

Procurement Management Division

City of North Miami Beach
17011 N.E. 19th Avenue, Room 315
North Miami Beach, FL 33162



DATE: Friday, October 28, 2016
TO: ALL PROPOSERS
FROM: Meghan C. Bennett, MBA
Purchasing Supervisor
RFP NO.: 2016-07
TITLE: Operational Management Services for the Tennis Center
SUBJECT: Amendment No. 2 **UPDATED VERSION – ANSWER TO QUESTION 1 INCLUDED**

Deadline for receipt of proposals: November 3, 2016

This Amendment is and does become a part of the RFP No. 2016-07 - Operational Management Services for the Tennis Center.

- A. Attached Pre-Proposal attendance sheet, see Attachment 1 to this Amendment 2.
- B. The following Q&A section becomes part of this RFP:

	Questions	Answers
1.	Is there any information about the number of membership there is at the facility? For tennis, paddle and racquetball?	Current enrollment for 2016/2017 fiscal year: 65 memberships of which: Approximately 22% are Single Residents - 88% of these are Seniors (over 65) and Approximately 78% are Single Non-Residents- 67% of these are Seniors. Prior year enrollment info: 2013/14 : 80 memberships 2014/15 : 91 memberships 2015/16 : 108 memberships SINGLE RESIDENT \$340.26 COUPLE RESIDENT \$475.08 SINGLE SENIOR RESIDENT \$250.38 COUPLE SENIOR RESIDENT \$388.41 SINGLE NON-RESIDENT \$651.63 COUPLE NON-RESIDENT \$976.91 SINGLE SENIOR NON-RESIDENT \$409.81 COUPLE SENIOR NON-RESIDENT \$769.33 JR RESIDENT \$160.00 FAMILY RESIDENT(4)\$543.56 JR NON RESIDENT \$292.11 FAMILY NON-RESIDENT (4) \$1,139.55 ADDITIONAL CHILD \$103.41 PLATINUM Membership includes preferred parking, free locker, 2 Free lessons & \$30 drink credit \$1,049.67 All Members receive 10% lesson and clinic discounts.

2.	Also can we have the details of the Revenue of the facility made the last year or few years?	2015 \$ 275,001 2014 \$ 247,265
3.	Have the flooding issues in the bathrooms and the pro shop been resolved?	The entire facility is a low lying area, and as such, heavy rains may cause standing water and has not been resolved. Sandbags during heavy rains assists in keeping water from entering the facility.
4.	Have the pooling water issues along the road to the hard courts from the staff parking lot been resolved?	Heavy rains cause standing water to accumulate in this area. This has not been resolved
5.	Have the pooling water issues along the east side of the racket ball courts been resolved?	Heavy rains cause standing water to accumulate in this and other areas of the facility. This has not been resolved.
6.	When will the gazebos be re-roofed and whose expense will it be?	This is the City's expense.
7.	Who is responsible for the fences as they are in poor condition?	Structural fence repairs, if any damage is caused is the City's responsibility.
8.	Will the debris in the retention ponds be removed and maintained by city?	Retention pond water maintenance is the City's responsibility. The tennis contractor is to remove debris on a regular basis.
9.	Is there a schedule for exterior drain cleanings?	No schedule available
10.	Who is responsible for court irrigation replacements?	Tennis contractor is responsible for court irrigation maintenance and repairs
11.	<p>GENERAL BUSINESS REQUIREMENTS AND TECHNICAL SERVICES #50 - (FEES STRUCTURE): The proposer shall agree to collect all revenues generated at the Tennis Center.</p> <p>a. Proposer shall propose a minimum monthly guaranteed fee to be paid to the City, plus a percentage of Gross Revenue, to be paid monthly, including payment of all utilities.</p> <p>Would the utility bills be included within the percentage of gross revenue paid to the city or would the utility bills be paid separately? Please provide more detailed information about the utility bills and what is included. It would be greatly appreciated if you can please provide us with utility bills from the previous 6 months.</p>	The utility bills are to be paid separately, and not in the calculation of percentage of revenue. Utilities, mainly water and electric run approximately \$63,000 per year.
12.	Have the flooding issues in the pro-shop, bathroom and the road to the tennis courts been rectified and if not, does the city intend to make these reparations?	The entire facility is a low lying area, and as such, heavy rains may cause standing water and has not been resolved. Sandbags during heavy rains assists in keeping water from entering the facility. Repairs to this involves engineering and repair of the entire site, which is not currently budgeted for.
13.	Does the city plan on repairing the lights on the courts? And the same regarding the fencing?	Court lights are repaired either by the City or Musco depending on the issue. Currently, there is only one light out on the west courts. Structural fence repairs, if any damage is caused is the City's responsibility

14.	Are the water and electric utilities to be paid by the city? If not, approximately how much are they currently running?	The RFP calls for the water and electric bills be paid by the tennis contractor. These combined run approximately \$63,000 per year.
15.	Does the city intend to maintain all of the landscaping (including the very tall palms)?	Landscaping will be maintained by the city, including trimming of palms. It is expected that the tennis contractor assist with minor landscaping issues that can be handled as needed on the spot.
16.	What is the anticipated starting date of the new contract?	As soon as the RFP process and negotiations with the tennis contractor conclude.
17.	Does the city have an expectation for the amount the new operator will pay for the facility per month?	Pursuant to the RFP- Proposer shall propose a minimum monthly guaranteed fee to be paid to the City, plus a percentage of Gross Revenue, to be paid monthly, including payment of all utilities
18.	What is the annual gross revenue of the last two (2) contract years?	2014- \$ 247,265 2015- \$ 275,001
19.	What were the total expenses of the last two (2) contract years?	2014- \$ 246,478 (includes \$ 17,721 of Cost of Goods Sold) 2015- \$ 273,985 (includes \$ 9,457 of CGS) Does not include Utility costs of \$ 63,000- see question #14.
20.	What is the amount of bid bond and where does the city recommend such bond obtained? Are there any qualifications or provisions for a waiver of this bond?	A bid bond is NOT applicable in the RFP
21.	What are the details concerning the performance deposit?	Can be negotiated after award
22.	What are the city expectations in regarding food and beverage concessions, if any?	The city wishes that healthy food and beverage, water, could be offered, along with tennis apparel, supplies, etc..
23.	What are the city of NMB established tennis center fees, regulations and rules as set forth in Point 17 page 31?	Court Fees are \$8 for residents - 1.5 hr Court Fees are \$10 for non-residents-1.5hr Lesson Fees established by Contractor to meet industry standards
24.	Does the city anticipate participating in any of the marketing, promoting and advertisement costs of the facility?	The city promotes its facilities and programs through social media, website and communications with current patrons and residents. Additional costs are not budgeted for by the City.
25.	What requirements does the city have regarding the dimensions of the website?	No specific requirements. All material, including website to be approved by the City prior to going-live.
26.	What is the expected allotted time-frame for the city to come to repair any critical and non-critical items for the tennis courts?	The city will repair critical items on a priority basis depending on the emergency or situation (hurricane, storm, electrical, etc..) Items that affect playability and service to our customers will be highly evaluated.
27.	Does the city anticipate that any up-front capital invested to upgrade the facility will be credited against the fees?	This may be discussed during negotiations, but not included in the RFP.

28. Please describe the intent of the requirement that a joint account be used for revenues?

This is not required. This requirement should have been removed from the RFP documents

ALL OTHER INFORMATION REMAINS THE SAME



REQUEST FOR PROPOSAL: 2016-07

Operational Management Services for the Arthur I. Snyder Tennis Center

NON MANDATORY PRE-BID CONFERENCE AND SITE VISIT

10:00 AM Wednesday, October 18, 2016

ADVERTISEMENT DATE: 9/27/2016

Non-Mandatory Pre-Bid Conference:

Current DUE DATE/OPENING TIME: 2:00 PM Thursday, November 3, 2016

Review Meeting 1: November

City website, DemandStar, DBR

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