



**CONCESSIONS AND CONTRACTS COMMITTEE
OF THE PARKS AND RECREATION BOARD**

Tuesday, September 15, 2015 - 12:00 p.m.

Parks and Recreation Department Main Office

200 South Lamar Blvd.

Austin, Texas 78704

MINUTES

A. CALL TO ORDER

The meeting was called to order at 12:03 p.m.

Board Members in Attendance:

Rick Cofer, Richard DePalma, Alesha Larkins, Francoise Luca; Jane Rivera, ex-officio

Committee members and staff introduced themselves.

B. CITIZEN COMMUNICATION

There were no requests or comments from Austin citizens at the September 15, 2015, Concessions and Contracts Committee.

C. NEW BUSINESS: DISCUSSION AND ACTION ITEMS (Copies of the reports can be found at http://www.austintexas.gov/cityclerk/boards_commissions/meetings/39_1.htm.)

1. A Concessions and Contracts Committee Orientation

- a. Contract Compliance staff, Beverly Mendez and Pat Rossett delivered a presentation to members that focused on the following:
 - i. Committee Purpose and Scope
 - ii. PARD Purchasing and Contracting
 - iii. Committee Process and Procedures
 - iv. Concessions and Contracts Committee Schedule

2. Make a recommendation to the Parks and Recreation Board to recommend to the Austin City Council the authorization of the negotiation and execution an agreement with the successful proposer for the management and operation of the Austin Tennis Center.

- a. Senior Event Coordinator, Lonnie Lyman, and Contract Compliance staff, Pat Rossett delivered a presentation to members that focused on the following:
 - i. Background of the Austin Tennis Center;
 - ii. Community engagement process that helped shape the Request for Proposal (RFP) Scope of Work;
 - iii. RFP process;
 - iv. Vendor services and deliverables;
 - v. City of Austin services and deliverables;
 - vi. Agreement terms and conditions; and

- vii. Recommendation.
 - b. Members had the following questions and comments:
 - i. Do all the tennis centers have similar terms in their agreements? *Yes.*
 - ii. Is the vendor evaluation matrix available for the committee's review? *A discussion ensued regarding the permissibility of releasing the scoring matrix and the need for members to have that information in order to make fully informed decisions. Staff was directed to ask the appropriate departments for additional guidance and information on when the vendor matrix can be released to the committee.*
 - c. Committee members unanimously agreed to place the item on the PARB consent agenda.
3. Make a recommendation to the Parks and Recreation Board to recommend to the Austin City Council the authorization of the negotiation and execution an agreement with Players Inc. for the operation of a food and beverage concession within Zilker Park.
- a. Kirk Scanlon, Contract Compliance staff, delivered a presentation to members that focused on the following:
 - i. Overview of Zilker Café;
 - ii. Public input process used in developing the RFP;
 - iii. Project goals stated in RFP; and
 - iv. RFP results.
 - b. Members had the following questions and comments:
 - i. Members expressed concern about the quality and variety of the food that will be provided by the vendor.
 - ii. Members expressed concern that without the vendor evaluation matrix information, members could not determine if the selected vendor was the most qualified or appropriate vendor. *Kirk Scanlon noted that the evaluation team consisted of himself, Edwin Marty (Food Policy Program Manager, Office of Sustainability), Kim McKnight (Project Coordinator, Community Projects, Preservation Planner/Cultural Resource Specialist), Charles Vaclavik (Division Manager, Central Parks), Joe Diaz (Central Parks Manager), Gary Gregson (Project Coordinator, Park Planning, Design & Construction) and Rey Hernandez (Landscape Architect, Park Planning, Design & Construction).*
 - c. Committee members unanimously agreed to **not recommend** the approval of the negotiation and execution of an agreement with Players Inc. for the operation of a food and beverage concession within Zilker Park until the vendor evaluation matrix is available for Board review, and a full discussion is conducted by PARB. The Committee recommended that a full discussion of this item be included on the non-consent portion of the PARB agenda.

D. COMMITTEE COORDINATOR REPORT

- 4. Contract compliance staff, Pat Rossett, provided members with a sample of a previous coordinator report and requested that members review the format and provide feedback on the format at the next meeting.

E. COMMITTEE SCHEDULE

- 5. Members agreed to have the Committee meet the first Tuesday of every month at noon. Meetings will be held in the PARD Administration Conference Room.

F. FUTURE ITEMS FROM COMMITTEE MEMBERS

Committee member requested that staff:

- 1. Provide the Committee with a briefing and update on the Radisson Hotel Agreement.

2. Provide the Committee a draft of the Annual Concession Report for its review and comment.
3. Inquire about the possibility of blind copying committee members on their personal email addresses, because there have been difficulties with the City's Boards and Commissions email system.
4. Provide information on when the vendor matrix can be released to the Committee.
5. Ask the appropriate departments for additional guidance and information on when the vendor matrix can be released to the Committee.

G. ADJOURNMENT

Jane Rivera adjourned the meeting at 2:00 p.m.

DRAFT