



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of February 12, 2019  
Action Item for the City Council Meeting February 19, 2019

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**DATE:** February 12, 2019

**TO:** Keith Selman, Interim City Manager

**FROM:** Becky Perrin, Interim Director, Parks and Recreation Department  
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HEB Tennis Center Management and Program Services for Parks and Recreation
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### **CAPTION:**

Motion authorizing a five-year service agreement for HEB Tennis Center Management and Program Services with Sweet Spot Tennis, LLC of Corpus Christi, Texas for a management fee of \$4,250 per month for a not to exceed five-year total amount of \$255,000, plus the Contractor keeps 100% of all revenue earned in return for the management and operation of the tennis center.

### **PURPOSE:**

This item is to approve a five-year service agreement with Sweet Spot Tennis, LLC to manage and operate the HEB Tennis Center for the Parks and Recreation Department.

### **BACKGROUND AND FINDINGS:**

The HEB Tennis Center, located at 1520 Shely Street in Corpus Christi, Texas 78404, is currently under a temporary agreement with Sweet Spot Tennis, LLC to continue operation of the tennis center until February 28, 2019.

In 2017, Staff brought a recommendation forward to Council to award tennis center contracts to TOPS Tennis. Council voted down these contracts and directed Staff to re-procure the contracts with changes in approach to make the centers operate more like the golf complex and attempt to create a more self-sustaining operation. Council also asked that only proposals from local firms be considered. Staff researched other Cities' contracts and met with local tennis professionals to revamp the contract to shift more of

the responsibility to the Contractor while providing an avenue to achieve more revenue to move towards a more self-sustaining operation.

The Purchasing Division conducted a competitive Request for Proposal process to obtain proposals from qualified firms to provide HEB Tennis Center Management and Program Services and four proposals were received on November 28, 2018. Although all four proposals were deemed responsive and complete, only three proposals met the minimum qualifications under the pass/fail system as evaluated by a five-member evaluation committee. The three proposers whose proposals met the minimum qualifications, moved on to the interview process and a final overall score was developed for each firm based on the published criteria.

Based on the final scores and ranking, Cliff Drysdale Management was recommended for award by Staff. However, on January 11, 2019, the firm decided to withdraw their proposal and forego recommendation for award. The remaining firms were overbudget; therefore, the next step was to proceed to the "Best and Final Offers" (BAFOs) phase of the evaluation process and invite the proposers to submit their BAFOs. After careful re-evaluation following receipt of all the BAFOs, it was determined that Sweet Spot Tennis, LLC ranked the highest within budget for the HEB Tennis Center. Staff recommends award to Sweet Spot Tennis, LLC.

This new contract has allowed for monthly cost to the City to bring us closer to a self-sustaining status. In addition, tennis user fees were set in the contract to minimize concerns by the public of cost to use the facilities. These fees can only be changed with City approval. Staff has moved toward fulfilling Council recommendations.

**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:**

Parks and Recreation Department

**FINANCIAL IMPACT:**

Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2018-2019</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$49,656	\$225,250	\$274,906
Encumbered / Expended Amount	\$8,276	\$0.00	\$8,276
This item	\$29,750	\$225,250	\$255,000
BALANCE	\$11,630	\$0.00	\$11,630

Fund: General Fund

**Comments:**

**RECOMMENDATION:**

Staff recommends the approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Evaluation Matrix