



CUPERTINO

City of Cupertino
REQUEST FOR QUALIFICATIONS (RFQ)
Tennis Program Operation and Management
Cupertino Sports Center

1. INTRODUCTION

The City of Cupertino is seeking qualifications from an individual, group, or business for the operation and management of a recreational tennis program at the Cupertino Sports Center. The RFQ must be submitted in accordance with the requirements set forth in this document.

2. BACKGROUND

The City of Cupertino is a thriving community located in the center of Silicon Valley. Cupertino is a sought after place to live and work due to its moderate size and unique, balanced mix of high technology firms, open space, quality schools, and residential areas.

The Cupertino Sports Center facilities are located at 21111 Stevens Creek Boulevard and are part of a 6.2-acre sports complex that includes tennis, racquetball, fitness, and teen center facilities. The center was constructed in the mid-1970s and was operated as a private racquet club until 1987.

The complex includes the following:

- 17 outdoor tennis courts, 12 of which are lit
- 2 racquetball courts
- A 400 sq foot fitness center
- A 2400 sq foot gym for basketball, volleyball, badminton, table tennis, and fitness classes
- A conference room, several offices, storage
- Locker rooms
- Tennis pro shop
- Parking facilities (139 Spaces)

3. PURPOSE

Through the Request for Qualifications Process, the City intends to review the qualifications of interested individuals/groups/businesses, and interview up to 3 candidates. The City will then select an individual/group/businesses to begin negotiations. These negotiations will lead to a joint contract which will be submitted to the Cupertino City Council for consideration.

4. SCOPE OF SERVICES

- General management of the City of Cupertino's Tennis Instruction Program including employment and supervision of all necessary personnel as employees of the Tennis Instruction Contractor, maintenance of proper records, and payments of personnel hired by Contractor including any fringe benefits or other compensation required by law.
- Conduct programs appropriate for all age groups and skill levels to include but not limited to large group lessons, small group lessons, semi-private lessons, private lessons, camps, and junior leagues.
- Contractor shall be responsible for daily maintenance of tennis courts used for instruction including court washing.
- Contractor shall work closely with Sports Center management to facilitate proper participant enrollment.
- Contractor will provide ball machine rental services on the designated ball machine court.
- Contractor will be responsible for all expenditures related to pro shop services.

5. MINIMUM QUALIFICATIONS

All submittals must provide information/proof of the following:

- Three or more consecutive years with gross income greater than 1 million dollars from tennis lessons at any one location
- A plan to have a full-time on-site general manager
- USPTA certification
- Three years of financial information with regards to pro shop sales.
- Capacity to be insured to meet the City's minimum requirements (see enclosure)

6. SUBMISSION REQUIREMENTS

- 5 professional references related to the delivery of tennis programs
- A detailed description of qualifications for providing professional services.
- Resumes of all key staff highlighting their related experience

7. SUBMITTAL PROCESS

Statement of Qualifications must be submitted by February 1, 2012 at 4 p.m.

Mailing address: Don McCarthy
Parks and Recreation Department
10185 N Stelling Road
Cupertino, CA 95014

Four (4) copies of each proposal must be submitted in a sealed envelope.

If you have any questions, please contact Mark Linder, Director of Parks and Recreation, at (408)777-3268, or Don McCarthy, Recreation Supervisor at (408)777-3120.

The City of Cupertino thanks you for your interest.

City of Cupertino's Minimum Insurance Requirements

On or before the commencement of the terms of this Agreement, Contractor shall furnish City with certificates showing the type, amount, class of operations covered, effective dates and dates of expiration of insurance coverage in compliance with paragraphs 10A, B, C and D. Such certificates, which do not limit Contractor's indemnification, shall also contain substantially the following statement: "Should any of the above insurance covered by this certificate be canceled or coverage reduced before the expiration date thereof, the insurer affording coverage shall provide thirty (30) days' advance written notice to the City of Cupertino by certified mail, "Attention: City Manager." It is agreed that Contractor shall maintain in force at all times during the performance of this Agreement all appropriate coverage of insurance required by this Agreement with an insurance company that is acceptable to City and licensed to do insurance business in the State of California. Endorsements naming the City as additional insured shall be submitted with the insurance certificates.

A. COVERAGE:

Contractor shall maintain the following insurance coverage:

(1) **Workers' Compensation:**

Statutory coverage as required by the State of California.

(2) **Liability:**

Commercial general liability coverage in the following minimum limits:

Bodily Injury:	\$1,000,000 each occurrence
	\$2,000,000 aggregate – all other
Property Damage:	\$500,000 each occurrence
	\$1,000,000 aggregate

If submitted, combined single limit policy with aggregate limits in the amounts of \$2,000,000 will be considered equivalent to the required minimum limits shown above.

(3) **Automotive:**

Comprehensive automobile liability coverage in the following minimum limits:

Bodily injury:	\$500,000 each occurrence
Property Damage:	\$500,000 each occurrence

or

Combined Single Limit: \$1,000,000 each occurrence