



AGENDA MEMORANDUM

CORPUS CHRISTI BUSINESS AND JOB DEVELOPMENT CORPORATION May 15, 2017

DATE: May 10, 2017

TO: President and Honorable Board Members,
Corpus Christi Business and Job Development Corporation

THROUGH: Margie C. Rose, City Manager

FROM: Esther Velazquez, Assistant to the City Manager
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Arena Fund – Participation on “Request for Proposal” Development Team

CAPTION:

Discussion with possible action regarding the selection of a Corpus Christi Business and Job Development Corporation Board Member to serve on the team that will develop the request for proposal (RFP) for the American Bank Center management contract.

PURPOSE:

The purpose of this item is for the Board to select one of their members to serve as an external stakeholder on the City's RFP Development Team for the management agreement of the American Bank Center.

BACKGROUND AND FINDINGS:

On January 31, 2018, the City's five year Management Agreement to operate the Arena, Convention Center and the Selena Auditorium (American Bank Center) will expire.

The RFP Development Team is tasked with developing the scope and defining selection criteria and pricing strategies. Once the RFP is finalized, the Purchasing Division of Financial Services will continue the process by issuing the request for proposals and establishing a selection committee to score and rank proposers. The RFP process, from development to City Council approval of a new contract, takes four to six months. Development of the RFP will take place during the first six weeks of that process.

Five City staff members and two external stakeholders will make up the RFP Development Team as follows:

RFP DEVELOPMENT TEAM		
Name	Title	Department or Board
Esther Velazquez	Assistant to the City Manager	City Manager's Office
Kim Baker	Assistant Director	Financial Services-Purchasing
Saundra Thaxton	Assistant Director	Office of Strategic Management
Aimee Alcorn-Reed	Assistant City Attorney	Legal Department
Alyssa Barrera	Business Liaison	City Manager's Office
TBD	Board Member	Corpus Christi Business and Job Development Corporation
TBD	Staff or Board Member	Convention & Visitors Bureau

ALTERNATIVES:

The Board may choose not to participate in the development of the RFP for the management contract of the American Bank Center.

OTHER CONSIDERATIONS: N/A

CONFORMITY TO CITY POLICY: N/A

EMERGENCY / NON-EMERGENCY: This is a non-emergency item.

DEPARTMENTAL CLEARANCES: N/A

FINANCIAL IMPACT:

☐ Operating ☐ Revenue ☐ Capital ☒ Not applicable

Fiscal Year: 2015-2016	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget				
Encumbered / Expended Amount				
This item				
BALANCE				

Fund(s):

Comments: None

RECOMMENDATION:

Staff recommends that a Board Member from the Corpus Christi Business and Job Development Corporation serve as an external stakeholder on the RFP Development Team.

LIST OF SUPPORTING DOCUMENTS: None