



AGENDA MEMORANDUM

First Reading Ordinance (**Tabled**) for the City Council Meeting of February 14, 2017
First Reading Ordinance (**Tabled**) for the City Council Meeting of February 21, 2017
First Reading Ordinance for the City Council Meeting of March 21, 2017
Second Reading Ordinance for the City Council Meeting of March 28, 2017

DATE: February 14, 2017

TO: Margie C. Rose, City Manager

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Service Agreement to Manage and Operate the Al Kruse Tennis Center

CAPTION:

Ordinance authorizing the City Manager or designee to execute a service agreement with TOPS Tennis LLC, Dallas, Texas for Management and Operations Service for Al Kruse Tennis Center for a term of 36 months with up to two additional 12-month extension option periods; the City will pay the Contractor \$3,166.00 per month for an estimated annual total of \$38,000.00, and the Contractor will pay the City 5% of all Pro Revenue and 50% of collected City Revenue in return for managing and operating the Al Kruse Tennis Center.

PURPOSE:

Staff is recommending a service agreement with TOPS Tennis LLC to manage and operate the Al Kruse Tennis Center in order to increase revenue for the Corpus Christi Park and Recreation Department.

BACKGROUND AND FINDINGS:

The Al Kruse Tennis Center is located at 502 King Street in Corpus Christi, Texas 78401. The Center had been under a contract and lease agreement with Tennis Pro Susan Shelby Torrance until she recently retired. At that time, Park and Recreation secured a temporary agreement with a local tennis instructor to continue partial operation of the Al Kruse Tennis Center until such time as a new solicitation could be processed and a new contract awarded.

The request for proposals (RFP) was advertised issued October 7, 2016 and a pre-proposal conference was held October 14, 2016. Five proposals were received November 18, 2016; however, one was submitted late and was deemed nonresponsive and a second one was deemed non responsive as it failed to meet the RFP requirements. The remaining three responsive proposals moved on in the process and were evaluated by an evaluation team against the published criteria in the RFP. Minimum qualifications were evaluated under a pass fail system and the firms experience and understanding of the scope of work were evaluated on the published point system as outlined in the RFP. The firms were also interviewed and scored based on the same published criteria and a final score was developed for each firm. The final scores ranged from a low of 54 to a high of 76 and staff recommends awarding a service agreement to TOPS Tennis LLC for the full operation and management of the tennis center.

ALTERNATIVES:

No viable alternative exists

OTHER CONSIDERATIONS:

Not applicable

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-Emergency

DEPARTMENTAL CLEARANCES:

Park & Recreation

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2016-2017	Current Year	Future Years	TOTALS
Line Item Budget	\$37,992.00	\$91,814.00	\$129,806.00
Encumbered / Expended Amount	\$12,351.00	\$0.00	\$12,351.00
This item	\$22,162.00	\$91,814.00	\$113,976.00
BALANCE	\$3,479.00	\$0.00	\$3,479.00

Fund: General

Comments: The future years financial impact include 29 months of service, the first 7 months are budgeted in 2016-2017 Fiscal Year.

RECOMMENDATION:

Park & Recreation staff recommends the approval of the service agreement.

LIST OF SUPPORTING DOCUMENTS:

Ordinance

Service Agreement

Form 1295

Evaluation Matrix

Informal Staff Report dated 1-12-17

Informal Staff Report dated 2-8-17