

Memorandum



DATE December 8, 2017

CITY OF DALLAS

TO Honorable Members of the Quality of Life, Arts & Culture Committee: Sandy Greyson (Chair), Mark Clayton (Vice Chair), Rickey D. Callahan, Jennifer S. Gates, Scott Griggs, B. Adam McGough, Omar Narvaez

SUBJECT **December 13, 2017 City Council Addendum Item #1 – Tennis Center Management**

The subject item has been placed on the City Council Addendum for December 13, 2017. I am providing this informational memorandum and attachment because this item is not included on your Committee agenda for December 11, 2017.

The City owns five tennis centers:

- Samuell Grand Tennis Center, 6200 E. Grand Avenue
- Kiest Tennis Center, 2324 W. Kiest Boulevard
- L.B. Houston Tennis Center, 11225 Luna Road
- Fair Oaks Tennis Center, 7501 Merriman Parkway
- Fretz Tennis Center, 14700 Hillcrest Avenue

As described in the attachment, City Council approval of this item would authorize tennis professional and facility management concession contracts for all five municipal tennis centers for terms of five-years with one three-year renewal option and a total \$1,070,309 in estimated net revenue to the City.

For the past 38 years, the Park and Recreation Department has utilized a public/private partnership to manage and operate the City's tennis centers, which operate 364 days per year. Through these contracts, pro shop operations at each facility are to be managed by a certified tennis professional. The tennis professional is responsible for management, operation, staff, programs, and marketing of their respective facility at their expense. Activities conducted by each tennis professional includes tournaments, leagues, lessons, merchandising and concessions. The grounds will be maintained by Park and Recreation Department Staff.

The Dallas Park and Recreation Board approved this item at its meeting yesterday, December 7, 2017. Please let me know if you have any questions.

Joey Zapata
Assistant City Manager

Attachment

c: Honorable Mayor and Members of the City Council
T.C. Broadnax, City Manager
Larry Casto, City Attorney
Craig D. Kinton, City Auditor
Billerae Johnson, City Secretary (Interim)
Daniel F. Solis, Administrative Judge
Kimberly Bizzor Tolbert, Chief of Staff to the City Manager
Majed A. Al-Ghafry, Assistant City Manager

Jon Fortune, Assistant City Manager
Jo M. (Jody) Puckett, Assistant City Manager (Interim)
M. Elizabeth Reich, Chief Financial Officer
Nadia Chandler Hardy, Chief of Community Services
Raquel Favela, Chief of Economic Development & Neighborhood Services
Theresa O'Donnell, Chief of Resilience
Directors and Assistant Directors

STRATEGIC PRIORITY: Quality of Life

AGENDA DATE: December 13, 2017

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services
Park & Recreation Department

CMO: Elizabeth Reich, 670-7804
Willis Winters, 670-4071

MAPSCO: N/A

SUBJECT

Authorize a five-year concession service contract, with one three-year renewal option, for tennis center pro/manager management - TOPS Tennis, LLC estimated net revenue \$649,571, The Dallas Tennis Association estimated net revenue \$97,467, Lifetime Tennis, Inc. estimated net revenue \$201,000, and Rains Tennis Works, Inc. estimated net revenue \$122,271, most advantageous proposers of eight - Total Estimated Net Revenue: \$1,070,309

BACKGROUND

This five-year concession contract, with one three-year renewal option, will provide for tennis center pro/manager management. For the past 38 years, the Park and Recreation Department has utilized a public/private partnership to manage and operate the City's tennis centers which operate 364 days per year. The pro shop operations at each facility are managed by a certified tennis professional through this contract. The tennis professional is responsible for management, operation, staff, programs, and marketing of their respective facility at their expense. Activities conducted by each tennis professional include: tournaments, leagues, lessons, merchandising, and concessions. Park and Recreation Department staff maintain the grounds.

The City owns five full-service tennis centers:

- Fair Oaks Tennis Center, 7501 Merriman Parkway
- Fretz Tennis Center, 14700 Hillcrest Road
- Samuell-Grand Tennis Center, 6200 E. Grand Avenue
- Kiest Tennis Center, 2324 W. Kiest Boulevard
- L.B. Houston Tennis Center, 11225 Luna Road

BACKGROUND (continued)

A six member committee from the following departments reviewed and evaluated the qualifications:

- Park and Recreation Department (2)
- Department of Convention and Event Services (1)
- Water Utilities Department (1)
- Court & Detention Services (1)
- Office of Procurement Services (1)*

*The Office of Procurement Services only evaluated the financial commitment.

The committee selected the successful respondents on the basis of demonstrated competence and qualifications under the following criteria:

- Overall approach 40%
- Capability and expertise 30%
- The City and capital Improvement 30%

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out 2,894 email bid notifications to vendors registered under respective commodities. To further increase competition, the Office of Procurement Services uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, the Office of Business Diversity's ResourceLINK Team sent notifications to 25 chambers of commerce and advocacy groups to ensure maximum vendor outreach.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On December 7, 2017, the Park and Recreation Board authorized award of the service contract.

Members of the Quality of Life, Arts, & Culture Committee will receive information about this item via memorandum on December 8, 2017.

FISCAL INFORMATION

Estimated Net Revenue - \$1,070,308.74

M/WBE INFORMATION

- 620 - Vendors contacted
- 620 - No response
 - 0 - Response (Bid)
 - 0 - Response (No Bid)
 - 0 - Successful

The awardees have fulfilled the good faith effort requirements set forth in the Business Inclusion and Development (BID) Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended.

PROPOSAL INFORMATION

The Office of Procurement Services received the following bids from solicitation number BTZ1709. We opened them on March 24, 2017. We recommend the City Council award this concession service contract to the most advantageous proposers to the City by group. Information related to this solicitation is available upon request.

*Denotes successful proposers

<u>Proposers</u>	<u>Address</u>	<u>Amount</u>
*Tops Tennis, LLC	2309 Country Hollow Ln. Garland, TX 75040	Multiple Groups
*Dallas Tennis Association	14679 Midway Rd. Suite 104 Addison, TX 75001	Multiple Groups
*Lifetime Tennis, Inc.	3253 Alma Rd. McKinney, TX 75070	Multiple Groups
*Rains Tennis Works, Inc.	9727 Parkford Dr. Dallas, TX 75238	Multiple Groups
Baby Begin, LLC	3034 Montego Pl. Plano, TX 75023	Multiple Groups
Marvin/Mary Tennis Services	1410 Pagosa Trl. Carrollton, TX 75007	Multiple Groups
Evans Kurth Holdings, LLC	7916 Brijetta Dr. Frisco, TX 75034	Multiple Groups
Cliff Drysdale Management, LLC	625 Mission Valley Rd. New Braunfels, TX 78132	Multiple Groups

OWNERS

Tops Tennis, LLC

Chris Foltz, Executive Director
Brett Marcotte, Executive Director

Dallas Tennis Association

Sharon Chapple, President
Jane Morrill, Vice President
Anna Nallon, Secretary
Denise Lyle, Treasurer

Lifetime Tennis, Inc.

Matthew Hanlin, President

Rains Tennis Works, Inc.

Donald M. Rains Jr., President
Rose Mary Rains, Vice President