

Sample Request for Proposals for Tennis Facility Providers

Presented with the Permission of the Town of Milton

SEASONAL INDOOR TENNIS OPERATOR TERMS OF REFERENCE

1.0 PROJECT DESCRIPTION

Established in 1857, the Town of Milton is a municipality located on the western edge of the Greater Toronto Area, within the Region of Halton with a total landmass of 366 square kilometres. Nestled within the Niagara Escarpment, Milton attracts many visitors to the area each year. Milton is in an ideal location in the Western region of the Greater Toronto Area, with substantial access to major transportation corridors. Currently, Milton is experiencing vast residential and industrial growth, and is considered Canada's fastest growing community with a current population of over 100,000 and is expected to grow to approximately 228,000 by 2031.

The Milton community is young, well-educated and growing welcoming an average of almost 2,000 families into new homes per year. The Town's expansion strikes a balance between residential and industrial growth while holding on to Milton's historical charm and roots.

The Milton Tennis Club (MTC) is located at 800 Santa Maria Boulevard on public lands within the Milton Community Park. The facility includes 8 outdoor regulation sized tennis courts complete with lights and an adjacent clubhouse and has a typical operating season commencing in early April and running until November (weather permitting). The MTC is provided year-round access to the facility under agreement with the Town of Milton that includes financial considerations. The club offers affordable and accessible outdoor community tennis programs through a membership model.

The tennis courts are due to be reconstructed in 2018 which presents an opportunity for the introduction of seasonal indoor tennis. An existing grade beam is present under the 5 most southern courts but the viability of this structure for future use is unknown.

The Town of Milton is seeking a private operator to supply, install, operate and maintain an air supported structure to provide winter tennis at the Milton Community Park. The Town is looking for interested proponents to submit proposals that respond to the enclosed Terms of Reference.

2.0 SCOPE OF WORK

2.1 Town of Milton

The Town is soliciting Proposals from qualified Proponents for the supply and installation of an air supported structure for indoor tennis at the site of the existing Milton Tennis Club and the operation/finance of the Tennis Facility. The Town's objective is to engage the services of a third-party to deliver indoor tennis for the use of the community, without capital or operating costs to the Town. The Town will be providing the land for the facility at the Milton Tennis Club located within the Milton Community Park, through a lease agreement with the Contractor. The lease agreement will be seasonal and allow the Contractor exclusive access to the site for the yet to be determined indoor season. The Town will consider lease agreements with a minimum length of 20 years. The Milton Tennis Club 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 Town requires that the Proponent to visit the site as they deem necessary. For reference purposes, a map of the proposed site at the Milton Community Park is attached hereto as Schedule "A". The fixed aspects (i.e. grade beam) of the constructed Seasonal Tennis Facility at the Milton Community Park (and any other ancillary features that are constructed) shall become the sole property of the Town 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 Town retains all rights and ownership of naming rights to the park and tennis facility.

2.2 Proponent

Responsibilities of the successful Proponent shall include:

- Construction, installation and maintenance of the Seasonal Indoor Tennis Facility at Milton Community Park and the operation/finance of the Tennis Facility
- Seasonal operation of the Tennis Facility (dates TBD) including the annual install, demount and storage of the tennis dome
- Responsible for any capital improvements and ongoing operating and capital costs for the Tennis Facility (including the tennis dome, five (5) tennis courts, and any clubhouse amenities, including washrooms and/or change room facilities, if applicable)
- Obtain and pay for, where applicable, all necessary Town approvals and permits including but not limited to, planning approvals and building permits, and all required Town Department fees at the Proponent's cost
- Executing subsequent agreements (with, and to the satisfaction of, the Town), as required for the design, construction, and operation of the Tennis Facility, and for the lease of the Town's property for the Tennis Facility
- Responsible for all servicing that is required above and beyond what is currently supplied at the current facility (electrical, gas etc.)
- All costs included with assessing the viability of the current grade beam
- All costs associated with installing a new grade beam should the current grade beam need replacing
- Providing an opportunity for public access and community programs for the Tennis Facility
- Paying rent and/or fees to the Town for the use of the land for the Tennis Facility and as part of
- revenues to the Town under the operational agreement
- Maintaining the Tennis Facility at its own cost, to the Town's satisfaction
- Keep the Tennis Facility open for business at a time that is satisfactory to the Town
- Providing a fully accessible Tennis Facility in accordance with the Accessibility for Ontarians with Disabilities Act, 2005

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- Provide adult supervision during all hours of operation
 - Provide and maintain, in a location approved by the Town, a waste disposal bin of a type approved by the Town 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
 - Provide the Town 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 Town, said proposed fees and rentals are greater than those prevailing for a similar facility within the Region of Halton or are otherwise not justifiable
 - Make the Tennis Facility available to any resident of the Town who is prepared to pay the rates and/or fees
 - Pay 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 Santa Maria Blvd beginning at Community Park entrance, parking lots, entrances / exits and sidewalks. All snow clearing activities required by an air supported structure will be the responsibility of the successful proponent.
 - Comply with the Municipal Alcohol Policy as approved by the Council of the Town prior to obtaining a liquor license under the laws of the Province of Ontario, and subsequent to the Contractor obtaining a liquor license, comply with the terms and conditions of that license and the applicable law in respect of the license
 - Comply with all federal, provincial and municipal laws, rules, regulations and bylaws, and the orders and directors of the Region of Halton Police Department or any other department having jurisdiction over such an operation
 - Pay, when due, any taxes (if any) with respect to the operation of the Tennis Facility and the lands on which they are situated

3.0 PROJECT SCHEDULE

A notification of award will be made by August 23 2017. Companies that are confident in their capacity for this type and scale of project within their forecasted annual work program, and with demonstrated experience and capabilities to undertake such a project, should consider submissions of a Proposal.

RFP Issued - July 6, 2017

Site Meeting - July 13th @ 2:00 p.m.

RFP Closing Date - On or before 11:00 a.m. on July 26, 2017

Proponent Interviews - Morning of August 4th

RFP Awarded by August 23, 2017