



Legislation Text

File #: 17-088, Version: 1

TO: Mayor and Commissioners
FROM: Suzanne Fisher, Parks & Recreation Director
THROUGH: Chief Neal de Jesus, Interim City Manager
DATE: June 20, 2017

AWARD OF AN AGREEMENT TO DUBIN & ASSOCIATES INC. FOR MUNICIPAL TENNIS CENTER AND DELRAY SWIM AND TENNIS CLUB MANAGEMENT SERVICES

Recommended Action:

Motion to Award a two-year Agreement to Dubin & Associates Inc., for an annual amount of \$70,000 for management services for a not-to-exceed amount of \$140,000 for the term of the Agreement with all approved expenses paid by the City, for the Municipal Tennis Center and Delray Swim and Tennis Club Management Services.

Background:

On June 27, 2016, a Request for Proposals, RFP No. 2016-086-2 for Municipal Tennis Center and Delray Swim and Tennis Club Management Services was advertised. On September 8, 2016 City Commission approved the ranking and authorized staff to negotiate an Agreement with Dubin & Associates Inc. The Agreement staff is presenting to Commission is for an annual amount of \$70,000 for management services for a not-to-exceed amount of \$140,000 for the term of the Agreement with all approved expenses paid by the City.

The Agreement includes performance metrics that address gross tennis and retail merchandise revenues; tennis programs, especially those targeting community groups or underserved populations; and general maintenance, housekeeping and cleanliness. Additionally, the Agreement includes an incentive if performance metrics are met as well as forfeiture of a portion of the management fee for failure to meet the established performance metrics. The firm will provide administrative oversight of all key operating areas such as the pro-shop services, court maintenance, lessons, as well as site and building maintenance. The term of the Agreement is for two years with two, one-year options to renew.

This recommendation complies with the City Code of Ordinances, Chapter 36, Section 36.02 (A)(2), "*Request for Proposals, Requests for Qualifications, Requests for Letters of Interest*".

City Attorney Review:

Approved as to form and legal sufficiency.

Finance Department Review:

Finance recommends approval.

Funding Source:

Funding is available from account numbers 001-4210-575.34-90 and 001-4215-575.34-90 (General Fund: Other Contractual Services).