



MEMORANDUM

Council Agenda
Item No. IX. AV
3/25/2025

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Resolution waiving Guidelines and Procedures for Professional Consultant Selection for the purchase of consultation services and approving a Professional Services Agreement with The Collective Best to study and evaluate management and operations of the C.B. Cameron Park Sports Complex and the Southlakes Park Sports Complex, and approving the Phase 2 and 3 Scope of Work, estimated cost \$72,000. Wards 3 and 8.

Deferred from March 11, 2025.

Purpose:

In 2023, the Parks and Recreation Department requested informal quotes for consultation services on how to best meet the operational and management needs of the multifield soccer sports complexes owned by The City of Oklahoma City. The desired deliverables for these services were:

1. Comprehensive recommendations and a strategic action plan for long-term success for the operation and management of the soccer complexes.
2. Assistance in development and evaluation of RFP responses for 3rd party management companies, should the assessment determine one is needed.
3. Consultation to assist with the review and evaluation of the submitted RFP responses.

The Collective Best has completed a significant portion of Phase 1 of the project to investigate and analyze the existing conditions of both parks' sports complexes. The Collective Best is best positioned to complete the project to efficiently develop a business start-up cost evaluation, develop a 2-year operating pro-forma, evaluate the existing field inventory, provide a list of additional FF&E needed for the operation of each park, conduct a cash flow analysis, and determine if an annual subsidy could be necessary for a transition in facility operations and management. They also have the background, experience, and a comprehensive understanding of Oklahoma City, its demographics, and Parks and Recreation Department operations to assist in developing the best framework for an RFQ and subsequent RFP, if warranted. Completion of the project requires an amount in excess of the \$50,000 informal departmental quote that was used to complete Phase 1.

Waiving the Guidelines and Procedures for Professional Consultant Section and approving a Professional Services Agreement with The collective Best would be in the best interest of time, efficiency, and use of financial resources. The Collective Best was the best qualified proposer and

provided the lowest and most comprehensive quote.

Estimated Cost:

\$72,000

Source of Funds:

Parks O&G Royalties > OCITY > 182X > Assigned > G > Parks Special Purpose > Recreation
Needs Assessment > Other Services & Charges (1839>5507000>SP2021PK001>52890001)

Review:

Parks and Recreation

Recommendation: Resolution be adopted.