

**Request for Qualifications (RFQ)  
for  
Management of Tennis Facility and Programs  
("Tennis Director")**



City of Winston-Salem  
**Winston-Salem Recreation and Parks**  
Date of Issue: 11-16-17

Private firms are invited to submit letters of interest for providing the requested professional services to the City by **3:00 PM, December 20, 2017**. Proposals submitted after this deadline will not be considered. Proposal must be in PDF format and submitted to Todd Barr at [toddb@cityofws.org](mailto:toddb@cityofws.org).

Project Manager Contact Information:  
Todd Barr, Athletics Supervisor  
City of Winston-Salem  
Recreation and Parks Department  
336-734-1216  
[toddb@cityofws.org](mailto:toddb@cityofws.org)

Written questions to [darrenmr@cityofws.org](mailto:darrenmr@cityofws.org) will be accepted until **5:00 PM on December 7, 2017**.

Answers will be provided in an addendum posted to website and sent to vendors who have contacted the City directly.

**To request the full RFQ document, contact [darrenmr@cityofws.org](mailto:darrenmr@cityofws.org).** Obtaining this document from any source other than the City of Winston-Salem is at the risk of the proposer.

# Private Management of the Joe White Tennis Facility and Tennis Programs

## 1.0 PURPOSE

The City of Winston-Salem Recreation and Parks Department desires to contract for the management of the Joe White Tennis Center, (herein referred to as JWTC) at 1406 W. Northwest Blvd Winston-Salem NC 27104, and tennis programs at Hanes Park by hiring a full-time Tennis Director.

JWTC has 14 soft courts, 6 hard courts, and hitting boards, all of which are lighted. The City maintains 112 tennis courts in total.

## 2.0 SCOPE OF SERVICES

All Statement of Qualifications, (herein referred to as SOQ), must be made on the basis of meeting or exceeding the requirements contained herein. Failure to provide any of the following requirements shall be cause for the proposal to be considered non-responsive and thereby rejected.

- 2.1 The successful Proposer shall have the exclusive right and obligation to serve as the City's Tennis Director at JWTC. The Tennis Director will be responsible for community outreach, organizing, directing and publicizing the City's tennis instruction program. The Tennis Director shall be independent – the Tennis Director, its sub-Tennis Directors, agents or employees shall not be City employees and shall not be entitled to any benefits received by City employees, including, but not limited to, Worker's Compensation benefits.
- 2.2 The Tennis Director shall have the right, at its sole expense, to hire and pay additional staff as needed and to resolve all disputes or problems that may arise from the conduct of the program as long as such resolution is in accordance with the rules and regulations of the City of Winston-Salem Recreation and Parks Department and the City of Winston-Salem.
- 2.3 The Tennis Director shall be responsible for offering tennis services such as clinics, camps, tennis tournaments, private lessons, and new programs at the JWTC and other tennis sites (Bolton, Central, Miller, Parkland, Shaffner and Oak Summit), under the jurisdiction of the City of Winston-Salem Recreation and Parks Department.
- 2.4 The schedule of lessons to be offered and the accompanying fees are to be planned by the Tennis Director. Lessons, clinics, and camps are to be offered throughout the year within the regular hours of operations of the JWTC. The Tennis Director will retain all lesson fees, court fees, concession sales and equipment sales as part of its compensation and will be responsible for paying all staff hired by it to discharge the duties of this contract.
- 2.5 Operational hours, based on a seven days a week schedule and court rentals will be agreed on by the City and the Tennis Director separate and apart from the agreement.
- 2.6 The Tennis Director will be responsible for adequate and appropriate staffing of the facility during hours agreed upon above. The Tennis Director, at its discretion, may establish all procedures for the professional operation of the tennis facility as long as the procedures are in accordance with the policies and procedures of the City and all federal, state and local laws.
- 2.7 The City will provide all court materials and supplies, court maintenance equipment, nets, and windscreens for JWTC as budgeted for each fiscal year. The City will also provide electrical and water utilities, mowing, and dumpster collection from the Tennis Facility. **The Tennis Director will be responsible for resurfacing the soft courts once annually with supplies provided by the City.** Tennis Director will be responsible for personnel to do the resurfacing of the soft courts.

Tennis Director will also provide custodial maintenance of the JWTC and its adjoining restroom facility during operating hours and empty all trash receptacles.

- 2.8 The City and the Tennis Director will work jointly to advertise and permit advertising of tennis programs and services available at the Tennis Facility. If the Tennis Director utilizes a third party for advertising, the City must pre-approve all advertising fliers and promotional material. The Tennis Director must pay the cost of all advertising.
- 2.9 The Tennis Director will be allowed to advertise and display tennis products for sale at the Tennis Facility, as well as tennis racket stringing and repair service. The Tennis Director will have the exclusive right to advertise as the City's tennis professional.
- 2.10 Tournaments, leagues, and special events/programs shall be planned by the Tennis Director as to fees, operation, dates and times. The Tennis Director, as part of its compensation, will retain fees for these activities. The Tennis Director will contact and coordinate with the City of Winston-Salem Recreational and Parks Department for the use of additional courts, outside of the courts at JWTC, for special events and programs.

The Tennis Director will promote these activities as follows:

- Facilitating organizational meetings
  - Printing organizational materials as needed
  - Planning and operation of tournaments (equipment, charts, etc.) and securing necessary supplies including, but not limited to, tennis balls, towels and awards.
  - Planning and operation of events (arranging for staffing, etc)
- 2.11 In consideration of the City appointing an exclusive Tennis Director for the JWTC, the Tennis Director must pay a monthly fee to the City during the term of the agreement. The fees will be due by the seventh day of each month during the term. Do not submit the monthly fee with your Proposal – it will be negotiated with the chosen Proposer.
  - 2.12 The initial agreement will begin March 1, 2018 and be for five years with the option to renew for five additional years. The contract is subject to need, funding, and consent by both parties.

**\*\*End of Notice\*\***