

CITY OF AUSTIN PARKS AND RECREATION DEPARTMENT

**Concessions and Contracts Committee Meeting
Caswell Tennis Center**

February 10, 2015



Background

- The Caswell Tennis Center was built in 1946 and is the oldest operating tennis facility in Texas.
- Located at 2312 Shoal Creek Blvd.
- 8 Lighted Tennis Courts
- 400 square feet of retail floor and wall space with restrooms and showers.



Request for Proposal (RFP) Process

- Proposals were accepted during a four week period – November 10 – December 9, 2014.
- Six Proposals were accepted and met minimum qualifications.
- PARD has completed a thorough evaluation and has identified a qualified vendor, who has demonstrated the capacity to deliver the requirements outlined in the scope within the project budget.

City of Austin Services

In this agreement, the City will:

- Grant vendor exclusive use of the Caswell Tennis Center during the term of the agreement.
- Receive 100% of court fee revenues (\$250,000 estimated 3-year revenues).
- Pay all utilities and telephone services.
- Maintain the facilities in good condition and repair.
- Provide a monthly management fee to be negotiated with successful vendor.
- Provide four parking hang tags for staff.
- Conduct quarterly meetings and random inspections to ensure all provisions of the contract are being met.

Vendor Services and Deliverables

In this agreement, the Vendor will:

- Conduct business in a manner that will reflect positively upon the Vendor and the City.
- Provide tennis programming, services and merchandise that directly promotes the use of the facility as a tennis center.
- Receive 100% of all revenues from lessons and retail sales.
- Collect all Council-approved fees and deposit fees into the City's account.
- Hire and train qualified staff and provide all custodial services and supplies.
- Enforce applicable municipal tennis center policies.

Agreement Terms and Conditions



Term:

- Initial – 3 Years
- Two additional 3-year renewal options
- Possible 9- year contract term

Monitoring:

- City will conduct quarterly meetings and random inspections to ensure all provisions of the contract are being met.
- City will appoint a contract manager, who will be serve as single point of contact for the agreement.

Requested Committee Action

Recommendation:

Staff requests that the Concessions and Contracts Committee make a recommendation to the Parks and Recreation Board to recommend to the City Council the authorization of the negotiation and execution of an agreement for the management and operation of the Caswell Tennis Center.

QUESTIONS/COMMENTS?

THANK YOU!

