



AGENDA MEMORANDUM

Future Item for the City Council Meeting of August 21, 2018
Action Item for the City Council Meeting of August 28, 2018

DATE: August 21, 2018

TO: Keith Selman, Interim City Manager

FROM: Esther Velazquez, Assistant to City Manager
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<p style="text-align: center;">Museum of Science and History Management Services</p>

CAPTION:

Motion authorizing a five year service agreement for the management of the Museum of Science and History with Friends of the Museum of Science and History, Corpus Christi, Texas for a not to exceed value of \$1,300,000.00 plus revenue/incentive fee and marketing funds.

PURPOSE:

The purpose of this agenda item is to execute a contract for the management of the Museum of Science and History.

BACKGROUND AND FINDINGS:

The Museum of Science and History has been operated by an outside Contractor for the past five years. It is the City's intent to operate this center in a manner that is fiscally responsible with the objective of offering diverse event activity to area residents and visitors. The City contracts the management services out to firms that specialize in the management of these types of facilities.

The current contract expires at the end of September 2018. A Request for Proposals (RFP) was issued in order to have a new contract in place before the current contract expires. Two proposals were received 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 firm's experience, team's 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. Then the cost proposal was evaluated for each firm and the pricing score was tabulated and added to the technical proposal and interview scores to determine the highest scoring firm. The staff recommends awarding a service agreement to Friends of the Museum of Science and History for the management of the Corpus Christi Museum of Science and History as the highest scoring firm. The price structure was set at a not to exceed value for each year that reduced at a rate of 5% per year to lessen the burden on the taxpayers to fund this Museum. The Friends of the Museum of Science and History proposal reduced the current cost of the operating the Museum by over fifty percent saving the taxpayers approximately \$1.5 million dollars over the five year period.

ALTERNATIVES:

No feasible alternatives are available.

OTHER CONSIDERATIONS:

No feasible considerations

CONFORMITY TO CITY POLICY:

This purchase conforms to the City’s purchasing policies and procedures and State Statues regulating procurements.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

City Manager’s Office and Purchasing Division

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget		\$1,300,000.00*	\$1,300,000.00*
Encumbered / Expended Amount		\$0.00	\$0.00
This item		\$1,300,000.00*	\$1,300,000.00*
BALANCE		\$0.00	\$0.00

Fund(s): General Fund

Comments: *The contract value total is a not-to-exceed \$500,000.00 plus revenue/incentive fee and marketing funds for the first year, of which all will be funded in fiscal year 2019 and contract years 2-5 will be funded in future years’ budgets. The total contract value for five years will be a not-to-exceed \$1,300,000.00 plus revenue/incentive fee and marketing funds.

RECOMMENDATION:

Staff recommends approval of the Motion.

LIST OF SUPPORTING DOCUMENTS:

RFP Matrix
Service Agreement
Presentation