

**Request for Qualifications
for Professional Tennis Instruction
Clarifications and Adjustments**

ALL SUBMITTALS MUST BE RECEIVED BY SUPERINTENDENT OF CITYWIDE SERVICES LOCATED AT THE RECREATION AND PARK DEPARTMENT NO LATER THAN 3:00 P.M. ON **JANUARY 20, 2009**.
LATE PROPOSALS WILL NOT BE ACCEPTED

Memo: January 9, 2009

To: Potential Permitted Tennis Professionals

From: Terry G. Schwartz, Superintendent of Citywide Services

Subject: Request for Proposals for Permitted Tennis Professionals Clarifications and Adjustments

Following is a list of adjustments and clarifications submitted by your peers. Please use these as you prepare your proposals to me for the end of next week. All adjustments are indicated with the changes in **Blue and Red**. If large sections have been removed it is because there were no changes to the language.

I. Introduction

The Recreation and Park Department (“Department”) owns and operates the Golden Gate Park Tennis Complex (“Complex”). The Complex is an historic tennis facility consisting of twenty tennis courts and the William M. Johnston Memorial Clubhouse (“Clubhouse”). The Complex is a municipal facility which provides the public with very affordable courts, both paid and free tennis lessons, as well as adult and youth programs and tournaments. These are San Francisco’s only City owned tennis courts where the public pays to play. The Department will continue to offer these programs and more at this facility and extend these services to other court complexes in the City.

The Department wishes to formalize its program structure and course content to expand and improve the consistency and quality of programs at this location and enhance the recreational experience at other locations throughout the City. To this end, the Department seeks to qualify professional instructors (“Instructors”) to provide the services at the Golden Gate Park Tennis Complex (the “Complex”) and other facilities in the City.

Permitted Tennis Professionals will be under the guidance and direction of the Department professional tennis instructors and the Superintendent. Permitted Tennis Professionals will offer group, private tennis instruction and other related programs on designated tennis courts at the Complex on other designated courts in the City.

Permits will be issued for an initial term of six months. The Department shall have an option to extend the term or reissue the permit in increments of ~~three~~ **one** years **until Professional Services**

Contracts are approved by the Civil Service Commission, (See attached) which the Department may exercise in its sole and absolute discretion.

Other Department Tennis Facilities

In cooperation with, and under the direction of the Department, Permitted Instructors ("Permittees") will have the responsibility of providing group, semi private and private instruction in accordance with a curriculum presented by the Permittee and approved by the Department, at designated times on assigned courts. The courts may be at the following various locations in the City including but not limited to Alice Marble, Alta Plaza, Balboa Park, DuPont, Glen Canyon Park, JP Murphy, John McLaren Park, Julius Kahn, ~~Midtown Terrace~~, Mission Dolores, Moscone, Mountain Lake Park, Palega, ~~and~~ Parkside Square, and Rossi. The Department retains absolute control of all courts in the City. Generally, the courts mentioned above have been used for walk-on public play. However, the Department has found the need to establish a reserved use of these facilities to curb or eliminate the unauthorized or non-permitted use of the courts by community residents and non-residents. The Department will, from time to time, offer free or for fee programs by recreation director staff at these locations through the recreation center.

III. General Information

A. ACCOUNTING AND RECORDS

Registration and payment for all group tennis activities deriving from this RFQ will be completed in the Department's CLASS registration software to ensure the proper recording and accounting of activity. Sixty percent (60%) of all revenues received for Group Instruction Permitted Activity will be distributed to the Permitted Professional ~~three (3) weeks after at the end of their first tennis session.~~ ~~beginning of the activity.~~

Forty percent (40%) of the revenue received from Group Instruction Permitted Activity provided on Department property shall be retained by the Department for the opportunity to use the courts managed and maintained by the Department, for marketing functions performed by the Department, administrative fees, net replacements, and the use of City owned courts.

Permitted Professionals will be required to become Certified City Vendors and enter into a Personal Services Contract Agreement with the City and County of San Francisco. A copy of the Vendor Profile Package and Services Agreement - Individual Contractor, P-501, are attached. Compensation will be paid on a quarterly basis following each session.

This application process has been initiated with the desire we gain the approval for the summer. This process only applies to the Group Lesson professionals.

To manage the cumbersome nature of the private tennis lessons, approved Permitted Professionals will be required to pay a fee of \$500 per month from April 1 through November 30 and \$300 per month from December 1 through March 31.

Payment of the fee for the period April 1 through November 30 must be received March 30 prior to the initiation of lesson activity. Payment for the period December 1 through March 31 must be received on or before November 1 prior to the initiation of lesson activity.

B. TENNIS INSTRUCTORS – MINIMUM REQUIREMENTS

Verified current certification of the following:

- “Level 3, 2 or 1 Certified Professional” ~~or “Developmental Coach”~~ with the United States Professional Tennis Association (“USPTA”), *or*
- “Professional” or “Instructor” membership level with the Professional Tennis Registry (“PTR”).

INSURANCE

(A) Permittee shall procure and keep in effect at all times during the term of this Permit, at Permittee's expense, insurance as follows:

- (i) Commercial General Liability Insurance with limits not less than \$1,000,000 each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Contractual Liability, Personal Injury, Athletic Participants and Products Liability Coverages. **If you have Insurance from your professional organization, the City and County of San Francisco MUST be listed as an additional insured.**

A. Time and Place for Submittal of Proposals

Proposals must be received by 3:00 p.m., on Monday, January 19, 2009. Late submittals will not be considered. Postmarks will not be considered in judging the timeliness of submittals. Proposals submitted by fax will not be accepted.

Proposals must be delivered in person and left at the front desk of McLaren Lodge to the attention of Dr. Terry G. Schwartz or mailed to:

Dr. Terry G. Schwartz, Superintendent of Citywide Services
Recreation and Park Department – ATTN: PRO. TENNIS INSTRUCTION RFQ
McLaren Lodge
Golden Gate Park
501 Stanyan Street
San Francisco, CA 94117