

RESOURCE G

Sample Request for Proposals for Tennis Facility Providers

Presented with the Permission of the City of St. Catharines

A. PROJECT OVERVIEW

Background

Through the Recreation Facilities and Programming Master Plan (RFPMP) community consultation process, the City received community feedback requesting for tennis courts to be managed by a non-for-profit community tennis club, an entity that did not exist in St. Catharines at the time that the RFPMP was approved by Council.

However, since that time, the St. Catharines Tennis Alliance (SCTA) was formed with a purpose to advocate for improvements to courts and programming, while creating a community that all players can be part of. Staff and the SCTA have been working collaboratively and believe that there is a possibility for a third party to install, operate and maintain an air supported tennis structure, through a lease agreement with the City, which benefits the community and requires no financial investment from the City.

Staff have been researching service delivery options related to tennis. There has been a growing number of municipalities who have partnered with third party tennis organizations, resulting in renewed court surfaces, additional amenities such as club houses and year-round play by adding air supported structures. The purpose of this RFP is to explore the possibility of partnering with an external operator to operate an air-supported tennis structure through a lease agreement which benefits the community with no financial investment from the City.

As identified in the City's Parks Renewal Plan, the timing to pursue this initiative is ideal given the many outdoor tennis courts that are scheduled for reconstruction over the next few years.

This RFP is seeking a private operator (the Company) to provide, administer and manage all air structure operations and tennis programming during the winter months (typically November to April). The City's intent is to negotiate a lease agreement with the Company. The Company shall work with the SCTA for tennis programming during the summer months (typically May to October) to support the needs of the tennis community.

City Staff have identified the following locations as potential sites for the indoor tennis structure:

- 1) Berkley Park Tennis Courts
- 2) Community Park Tennis Courts
- 3) West Park Tennis Courts

The City has identified the three sites above as potential locations but would accept a submission of any potential location provided the location has existing outdoor tennis courts due for replacement.

The proponent must identify a site as part of its submission.



B. MATERIAL DISCLOSURES

These plans and studies should be reviewed and considered by the proponent. The City's plans and studies can be accessed at www.stcatharines.ca/en/index.aspx.

- St. Catharines Strategic Plan (2019-2028)
- The Garden City Plan (2013) – St. Catharines Official Plan
- St. Catharines Parks Policy Plan (2005)
- St. Catharines Recreation Facility and Programming Master Plan (2015)
- St. Catharines Accessibility Plan (2016-2020)
- St. Catharines Feasibility Accessibility Design Standards (2016)
- Preparing for a Changing Future (2021) - St. Catharines Climate Adaptation Plan
- Provincial AODA Standards

C. THE DELIVERABLES

City of St. Catharines

The City is soliciting Proposals from qualified Proponents for the supply and installation of an air supported structure for indoor tennis at the site of an existing outdoor tennis court and the operation/finance of the Tennis Facility. The City's objective is to engage the services of a third-party Company to deliver indoor tennis for the use of the community, without the City incurring capital or operating costs.

The City will provide the land for the facility at one of the sites listed above, through a lease agreement with the Company. The lease agreement will be seasonal and allow the Company exclusive access to the site for the yet-to-be-determined indoor season.

The City will consider lease agreements with a minimum length of 20 years. The SCTA will maintain a lease agreement to deliver outdoor tennis programs and the length of the annual indoor and outdoor operating periods are to be proposed by the Proponent.

The City requires that the Proponent visit the sites as they deem necessary. The fixed aspects (i.e., grade beam) of the constructed Seasonal Tennis Facility at the proposed site (and any other ancillary features that are constructed) shall become the sole property of the City upon termination or expiry of any operational agreement. The Proponent may remove its business fixtures and equipment (i.e., dome fabric and associated mechanical equipment) given that the Proponent immediately repair any damages caused by such removal. The City retains all rights and ownership of naming rights to the park and tennis facility.

Company's Role and Responsibilities:

The Company's responsibilities shall include:

- Construction, installation, and maintenance of the seasonal indoor Tennis Facility at one of the sites listed above and the operation/finance of the Tennis Facility.
- Seasonal operation of the Tennis Facility (dates to be determined) including the annual install, dismantling, maintenance, and storage of the tennis dome.
- Any capital improvements and ongoing operating and capital costs for the Tennis Facility (including the tennis dome, four (4) tennis courts, and any clubhouse amenities, including washrooms and/or change room facilities, if applicable).



- Obtaining and paying for, where applicable, all necessary City approvals and permits including but not limited to, planning approvals, and building permits, and all required City Department fees at the Company's cost.
- Executing subsequent agreements (with, and to the satisfaction of, the City), as required for the design, construction, and operation of the Tennis Facility, and for the lease of the City's property for the Tennis Facility.
- All servicing that is required above and beyond what is currently supplied at the current facility (electrical, gas etc.).
- All costs associated with installing a new grade beam and any future grade beam should it need replacing.
- Providing an opportunity for public access and community programs for the Tennis Facility.
- Paying rent and/or fees to the City for the use of the land for the Tennis Facility and as part of revenues to the City under the operational agreement.
- Providing Liability Insurance naming the Corporation of the City of St. Catharines as additional insured in the amount specified in the RFP.
- Maintaining the Tennis Facility at its own cost, to the City's satisfaction.
- Keep the Tennis Facility open for business at a time that is satisfactory to the City.
- Providing a fully accessible Tennis Facility in accordance with the Accessibility for Ontarians with Disabilities Act, 2005.
- Providing adult supervision during all hours of operation.
- Providing and maintaining, in a location approved by the City, a waste disposal bin of a type approved by the City and shall deposit all garbage generated therein by the use of the Tennis Facility and be responsible for any costs associated with the removal of garbage.
- Providing the City with the list of proposed fees and tennis court rental charges at least ninety (90) days prior to the commencement of each season for approval, which approval may be withheld if, in the opinion of the City, said proposed fees and rentals are greater than those prevailing for a similar facility within the Niagara Region or are otherwise not justifiable.
- Making the Tennis Facility available to any resident of the City who is prepared to pay the rates and/or fees.
- Paying for all utility and operational costs of the Tennis Facility, such as, but not limited to, electricity, gas, water, and winter maintenance (snow clearing etc.) associated with the site beginning at the entrance, parking lots, entrances / exits and sidewalks. All snow clearing activities required by an air supported structure will be the responsibility of the successful Company.



- Complying with the Municipal Alcohol Policy as approved by the Council of the City prior to obtaining a liquor license under the laws of the Province of Ontario, and subsequent to the Company obtaining a liquor license, comply with the terms and conditions of that license and the applicable law in respect of the license
- Prioritizing minimalizing the environmental impact to City land as a major consideration of the operation.
- Complying with all federal, provincial and municipal laws, rules, regulations and bylaws, and the orders and directors of the Niagara Regional Police Services or any other department having jurisdiction over such an operation.
- Paying, when due, any taxes (if any) with respect to the operation of the Tennis Facility and the lands on which they are situated.

