

# TECHNICAL SERVICES

## Enquiry Form



## TECHNICAL SERVICES ENQUIRY FORM

Tennis Victoria's partnership with **2MH Consulting** and **SPORTENG** makes available the latest technical information to provide planning, design and project management services for tennis clubs and Councils.

To apply for technical services through Tennis Victoria, please complete the following application and:

- Answer each question by providing as much detail as possible. This information helps us to get an idea of the project and most importantly, your future goals.
- Attach information such as photos, quotations, plans, drawings and relevant correspondence.
- Note and sign the conditions of the enquiry template.
- Submit signed template to Tennis Victoria at [tennisvicinfo@tennis.com.au](mailto:tennisvicinfo@tennis.com.au)

Once the above is completed:

- Tennis Victoria will provide signed forms to 2MH Consulting and SPORTENG.
- 2MH Consulting and SPORTENG will each directly provide the Club/Council and Tennis Victoria with a quote. Tennis Victoria will then advise of their contribution to the works, if applicable.
- Clubs/Council should return accepted fee proposals direct to 2MH Consulting or SPORTENG and advise Tennis Victoria of their preferred supplier.

Technical Services		
Service Type	Service Level	Cost
Facility Hazard Checklist	Self-assessment of facilities by club	Free
Club Development Officer	Club support, Operational Health Check, programs, coach liaison	Free
Places to Play Team	Facility strategy, funding support, club development, LGA partnerships, base level technical support.	Free
Facility Audit	As per basic report with court failures, construction issues and significant court issues explored and report provided. May include engineers report, site survey, and geotechnical testing or reporting upon request.	Fee proposal
Concept Designs and Cost Estimates	In addition to a facility audit, cost estimates and concept designs can be developed.	Fee proposal
Project Management	Project management, Geotechnical report, concept plans, specification, cost estimate, tender documentation, tender/quote evaluation.	Fee proposal

Club and Local Government Information	
Club	
Physical Address	
Contact name	
Contact email	
Contact phone number	
Local Government Authority	
Contact name and position	
Contact email	
Contact phone number	

Courts Overview			
Current no. of courts		With lights?	
Current surface make up			
Desired no. of courts			

Planning				
Our Club has a business plan	Y		N	
Our Club has completed an Operational Health Check	Y		N	
Our Club has contacted Local Government and discussed the project with them	Y		N	
Our Club/Council has, or is in the process of securing funding for the project	Y		N	
Our Club/Council has read the Tennis Australia Facility Development Guide	Y		N	
Our Club/Council has received information on the Tennis Australia National Court Rebate Scheme and Facility Loan Scheme	Y		N	

## Facility Development Description

What are the facility issues and the reasons for this request?

Provide a description of your proposed project and its current status.

How will your project provide increased community benefit?

What are the next steps for your facility development project?

Facility Development Description		
General advice, information and planning	Help us setup a joint meeting with our local government	
	Provide information on available funding	
	Send us a copy of the Tennis Australia Facility Development Guide	
	Send us court surface information	
	Send us a contractors and suppliers list	
Site visit and report	Site Inspection (no report)	
	Site audit & report (some courts)	
	Site audit & report (all courts)	
	Lighting performance test (LUX)	
	Geotechnical report	
	Site Survey	
	Cost estimate	
	Concept plan/drawings	
Project delivery and management	Detailed Designs	
	Tender documentation/Quote evaluation	
	Hold Point Inspections	
	Project management	

Conditions and sign off	
<ul style="list-style-type: none"> <li>The tennis club will remain affiliated to Tennis Victoria for a further two years.</li> <li>Non-affiliated clubs will not attract the discounted rate for Facility Advisory Services.</li> <li>Once the Club/Council has chosen which quote they wish to proceed with from those provided by Tennis Victoria's preferred suppliers, Tennis Victoria will confirm any applicable contribution.</li> <li>The Club/Council agrees to consult with Tennis Victoria through the project lifecycle.</li> <li>By signing below, I agree that completion of this form does not guarantee a contribution from Tennis Victoria.</li> </ul>	
<p>.....</p> <p>Signature</p>	<p>.....</p> <p>Date</p>