



**RFP 2026-03-01
MIAMI SHORES TENNIS PROGRAM OPERATION**

**ADDENDUM NO. 1
MARCH 19, 2026**

This Addendum No. 1 to the above referenced Request for Proposals (“RFP”) is issued in response to questions from prospective proposers, or other clarifications and revisions issued by the Village. The RFP is amended in the following particulars only.

- 1. Question: Revenue Collection - Please confirm that the selected contractor will collect all revenues directly from patrons across all facility activities; including private and group lessons, clinics, camps, junior programs, court rentals, USTA leagues and tournaments, pro shop merchandise, and stringing services; and that gross revenues shall mean the total of all such collections?**

RESPONSE: Yes, the contractor will collect the revenue.

- 2. Question: If revenues are generated from lessons, programs, camps, court bookings, or pro shop sales, does that revenue go directly to the operator, or must it first be remitted to the Village?**

RESPONSE: The operator will initially receive all revenue generated from the programs and pro shop.

- 3. Question: Contract Term: The contract duration is indicate as three (3) years with two (2) one-year renewal options. Would the Village consider structuring the agreement as a direct five-year contract term? With the possibility to renew for an additional five years.**

RESPONSE: Yes, this may be considered.

- 4. Question: Will this contract be awarded exclusively to one operator? The RFP indicates the agreement is non-exclusive. If an operator is awarded the concession, would other instructors or organizations still be permitted to teach or run programming at the facility?**

RESPONSE: The Village shall award a single agreement for the operation of the Miami Shores Tennis Center. However, the Village’s Parks Master Plan is underway, at some point the Parks and Recreation Dept may need to use some of the courts for programming while restructuring the Department.

5. **Question: Operational Authority** Will the contractor have autonomous authority over day-to-day operations including pricing, scheduling, and program design for lessons, clinics, camps, court rentals, and all other facility activities; or must changes receive prior Village approval? If Village approval is required, what is the process and expected turnaround time?

RESPONSE: No, All pricing and programs must be approved by the Parks and Recreation Manager, however, the operator will create the structure and pricing.

6. **Question: How many out of the nine (9) courts have lights and are they in good working order?**

RESPONSE: There are 9 courts total, 7 with lighting. Lights are working.

7. **Question: Would the village be open to any facility improvement at the operator's cost such as converting tennis courts to padel courts and implementing branded signage on the property**

RESPONSE: Yes, the Village would be open to discussions.

8. **Question: Is there space available for future expansion (at operator cost), such as pickleball or padel courts?**

RESPONSE: There is possibly space available for padel courts. Pickleball courts will be at another Parks and Recreation facility.

9. **Question: Branding & Website Facilities** May the contractor brand its programming and marketing materials under its own academy name alongside the Miami Shores Tennis Club identity, and what is the approval process for marketing materials?

RESPONSE: Yes, providing approval by the Parks and Recreation Director or Deputy Director.

10. **Question: Does the Village own the domain name Miami Shores Tennis Club and will you grant the contractor administrative access. If not, does the official name Miami Shores Tennis Club remain associated with the current management company or the Village?**

RESPONSE: The Village is working on obtaining the domain name, as the Village does not own it at this time.

11. **Question: May the awarded contractor rename the facility website to include their company name as the primary brand. If not, will we be allowed to include a credit line, such as: “Managed by (Contractor Name) or “Operated by (Contractor Name) under agreement with the Village?**

RESPONSE: Yes. The Contractor may rename the facility and website with Village consideration and approval.

12. **Question: Operational Transition: What is the anticipated transition process between the current operator and the selected contractor, such as transition timeline, transfer of customer data or reservation systems and existing program commitments?**

RESPONSE: The transition timeline is flexible and to be proposed by the Contractor.

13. **Question: Will the provider be able to use its own court reservation system?**

RESPONSE: Yes. The Contractor may use its own reservation system.

14. **Question: Does the Village have a fee payment structure preference from the awarded operator (e.g., lease payment to the Village, revenue share, management fee, or hybrid structure)?**

RESPONSE: No Village preference. The Contractor may propose a revenue share, flat fee, or hybrid model. The Village will look at all submitted payment structures submitted and choose one that works for both parties.

15. **Question: Financial Responsibilities:**

- A. **Utilities Responsibility who is responsible of payment for the electric and utilities (including irrigation water and court lighting electricity)**

RESPONSE: The Village is responsible for the payment of all water and electricity.

- B. **Daily Maintenance Responsibility which maintenance equipment is currently available on site and which equipment the operator is expected to provide?**

RESPONSE: Daily maintenance is required by the Operator. The Village does not have maintenance personnel. There is no equipment available. The contractor would have to provide all equipment necessary for daily maintenance.

- C. **Does the Village have maintenance personnel assigned to the facility, or would the operator coordinate repairs?**

RESPONSE: No.

D. Question: Capital Improvements Who is responsible for major capital improvements such as court resurfacing, fence replacement, or lighting upgrades?

RESPONSE: The Village is responsible for capital items, including court resurfacing, lighting, and irrigation.

16. Question: Could the Village share historical financial and operational information for the facility (revenue from the past 12–24 months)?

RESPONSE: The Village does not have historical financial information. or utilization data is available.

17. Question: Could the Village please share its primary objectives in selecting a new operator for the Miami Shores Tennis Club? In particular, how does the Village envision the long-term positioning of the facility over the next several years (e.g. strengthening community participation, enhancing the overall tennis experience, program expansion etc.)

RESPONSE: The Tennis Center has previously been under the Country Club Golf Course Management for over 30+ years. The Golf Course Management will be under new management, and the Recreation Department will be responsible for the tennis center. The objectives would be to offer quality tennis lessons clinics and programs, for all ages for Miami Shores residents and its' surrounding area, while enhancing community participation, increasing revenue.

18. Question: Sponsorship and partnerships. Would the Village be open to the operator developing local sponsorships or partnerships to support programming and events at the tennis center?

RESPONSE: yes

19. Question: How does the Village define a successful partnership in the operation of the tennis center programs?

Response: By increased participation, high-quality programming, strong financial performance, and the establishment of a cohesive working relationship between the Village and its operating partner to ensure aligned goals, effective communication, and long-term operational success.

20. Question: Existing Memberships Will the awarded contractor be expected to honor the paid memberships and if so, will the awarded contractor get a pro-rated payment to honor the remaining time on the pass?

RESPONSE: The passes are through the current management company and should be expiring on April 20, 2026.

21. **Question: What are the current prices for private lessons, adult clinics, junior clinics, and camps?**

RESPONSE: The Village does not have this information.

22. **Question: Is there a minimum number of courts that must remain available for open public play?**

RESPONSE: That will be determined in the contract process.

23. **Question: Are there existing leagues, programs, or standing reservations that the new operator would be expected to continue?**

RESPONSE: No.

24. **Question: Could the Village share court utilization data if available (hours of play per court or participation levels)?**

RESPONSE: The Village has no knowledge of court utilization.

25. **Question: Does the facility include locker rooms or showers for players?**

RESPONSE: No.

26. **Question: With the existing pro shop space, operator would like to have the best selection of products, including ON, Yonex, Floky, etc and also offer stringing and regripping services?**

RESPONSE: Yes, these items and services would be acceptable in the pro shop.

27. **Question: Pro Shop & Alcohol Sales - Would the Village allow the operator to sell beer or wine, subject to obtaining the appropriate licenses?**

RESPONSE: Yes. If properly licensed.

28. **Question: Are there any existing obligations from the current or previous operator that the incoming contractor will be expected to honor upon assuming operations on May 1, 2026; including but not limited to prepaid lesson packages, clinic enrollments, camp registrations, court memberships, USTA league commitments, school contracts or commitments or any other patron credits or program commitments? If so, can the Village provide a full accounting of all such obligations prior to contract execution?**

RESPONSE: The Village does not have that information however there may be some memberships that will need to be honored. The type and number, if any, is unknown at this time.

- 29. Question: Does the Village currently hold any contracts or agreements with equipment or ball suppliers that the incoming contractor would be required to honor, or is the contractor free to utilize its own existing brand partnerships and supplier agreements for equipment, tennis balls, and court Supplies?**

RESPONSE: Not at this time.

- 30. Question: What is the current membership structure at the facility?**

RESPONSE: The Village does not have this information. This is a new partnership.

- 31. Question: How many active members are currently registered?**

RESPONSE: The Village does not have this information.

- 32. Question: Can the Village confirm the current monthly or annual membership pricing (e.g., \$150, \$400, \$800)?**

RESPONSE: The Village does not have this information.

- 33. What benefits are included with the current memberships?**

RESPONSE: The Village does not have this information.

- 34. Are there restrictions on membership usage, such as limits on court reservations or playing time?**

RESPONSE: No.

- 35. What are the current court reservation fees for members and non-members?**

RESPONSE: The Village does not have this information.

- 36. Question: Termination for Convenience**

- A. Please clarify how the termination for convenience provision would typically be applied and under what circumstances it might be exercised?**

RESPONSE: The Village reserves the right to terminate a contract for convenience when it determines that doing so is in its best interest. This provision is not related to contractor performance but is intended to provide flexibility under changing circumstances. Typical circumstances under which this clause may be exercised include, but are not limited to, budgetary constraints, changes in program priorities, organizational restructuring, loss of funding, or shifts in policy or operational needs.

- B. Would the Village consider extending the 15-day termination notice period to allow sufficient time for operational transition and workforce management?**

RESPONSE: Yes, the Village would reconsider extending the notice period.

- 37. Question:– Budget Reductions: Please clarify what types of circumstances could trigger such reductions and how these adjustments would typically be implemented?**

Response: Examples include budget cuts, revenue shortfalls, emergency reallocations, or Council action. Reductions may include reduced scope, frequency, unit-price adjustments, suspension, or termination.

- 38. Question: Proposal Format Requirements. The RFP Proposal submission requirements requests the submission of one (1) original proposal and five (5) duplicate copies. However, the first page of the RFP indicates that one (1) original and one (1) duplicate copy should be submitted. Could the Village please confirm the required number of copies for submission?**

RESPONSE: The cover sheet is correct. Five (5) duplicate copies are not required. Submission requirements are one (1) original and one (1) duplicate copy, along with a USB containing a copy of the submittal.

Any questions regarding this Addendum should be submitted in writing to the Procurement Administrator at bids@msvfl.gov.

Respondents are reminded to acknowledge receipt of this addendum as part of your Proposal submission.

Sincerely,



Donna Rockfeld, Procurement Administrator