

**DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION**

Rev 1

<input checked="" type="checkbox"/> New contract	<input type="checkbox"/> OTR	<input type="checkbox"/> CO	<input type="checkbox"/> SS	<input type="checkbox"/> BW	<input type="checkbox"/> Emergency	Previous Contract/Project No: N/A
<input type="checkbox"/> Re-Bid	<input type="checkbox"/> Other	LIVING WAGE APPLIES: ___ YES ___ NO				

Requisition/Project No: RFP-00835

TERM OF CONTRACT: 10 years

Requisition/Project Title: Crandon Tennis Pro Services

Description: Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County Parks, Recreation and Open Spaces Department, is soliciting proposals from experienced and capable parties to provide a broad range of professional tennis instructional services at Crandon Park Tennis Center located at 7300 Crandon Boulevard, Key Biscayne, Florida ("Park").

User Department(s): PROS
Issuing Department: ISD
Estimated Cost: \$1,000,000

Contact Person: Christopher Hutchins **Phone:** 305-375-2163
Funding Source: Revenue Generating

ANALYSIS

Commodity/Service No:		SIC:	
Trade/Commodity/Service Opportunities			
961-98	Sports Professional Services (Including Sports and Recreational Programs)		
962-08	Athletic Training Services		
805-05	Sporting and Athletic Goods		
Contract/Project History of Previous Purchases For Previous Three (3) Years Check Here <input type="checkbox"/> if this is a New Contract/Purchase with no Previous History			
EXISTING		2ND YEAR	3RD YEAR
Contractor:			
Small Business Enterprise:			
Contract Value:			
Comments:			
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No			

RECOMMENDATIONS

SBE	Set-Aside	Sub-Contractor Goal	Bid Preference	Selection Factor
		%		
		%		
		%		
		%		

Basis of Recommendation:

Signed: Christopher Hutchins

Date to DBD: 02/14/2018

Date Returned to DPM: _____

2.0 SCOPE OF SERVICES

2.1 Background

The Department requires an experienced and capable Contractor to provide a broad range of professional tennis instruction at Crandon Park Tennis Center located at 7300 Crandon Boulevard, Key Biscayne, Florida. The selected Proposer shall provide an operation that is open to the general public during designated hours; provide tennis related instructional services; and promote the Park and the tennis center operation. The selected Proposer shall develop and maintain tennis pro services in a manner normally associated with the tennis industry. The selected Proposer should have experience in tennis instruction and related activities, as well as the knowledge of the legal requirements that are involved in this type of operation.

2.2 Crandon Park Tennis Center Description

The Crandon Park Tennis Center ("Tennis Center") consists of the following:

1. Twenty-seven courts: twenty-one (21) hard and six (6) clay which includes the stadium and grandstand (See Attachment A – Crandon Park Tennis Center Aerial View). The selected Proposer shall have the use of up to twelve (12) courts during the day and four (4) courts during the evening, Monday through Sunday. The selected Proposer shall work with the Crandon Park Tennis Center Manager to determine the type(s) of court(s) that shall be available based on need and availability.
2. The selected Proposer shall have the use of an office, approximately 90 square feet and a storage area approximately 120 square feet located in the Pro Shop.

The Department reserves the right to schedule tournaments, leagues, and special events that may preclude the Selected Proposer from operating the tennis pro services. The Department will use reasonable efforts to notify the Selected Proposer as early as possible of these special events, but in no event later than two (2) weeks prior to the special event.

2.3 Minimum Qualification Requirement

The minimum qualification requirements for this Solicitation are:

- A. The selected Proposer shall be certified as a tennis professional by the United States Professional Tennis Association ("USPTA") or the United States Professional Tennis Registry ("USPTR").
- B. The selected Proposer shall provide tennis instruction at the Tennis Center taught by a USPTA or USPTR certified Professional-level member(s) ("Pro").

2.4 Services

The selected Proposer shall furnish good, prompt and efficient service, adequate to meet all reasonable demands. Minimum service levels shall be:

- A. **Instruction.** The selected Proposer shall offer tennis lessons and demonstrations at a price that may be either "fee" or "free," depending on the mutual advance agreement of the selected Proposer and the Department. The selected Proposer shall promote and teach tennis lessons to the following:
 - i. Individuals which shall be defined as "individual lessons";
 - ii. A group of not more than five (5) persons which shall be defined as a "group lesson";
 - iii. Groups of six (6) or more persons per instructor, which shall be defined as a "clinic";
 - iv. Demonstrations of different aspects of tennis in promotion of the Park which shall be defined as a "demonstration"; and
 - v. Coach tennis teams sanctioned by and approved by the Department, such services to be defined as "coaching."

- B. **Summer/Winter/Spring Tennis Programs/Camps.** The selected Proposer shall establish, manage and promote a Summer/Winter/Spring Tennis Programs and or camps to offer a youth oriented program geared toward all levels of tennis instruction from introducing kids to the basics of tennis to advanced tennis instruction. Date, schedule and fees may be determined on the mutual advance agreement by the Selected Proposer and the Department.
- C. **Junior Tennis Team.** The selected Proposer shall establish and promote a Junior Tennis Team at the Park designed for children ages seven (7) thru eighteen (18) which will play in a league with other Tennis Centers.
- D. **League Play/Tournaments.** The selected Proposer shall continue to accommodate existing league play and tournaments at the Tennis Center. Examples of the types of leagues found at Tennis Centers are women's, men's, mixed doubles, junior, teen etc. One or more of which may exist in some fashion at different levels of skill or ability.
- E. **Racquet Stringing.** The selected Proposer shall provide tennis racquet services, including racquet stringing and repair.
- F. **General Services.**
 - i. The selected Proposer shall periodically, thru informal meetings, advise the Department of changes regarding the tennis industry in general, tennis rules and regulations, equipment and promotional methods associated with the operation of public tennis facilities.
 - ii. The selected Proposer shall advise the Department of schedules of clinics, tournaments, and seminars on tennis, tennis management and other professional information.
- G. **Other Related Services.** The selected Proposer may provide related services and incidental goods as approved by the Department. All services and incidental goods provided, together with their price to the consumer, must have the prior approval of the Department. Such services, fees and charges may be modified only by written request of the selected Proposer to the Department and approval by the Department. Such approval shall be in writing at least 30 days prior to implementation of the modification.
- H. **Marketing the Tennis Pro Services:** The selected Proposer shall provide marketing for the tennis pro services at Crandon Park

2.5 Operation and Quality of Services

- A. The selected Proposer shall provide an operation that is safe, customer oriented with prompt service, complaint resolution, effective employee performance and training and timely initiation and completion of all work.
- B. The selected Proposer shall establish, provide and promote tennis services to persons of all ability levels and in accordance with American with Disabilities Act (ADA) requirements.
- C. The selected Proposer shall submit a schedule of intended hours of operation and staff levels to the Department for approval. The Department may require changes in hours of operation or staff levels, if in the discretion of the Department such a change is desirable or necessary in providing services.
- D. The selected Proposer and its staff shall be distinctively uniformed so as to be distinguishable as the Selected Proposer's staff and not as employees of the Department.
- E. The selected Proposer shall take good care of the Tennis Center and shall use the same in a careful manner and shall, at its own cost and expense, repair County property or facility damaged by the Selected Proposer's operations.
- F. The selected Proposer shall maintain a listing or log of the use of all tennis courts. The log should contain reservations made and used including number of players and date and time used.
- G. The selected Proposer shall not utilize outside surfaces for the purposes of commercial advertising. Additionally, the County reserves the right to determine the attractiveness and appropriateness of the Tennis Center and require the Selected Proposer to make changes, if deemed necessary and such determination by the County shall be final.

2.6 Safety and Security

- A. The selected Proposer shall be diligent in ensuring the safety of the patrons of Crandon Park Tennis Center by meeting the requirements of Chapter 26 - Park and Recreation Department Rules and Regulations, Section 2, Article III entitled "The Shannon Melendi Act", for all owners, employees, and volunteers that will provide any services at the Tennis Center prior to the scheduled start of employment or volunteerism.
- B. The selected Proposer shall be familiar with and adhere to all rules and regulations of the Crandon Park Master Plan (CPMP). The Park is open and subject to uncontrolled entry twenty-four hours a day, seven days a week. The selected Proposer shall secure the designated storage and/or office space as described in Section 1. A.2. The County will not accept any responsibility for the Selected Proposer's furnishing, fixtures, equipment, or supplies stored in the Tennis Center.
- C. The selected Proposer shall follow the Department's emergency evacuation plan and hurricane plan and shall secure their equipment in the event of an emergency.

2.7 Revenue

The selected Proposer will pay, at a minimum, the following as revenue:

- A. A Monthly Guarantee of no less than \$5,500 on the first day of each month without billing; or
- B. A minimum of sixteen-percent (16%) of all Gross Receipts no later than the tenth (10th) day of the month for each preceding month without billing.

The Crandon Park Master Plan ("CPMP") requires a minimum of 10% of all gross revenue for activities occurring on the Crandon Park lands for which a price, charge, trade, barter, or fee is imposed.