmember)	5.00/hr.		2017-113
Nonresident (nonmember)	7.00/hr.		2017-113
Light Fees, per court	5.00/hr.		2017-113
Rental of Lockers			
Daily Rate	1.00		
Six-Month Rate	36.00		

Question #6:

Please confirm the number of lit tennis courts currently at the Golden Isles Tennis Center.

Answer #6:

Six (6) lit courts.

Question #7:

Can Submitter use its own software program?

Answer #7:

See RFP document, Scope of Work, pages 3 – 9.

Question #8:

Provide 2016 and 2017 tennis center revenue by category.

Answer #8:

See answer #4.

Question #9:

Number of annual passes in 2016 and 2017.

Answer #9:

See answer #4.

Question #10:

Current rate for an annual pass, court rental, group lesson, clinic, private lesson, league fee and summer camp.

Answer #10:

See answer #4.

Question #11:

Copy of 2017 monthly participation reports.

Answer #11:

See answer #4.

Question #12:

Definition of "Major repairs" for which City will be responsible.

Answer #12:

See RFP document, Scope of Work, Proposed Financial Return, page 9 and Proposal Format, Section 8 Proposed Financial Return, Business Plan, Agreement Terms, page 8.

Question #13:

Total revenue paid to the City in 2017 by the current operator.

Answer #13:

See answer #4.

Question #14:

Will a copy of the proposed plans and specifications for the courts and building be made available?

Answer #14:

See Exhibit A – Golden Isles Tennis Concept Plan. Available at www.cohb.org/solicitations. The plans and specifications will be made available to the successful bidder.

Question #15:

What human resource requirements will successful Submitter be required to provide during design/construction period and what compensation will Submitter receive?

Answer #15:

See RFP document, Scope of Work, page 4.

Question #16:

Has the design and construction firms been chosen? If so, who are they?

Answer #16:

See answer #2.

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Question #17:

Will the Operator's recommendations for the final design (p 4 of 47) be evidenced by a separate agreement? If so who will be the parties to the agreement?

Answer #17:

No.

Question #18:

Will irrigation, lighting, court surfaces, fencing, etc warranties be assigned to Operator?

Answer #18:

The City retains ownership of all improvements and as such will be the holder of all warranties.

Question #19:

Based on the information, that we have got from the USPTA representative, there is no option to obtain a Company's membership, because it is an association for the individuals. Is it possible to provide the proof of USPTA membership only for instructors / coaches?

Answer #19:

See RFP document, page 10-14, Minimum Qualification Requirement # 2: United States Professional Tennis Association (USPTA) Membership:

Here is information on the USPTA Corporate Membership <https://uspta.com/> :

Corporate Membership

A nonteaching category for which the Certification Exam is not required.

For all public and private tennis facilities, companies or people who have a full-time commitment to tennis in an executive, administrative or commercial capacity. This membership must be listed in the corporation or club's name. Corporate members are entitled to most privileges and subject to most obligations of active membership, but may not vote, hold office, compete in USPTA national or divisional tournaments, and are not covered by USPTA's on-court liability insurance policy. Corporate members are listed in the USPTA Membership Directory and receive a booth discount at the USPTA Buying Show.

A corporate membership must be listed in the name of the company. The company shall not use the USPTA logo or USPTA name to imply company or product endorsement. Any club that applies for USPTA membership must assure USPTA that

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admission to membership in the club is open to all people regardless of race, color, age, creed, gender, national origin, religion or physical handicap.

For more information, contact membership@uspta.org or call 800-877-8248, ext. 108.

Question #20:

Please confirm, that we can provide the experience for any of 3 years of our business (not 3 last years)?

Answer #20:

See RFP document, Minimum Qualification Requirement(s) #1 and #3, pages 10-14.

Question #21:

If the Proposer owned a tennis business under a different LLC and operated the tennis facilities according to RFP requirements in size and programs under a different LLC, can the Proposer use that experience for minimum qualification requirement #3 and for references?

Answer #21:

See RFP document, page 10 - 11, Minimum Qualification Requirement #2 and #3. Proposer must submit and provide all Sunbiz for all businesses. Firm must clearly demonstrate through the different Sunbiz that it is the same ownership.

Question #22:

Regarding references: if we provide the experience from 1 facility (for minimum requirement #3) - can we provide 3 references from this one facility? Would it be enough to get 20 points if we provide 3 references from 1 facility?

Answer #22:

See RFP document, Minimum Qualification Requirement #3, page 11.

Question #23:

What are the current utility bills / expenses for the courts?

Answer #23:

See answer #4.

Question #24:

What is the current percentage of revenue that is given to the City?

Answer #24:

The City receives 100% of the revenue from Court rentals, light fees, and memberships.

Question #25:

What is the current number of members?

Answer #25:

See answer #4.

Question #26:

What would be the expected store area in sq.ft. after renovation?

Answer #26:

The Tennis Center total square footage is approximately 3,000 square feet.

Question #27:

In regards to the project above, I am inquiring to see if a pre-bid sign-in sheet is available.

Answer #27:

See City of Hallandale Beach website at www.coh.org/solicitations .

Question #28:

What does it mean to have the “Firm’s Certificate of Insurance naming the Fidelity Crime bond for an amount of no less than \$250,000 for the Firm’s employees.”

Answer #28:

Please discuss with your insurance company.

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Question #29:

Would you amend the minimum requirements to accept EITHER a USPTA or a USPTR membership, as these are often regarded as interchangeable?

Answer #29:

No.

Question #30:

Any details of current financials you can provide...(i.e. current number of members, membership dues, tournaments fee, total revenue and breakdown of this revenue (i.e. concessions vs memberships), total costs and breakdown of these costs (i.e. utilities vs maintenance etc.)

Answer #30:

See answers #4 and #5.

Question #31:

Would it be possible to have 4 clay courts and 6 hard courts instead of 2 clay and 8 hard?

Answer #31:

No. Site plan has been approved by the City Commission.

Question #32:

Please specify number of active members if any at the Golden Isles Tennis Center and yearly fees.

Answer #32:

See answer #4.

Question #33:

Please specify how resident priority for court use is currently managed.

Answer #33:

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Residents currently receive a discounted rate, they do not receive priority use.

Question #34:

Is there a provision for the references being emailed taking into consideration that email, especially from large entities sometimes goes into junk.

Answer #34:

See RFP document, Reference Section, pages 15-16.

Question #35:

Structure of payments from current or just concluded operator as to Guaranteed Annual Rent (if any) and Participation or Percentage Rent (if any) in effect under the current or just concluded agreement.

Answer #35:

See answer #3.

Question #36:

Last 2 years of itemized revenues and expenses for the Golden Isles Tennis Center.

Answer #36:

See answer #4.

Question #37:

Breakdown of programs offered and fees charged at the Golden Isles Tennis Center by the current or just concluded operator.

Answer #37:

See answer #5.

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Question #38:

Please confirm the number of lit tennis courts currently at the Golden Isles Tennis Center.

Answer #38:

See answer #6.

Question #39:

I am sending this e-mail regarding Minimum Qualification Requirement #2: United States Professional Tennis Association / USPTA Membership. I have PTR (Professional Tennis Registry) Membership from 2011 and Corporate membership with USPTA. Can PTR in this case be used instead or you will accept only USPTA Membership?

If you are accepting USPTA only, is it possible to get some extra days to submit this certificates since it will take some time to get certificates due to the USPTA schedule. I noticed that couple of other academies also had concern about this on Pre-proposal Conference.

Please let me know what is the final decision about this.

Answer #39:

No. See RFP document, page 10-11, Minimum Qualification Requirement #2 as stated.

PLEASE NOTE RECEIPT OF ADDENDUM #5 BY SIGNING BELOW AND INCLUDE WITH YOUR FIRM'S SUBMISSION.

I ACKNOWLEDGE RECEIPT OF ADDENDUM #5:

Company:	
Name:	
Title:	
Signature:	
Date:	

Sincerely,



Andrea Lues, Director, Procurement Department

DRAFT