

City Council – Action Request Form

Date: November 26, 2018

To: The City Manager

From: William Royston, Recreation & Parks Director
Tasha Logan Ford, Assistant City Manager

Council Action Requested:

Adoption of Resolution Approving the Lease of Joe White Tennis Center to Flex Tennis, LLC

Strategic Focus Area: Livable Neighborhoods

Strategic Objective: Expand Open Space and Recreational Facilities

Strategic Plan Action Item: No

Key Work Item: No



Summary of Information:

In March of 2008, the City entered into a five-year agreement with the option to extend for another five years with The Randy Pate Tennis Academy, Inc. for management of the Joe White Tennis Center and the tennis programs for the City. In March of 2013, The Randy Pate Tennis Academy extended their contract for an additional five years, which ended February 2018. During the period, The Randy Pate Tennis Academy paid a monthly fee of \$1,800 and organized, directed, and publicized the City’s total tennis instructional program.

In January 2018, Randy Pate Tennis Academy, Inc. chose not to extend their monthly term agreement, therefore the City negotiated a contract with Tennis for Life, LLC. In March of 2018, Tennis for Life, LLC entered into a nine-month contract with the City expiring December 31, 2018 to maintain services at the Joe White Tennis Center. During the period, Tennis for Life, LLC paid a monthly fee of \$600. As required by the contract, the City provided Tennis for Life, LLC a letter to end the lease upon 30 days written notice on October 3, 2018.

Committee Action:

Committee	Finance 11/19/18	Action	Forwarded to Council
For	Council Members Clark, Adams, and MacIntosh	Against	Opposed: None; Abstaining: Mayor Pro Tempore Burke

Remarks:

On August 9, 2018, the City issued a Request for Proposals (RFP) for the management of the Joe White Tennis Center and received two proposals that were opened on September 7, 2018. The two proposals were evaluated by a committee comprised of City staff. Once the evaluation process was completed, the committee selected Flex Tennis, LLC to be the new director of City tennis programs at the Joe White Tennis Center. Terms of the RFP specified an initial contract term of five years beginning January 1, 2019, and ending on December 31, 2023 with the option to extend the contract for another term of five years beginning January 1, 2024, and ending on December 31, 2028, provided both parties are in agreement and funds are made available for this purpose.

Major criteria considered during the evaluation included, but were not limited to:

- Proposer's efforts to comply with all the terms and conditions of the City of Winston-Salem's Minority and Women Business Enterprise (M/WBE) Program through award of subcontracts to minority and women-owned business enterprises and utilization of minority and women owned business enterprise suppliers to the fullest extent consistent with the efficient performance of this contract
- Proposer's business location/distance from the City of Winston-Salem.
- Proposer's demonstrated financial status and ability to provide the proposed service operations for the Joe White Tennis Facility. Proposer's demonstrated operational capabilities stressing the ability to provide/manage a full-service tennis facility and provide maintenance operations. Proposer's demonstrated experience and compliance with qualifications for similar tennis facility operations, service and maintenance.
- Provides program fees and other revenue generating opportunities to demonstrate ability to pay monthly proposed fee.
- Demonstrates knowledge and ability to effectively provide, quality, affordable programming for all skill levels; organize, promote, recruit local ad USTA sectioned tennis tournaments at JWTC, Bolton, Central, Miller Park, Parkland, Oak Summit, Shaffner tennis courts.
- Proposer's full and detailed listing and cost estimate of all planned improvements to the tennis facility. Include the anticipated project completion date(s) for court maintenance
- Quality of proposal meets RFP requirements, readability and flow of proposal, overall marketing vision and creativity that furthers City's commitment to the tennis facility. The respondent's responsiveness and compliance with the RFP requirements and conditions. The respondent's demonstrated ability, capacity, and skill to fully provide the services requested by the City through this RFP.

Flex Tennis, LLC's proposes a monthly lease fee of \$2,000 per month for five years with the option to extend for another five years. Flex Tennis, LLC will operate and manage the tennis courts, pro shop services, and other pertinent areas in a manner calculated to enhance and provide quality service for public use by scheduling tournaments and other activities with special interest groups, private groups, tennis clubs and/or school interests. Flex Tennis, LLC will resurface the soft courts once annually between March 1 and May 1. The City will provide supplies for court resurfacing, outlying tennis facilities, which includes the tennis courts, windscreens, fencing, restrooms cleaning support, landscaping and mowing. The City will also replace light bulbs on tennis court lights and any support facilities and provide custodial supplies as needed for Joe White Tennis Center and facility restrooms.

Based upon the committee's assessment, it is recommended that the agreement be awarded to Flex Tennis, LLC to lease the Joe White Tennis Center for the initial term of five years. Exhibit B provides the combined scores of the evaluation panel for the proposal.

On November 6, 2018, City staff presented their recommendation to the Recreation and Parks Commission for review and consideration. The Commission recommends the selection and recommends approval of a contract with Flex Tennis, LLC (Kevin Fleck) by the Mayor and City Council.

M/WBE comment: Please see Exhibit A for a complete list of businesses notified of this RFP opportunity. This RFP was posted on the City's and State's purchasing websites, and staff from the Office of Business Inclusion and Advancement addressed inquiries from potential respondents about compliance with the City's M/WBE policy.