



State of Delaware
Department of Natural Resources and Environmental Control
Delaware Division of Parks and Recreation
89 Kings Highway
Dover, Delaware 19901

July 7, 2017

TO: ALL OFFERORS

FROM: REBECCA LOVIN
PARALEGAL III, DIVISION OF PARKS AND RECREATION

SUBJECT: CONTRACT NO.: NAT17004 PUBLIC TENNIS FOR PUBLIC TENNIS AND
RACQUET SPORT PROGRAM AT BELLEVUE STATE PARK/QUESTIONS AND
ANSWERS

ADDENDUM # 1 Q&A

1. If funds being used for any capital improvements come from private (fundraising/grant) or public/banking entities, does the State of Delaware have any issue with how funds are raised for a proposed capital improvement plan?
 - The Division does not specify how funds for capital improvements proposed by the vendor must be acquired. The Vendor shall show financial responsibility through their required financials provided in the proposal. Additionally, the Vendor, for any capital proposed investments and improvements offered, shall include in their proposal any ideas or concepts for development, restoration, rehabilitation, preservation and reconstruction, including, but not limited to, capital investment, timeline for delivery of project work, projected costs and any other related items incidental to the Public Tennis and Racquet Sport Program/Tennis Center. Include a Full Phase approach as included in Appendix A of the Request for Proposal. The capital investment should clearly be defined to include how funding shall be acquired to the degree to show that the Vendor is responsible to take on such measures. The Vendor is responsible for all capital improvement funding with exception to any agreed upon Division cost contribution as listed in the Request for Proposal.
2. Can upgrades for fixtures (bathroom toilet/sink/lights) be included in the capital improvements proposed? Is there any restriction due to the historic nature of the building? Is there any area of the tennis facility that has historic limitations (as it relates to capital improvements)?
 - There are some limitations regarding capital limitations to the Tennis Center due to the historic nature of the facility. The exterior façade overall must be left intact, but capital improvements can be made to the site with proper planning and consultation/approval from the Division's Cultural Resources Office. Examples of historic areas that would need

consultation/approval, but would be able to have improvements completed include, but are not limited to:

- i. Structure of the Building itself
- ii. Historic Courts and Stone Walls around Courts
- iii. Changing Rooms in the Center – sink, showers (ADA compliance would be needed) – The Division is very open to the opportunity for the awarded Vendor to make improvements in this area
- iv. Light fixtures – The Division is very open to the opportunity for the awarded Vendor to make improvements in this area

3. Can the Division accept certified checks in lieu of a bond?

- Per page 8 of the Request for Proposal (L. PERFORMANCE BOND REQUIREMENT), the Vendor must provide 100% bond in the amount of \$4,000.00. The Division understands however that bonding companies take exception to long term bonds and will accept an annual renewable bond. At no time shall the Performance Bond expire or be terminated during the contract term.

4. For Capital Improvements and prospective plans submitted, does the proposal need to be written for a longer term immediately to provide for return on investment?

- The Division has included in the Request for Proposal that a phased approach shall be used for proposals/capital improvements. The proposal should detail the concept, drawings, work and potential construction plans, financial investments, and projected return on investment for both the Vendor and the Division.
- The Vendor(s) shall include in their proposal any ideas or concepts for development, restoration, rehabilitation, preservation and reconstruction, including, but not limited to, capital investment, timeline for delivery of project work, projected costs and any other related items incidental to the Public Tennis and Racquet Sport Program/Tennis Center. Also included shall be the Vendor business plan, customer billing and payment processes/options, customer service, advertising and marketing plans, and employee training procedures.
- The State reserves the right to enter into a contract for longer periods, not to exceed twenty-five (25) years if the awarded vendor provides capital improvements and offerings that require longer timelines for return on investment. The State shall be the sole determining authority for a contract that shall exceed the contract period listed above.