



SANDY SPRINGS™
GEORGIA

ADDENDUM NUMBER 1

**REQUEST FOR PROPOSALS #18-007
CITY OF SANDY SPRINGS TENNIS CENTER OPERATIONS**

**PROPOSALS DUE:
SEPTEMBER 7, 2017 NO LATER THAN 2:00 P.M., EST**

COMPLETE THIS ADDENDUM, SIGN and SUBMIT with the RFP.

To All Prospective Offerors:

In reference to the RFP listed above, the following answers to questions, additions, deletions and changes are hereby incorporated into the Request for Proposal:

The date for the Proposal Presentations will move from September 28, 2017 to October 5, 2017.

Questions:

1. What are the annual gross revenues for the tennis center? **Answer:** Approximately \$1,221,000
2. What is the breakdown of categories and attendance numbers? **Answer:** 4,400 private lessons, 45,000 rental participants, 5200 adult program participants, 3000 ATLA/USTA participants, 950 juniors year round and summer, Host 9 public/private HS teams – 540 kids, Scholarship summer camp -35 local kids
3. What is the current financial arrangement paid to the City from the current contractor? **Answer:** Contractor pays the City \$5,000 per month plus utilities.
4. What is the current contract? **Answer:** The current contract was for five (5) years and will expire on December 31, 2017.
5. What is the reason the City is going out to bid? **Answer:** The contract expires.
6. Does the City currently pay for court resurfacing? **Answer:** The Capital Improvement allowance given by the City may be used for court resurfacing. Ten (10) hardcourts were resurfaced in July 2017 and all four (4) clay courts were resurfaced in 2013.
7. Does the City pay for outdoor court light utility costs? **Answer:** The utility costs are covered by the contractor.
8. Is there a mandatory meeting for potential contractors? **Answer:** No
9. I would like to know what the monthly cost is for the gas, water, and electric utility bills for Sandy Springs Tennis Center? **Answer:** Approx. \$45,000 per year.
10. What is the monthly cost for landscaping? **Answer:** \$18,000 per year.
11. What were the annual expenses for the operations for the Sandy Springs Tennis Center for last year and the previous five years? **Answer:** \$1,139,331 for the last year. Please see the attached Profit and Loss Statements for 2013 through 2016. 2017 is not available yet.

12. What were the annual revenues for the operations for the Sandy Springs Tennis Center for last year and the previous five years? **Answer:** \$1,221,000 for the last year. Please see the attached Profit and Loss Statements for 2013 through 2016. 2017 is not available yet.
13. What belongs to the city and what belongs to the management group? I would like to know what all would stay and what would go when the current management group exits? Ex. Furniture, TV's, court equipment, nets on the courts, benches, windscreens, clay court equipment, scoreboards, and ball carts. **Answer:** The City anticipates that all equipment that is permanently affixed to the Tennis Center Infrastructure will remain but, all other equipment may be removed.
14. Is the financial capability where we submit our proposed financial agreement? **Answer:** No, it is where you submit your company financials to show that you are capable of fulfilling the services requested by this RFP.
15. Does the city have any minimum or maximum requirements in regards to what they will accept for rent or percentages for payment from the management group? **Answer:** No, there is no minimum or maximum.
16. I can expect to see the answers to these questions by August 30th- is that correct? **Answer:** The addendum of questions is scheduled to be posted on August 30, 2017.
17. I would like to know what the monthly cost is for the gas, water, and electric utility bills for Sandy Springs Tennis Center? **Answer:** Please see question #9 above.
18. What is the monthly cost for landscaping? **Answer:** Please see question #10 above.
19. How much longer does the current management at SSTC have before bids go out again for the running of the tennis center? **Answer:** The current contract ends on December 31, 2017. The proposal currently being requested for this RFP is for a new contract for Tennis Center Operations beginning January 1, 2018.
20. Will there be any type of meeting/walk through for the Offerors before the proposals are due? **Answer:** No. The Tennis Center is a facility that is open to the public. You may visit during operating hours.
21. Can we see an inventory list of existing tennis equipment that will be left for the new Tennis Center Operator – nets, scorecards, carts, court cleaning equipment, etc.? **Answer:** Only the permanent infrastructure of the Tennis Center will remain for certain.
22. What type of landscaping and maintenance is required of the jogging trail (i.e. will the Operator be required to put salt on the trail if it ices over during a freeze)? **Answer:** The City will be responsible for the maintenance of the jogging trail.
23. Will we need insurance for this area of the Center? **Answer:** No
24. Can the new Contractor have access to the courts at Hammond Park or Abernathy for certain events such as large tournaments where additional courts are needed? **Answer:** This may be possible depending on the dates and amount of time required.
25. Page 10, Section A, third bullet point - what is meant by "police facility property"? Does the current Operator pay for hired security? **Answer:** No hired security will be required. This refers to patrolling the Tennis Center area regularly to make sure everything is in order.
26. Is the facility up to federal requirements for disability access? **Answer:** The City is unaware of any discrepancies with the federal requirements for disability access.
27. Are there any bleachers, steps or other public access areas that are in need of repair or not up to code? **Answer:** The City is not aware of any current issues.
28. Can we see the tennis center's financial statements for the last three years, including a breakdown of landscaping costs and all utility costs such as phone, water, electric, gas, internet, alarm, trash, etc.? **Answer:** Please see the attached Profit and Loss statements for year 2013 through 2016.
29. Are there existing schools that play out of Sandy Springs Tennis Center? If so, which schools and are there any existing agreements in place with them? **Answer:** The center currently hosts nine (9) public / private high school teams. The City does not have copies of agreements, if any exist between the Tennis Center Operator and the schools.

30. On page 11, Section D, the second bullet point states that the “Tennis Center Operator shall provide for general repair, replacement, rebuilding and restoration of building and facility grounds”. Is there a cap on the expenses that the Operator would be obligated to cover? **Answer:** [The Tennis Center Operator is responsible for the regular maintenance required for the facility. There is no cap for regular maintenance expenses. The City will be open to discussion for any larger scale repairs that may be needed for the facility.](#)
31. Page 12, City Responsibilities, Section A. General - will the City pay for the same type of improvements made in the last four years during the new contract period if needed (i.e. resurfacing courts)? **Answer:** [The City sets aside a \\$20,000 capital improvement budget every year that may be used for resurfacing.](#)
32. Are the City’s general improvements listed in Section A separate from the annual \$20,000 of Capital Improvements in Section D. that the City provides? **Answer:** [No, it is not separate.](#)
33. Page 12, City Responsibilities, Section D. Capital Improvements - when does the City give the \$20,000 of capital improvements to the Tennis Operator – quarterly, at the beginning of the year, when improvements are requested by the Operator? **Answer:** [As requested by the Tennis Center Operator with prior approval by the City for the project to be done.](#)
34. We understand the pro shop is currently subleased. What are the current terms with this sublease? **Answer:** [The City does not have this document.](#) Is a sublease acceptable for the Operator awarded this new contract? **Answer:** [A sublease will be acceptable.](#) If so, in lieu of a pro shop manager, can we name the company who would sublease the pro shop? **Answer:** [Yes.](#)
35. In our cost proposal, would you accept two payment options and the City could choose which option they prefer (i.e. flat fee or % of income)? **Answer:** [The City will accept additional options.](#)
36. Page 16, Section B, 2. states that one electric copy of the technical proposal is required. Does the City prefer this electronic copy to be a flash drive or a CD? **Answer:** [A flash drive](#)
37. Will actual usage numbers from the current operator be provided to potential operators? Yearly or Monthly? Financial Reports? Total courts fees collected? Number of adult teams renting courts and taking lessons? Number of junior teams renting courts and taking lessons? Monthly operating expenses? Yearly Expenditures? **Answer:** [Please see question 9-12 above.](#)
Current schedule of events? **Answer:** [The City does not have this document.](#)
38. Section 2: Scope of Services & Specifications, page 11, paragraph D: Building & Facility Responsibilities Please describe any repairs or replacement costs for which the City will be responsible including 1) for structural damage to roof, walls, floors, retaining walls, etc. and 2) for normal wear and tear due to age. **Answer:** [The Tennis Center Operator is responsible for all the regular maintenance required. The City will be open to discussion for any larger scale repairs that may be needed for the facility.](#)
39. Section 2: Scope of Services & Specifications, PAGE 11, paragraph D: Building & Facility Responsibilities Please list any tennis center buildings, grounds or systems that are currently out of compliance with federal, state or local government regulations **Answer:** [The City is unaware of any buildings, grounds, or systems that are out of compliance with federal, state, or local regulations.](#)
40. Section 2: Scope of Services & Specifications, page 11, paragraph D: Building & Facility Responsibilities, bullet 10 Will the cost of a security alarm system be paid by the offeror based on a contract between the offeror and the security firm of our choice? Or will it be based on the existing contract between the City and its selected security firm? **Answer:** [The cost of a security alarm system will be paid for by the Tennis Center Operator. The vendor must be approved by the City in advance of service.](#)
41. Model Contract, Exhibit G, para 5, page 39 Please confirm that coverage requirements for Contractors Pollution Liability, Asbestos Legal Liability, and E&O apply to this contract. **Answer:** [This coverage will not be required.](#)
42. Model Contract, Exhibit G, para 6, page 39 Please confirm that coverage requirements for Professional (Errors and Omissions) Insurance- For Professional Services and for all Design/Build Projects apply to this contract. **Answer:** [This coverage will not be required.](#)

I hereby acknowledge receipt of Addendum Number 1 for #18-007 City of Sandy Springs Tennis Center Operations and have incorporated the changes into my response for the abovementioned Request for Qualification.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **FAX:** _____ **EMAIL ADDRESS:** _____

SIGNATURE: _____ **DATE:** _____