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**CITY COUNCIL AGENDA ITEM**

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**TO:** Mayor & City Council

**DATE:** July 31, 2012

**FROM:** John McDonough, City Manager

**AGENDA ITEM:** Update on the Sandy Springs Tennis Operations Contract RFP

**MEETING DATE:** For Submission onto the August 7, 2012, City Council Work Session Meeting Agenda

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*BACKGROUND INFORMATION: (Attach additional pages if necessary)*

See attached:

Memorandum

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APPROVAL BY CITY MANAGER:                     JMM                     APPROVED

\_\_\_\_\_ NOT APPROVED

PLACED ON AGENDA FOR:           8/7/2012          

CITY ATTORNEY APPROVAL REQUIRED: (  ) YES (  ) NO

CITY ATTORNEY APPROVAL:                     [Signature]                    

REMARKS:



To: John McDonough, City Manager  
From: Ronnie Young, Recreation & Parks Director  
Date: July 25, 2012 for Submission into the August 7, 2012 City Council Work Session Agenda  
Description: Update on the Request for Proposal for a contract to operate the Sandy Springs Tennis Center

- The RFP is scheduled to be released August 8, 2012 to offerors. The RFP timeline process is:

#### **TIME LINE SCHEDULE OF EVENTS**

1. RFP development and release----- August 8, 2012
  2. Deadline for questions-----August 29, 2012
  3. RFP scoring committee in place ----- September 3, 2012
  4. RFP due back to the city ----- September 13, 2012
  5. RFP scoring completed----- September 28, 2012
  6. Finalist personal presentations----- October 4 or 5, 2012
  7. Review with City Manager----- October 11, 2012
  8. Council consideration ----- November 6, 2012
  9. Modification and contract development----- November 30, 2012
  10. Transition of management at the center----- December 2012, 2012
- The scoring committee consists of three professional Recreation and Parks Directors that are very familiar with tennis center operations and an Assistant City Manager from our City.
  - There will be modifications to the previous operations contract including:
    1. The contractor will pay for all utilities, custodial and up keep of the facility. The cost estimate is \$82,000.00 per year.
    2. We have left the payment terms open depending on the proposals.
  - The new contractor will begin operation of the center January 1, 2013

*Recreation  
and Parks*