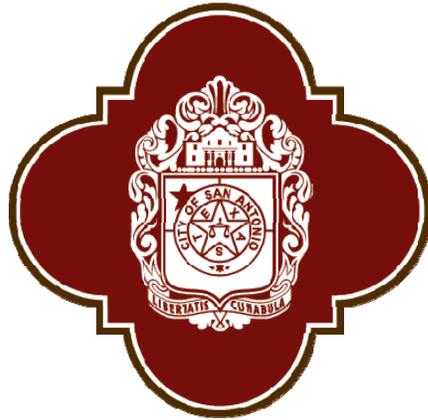


CITY OF SAN ANTONIO

DEPARTMENT FOR CULTURE AND CREATIVE DEVELOPMENT



**REQUEST FOR PROPOSAL
("RFP")**

for

LA VILLITA – RETAIL SHOPS, GALLERIES &
WORKING ARTIST GALLERIES

RFP-015-056

Release Date: JUNE 7, 2015

Proposals Due: AUGUST 7, 2015

002- TABLE OF CONTENTS

		Page Number
002	Table of Contents	2
003	Background	3
004	Scope of Service	6
005	Additional Requirements	7
006	Term of Contract	8
007	Pre-Submittal Conferences	8
008	Proposal Requirements	9
009	Changes to RFP	10
010	Submission of Proposal	10
011	Restrictions on Communication	11
012	Evaluation of Criteria	12
013	Award of Contract and Reservation of Rights	13
014	Schedule of Events	14
Section 015		
RFP Exhibits		
RFP Exhibit 1	SBEDA Ordinance Compliance Provisions	15
RFP Exhibit 2	Insurance Requirements	22
RFP Exhibit 3	Indemnification Requirements	24
RFP Exhibit 4	Local Preference Program	25
RFP Exhibit 5	Veteran-Owned Small Business Preference Program	26
RFP Exhibit 6	October 12, 1939 Ordinance	27
RFP Exhibit 7	Urban Marketing Collaborative (UMC) – La Villita Retail Management Study	28
RFP Exhibit 8	La Villita Ad Hoc Committee Final Report Mission Statement and Guiding Principles for La Villita	29
RFP Exhibit 9	Building Information	30
RFP Exhibit 10	Arts & Crafts Definitions	31
RFP Exhibit 11	Lease Agreement	32
Section 016		
RFP Attachments		
Respondent's Proposal must contain the following documents. These forms can be found as attachments to this RFP or web links, as indicated.		
Attachment A, Part 1	General Information	33
Attachment A, Part 2	Experience, Background, Qualifications	38
Attachment A, Part 3	Proposed Plan	39
Attachment B	Price Schedule	44
Attachment C	Contracts Disclosure Form	46
Attachment D	Litigation Disclosure Form	47
Attachment E	SBEDA Form	48
Attachment F	Local Preference Program Identification Form	49
Attachment G	Veteran-Owned Small Business Preference Program Identification Form	50
Attachment H	Signature Page	51
Attachment I	Proposal Checklist	52

003 - BACKGROUND

The City of San Antonio, Department for Culture and Creative Development (“City”) seeks proposals from qualified Respondents interested in operating a retail establishment in the Historic La Villita District at 504 Villita Street, various buildings, San Antonio, Bexar County, Texas.

The goals of the La Villita RFP are to:

- enhance the visitor experience for residents and tourists;
- advance toward the objectives of the 1939 La Villita Ordinance;
- encourage participation by local artists, artisans, and creative businesses to partner in an arts village to augment the artistic aspects of the facility;
- support the vision established by the 2010 La Villita Ad Hoc Committee;
- increase cultural tourism opportunities; and
- implement recommendations of various La Villita studies completed since 2006.

The City is currently implementing additional initiatives through the FY15 budget process to support the development of La Villita Historic Arts Village, including:

- Maverick Plaza Lighting
- Arneson Theatre repairs & upgrades
- Sound and Music Improvements
- Signage and Way-finding
- Strategic Marketing Plan and Website
- Methods & Materials Assessment Study
- More welcoming and visible entrance to La Villita on Alamo Street

The City of San Antonio

San Antonio captures the spirit of Texas. Now the eighth largest city in the United States, San Antonio welcomes close to 26 million visitors a year. It has retained its sense of history and traditional charm, while becoming a major 21st century hub for international business and biotechnology. The city has been a crossroads since its founding in the 18th century, when Spanish priests established Mission San Antonio de Valero. This, of course, would become known as The Alamo, the number-one tourist draw in Texas.

Historic La Villita

La Villita is a unique historic and culturally significant facility located on the banks of the San Antonio River in downtown San Antonio, dating back as far as the 18th century. The residences and shops of La Villita developed on the east bank of river as a settlement adjacent to Mission San Antonio de Valero (The Alamo). La Villita’s history has revolved around its function as a welcoming place for new immigrants. During its history, the homes have been replaced, changed ownership, and often took on several different functions. The variety of architectural style reflects the 19th century cultural mix.

During Texas’ battle for independence, La Villita was the site where Mexican General Cos surrendered in 1835 and where General Santa Anna positioned some of his soldiers during the siege of the Alamo in 1836. La Villita continued its growth through the late 19th century and was home to stonemasons, watchmakers, cabinetmakers, saloon keepers, dressmakers, lawyers and lawyers. The German Methodist Episcopal Church was built in 1879 and the McAllister grocery store in 1880. By the 20th century the church was organized into the city’s first Episcopal Church for African-Americans, St. Philip’s.

La Villita experienced a decline in the early 20th century, but city leaders acted to preserve this important piece of history. In 1939 the city embarked on a joint effort with the National Youth Administration (NYA) to restore La Villita. To promote its commitment to the project, the City Council passed an ordinance (RFP Exhibit 6) on October 12, 1939, which defined specific goals, objectives, and policies for La Villita.

Renovation and Expansion

The ordinance was a model for historic preservation and development. The initial restoration of six houses began in October 1939. Dedicated in May 1941, La Villita became a center for community events and home to artists and art galleries. La Villita continued to expand with the purchase of the St. Philip's property in 1947 and the McAllister building in 1949. In 1974, La Villita increased by 25% with the addition and restoration of the five JoyKist Candy Company buildings. In 1969, the City established the La Villita Historic District to consist of various shops and galleries promoting the tradition of arts and crafts.

In 1981, City Council authorized \$2 million for renovation. A resolution passed on July 7, 1981, re-confirmed the goals, objectives and policies established in 1939 and emphasized that all leased facilities within the historic La Villita district shall be utilized for the sole purpose of promoting, manufacturing and/or retail sales of arts, crafts and related skills. Since then La Villita has been home to artisans and craftspeople, shops and restaurants. There are several plazas that play host to a variety of events, festivals, weddings, and banquets and the Little Church of La Villita host numerous weddings.

Retail Management Study

In 2009 the Urban Marketing Collaborative (UMC) completed a La Villita Retail Management Study. UMC issued a report (**Exhibit 7**) finding that La Villita is utilized among competing interests as a public venue, a rental space for special events, and a historically unique retail center. The UMC Retail Management Study cited several concerns, including the following:

"The largest obstacle to La Villita's success is the current inconsistent experience that is portrayed. With such a small retail area, there is an overwhelming need for the La Villita experience to be focused, intensified, and consistent."

*"**Retail Mix:** due to the small amount of retail space, every business must count towards fulfilling the vision. The conflicting identity and inconsistent quality of the retailers must be addressed... it is extremely important to manage the retailer mix to include an ideal assortment of goods and services."*

*"**Merchandising:** From a competitive retail perspective, La Villita retail merchandising is inconsistent and varies from mediocre to excellent. A number of retailers have exciting and inviting retail formats that are positioned well in the San Antonio market. Other retailers have a more casual retail merchandising approach often matching the types of products sold in their store."*

*"**Financial performance:** La Villita is not meeting its sales requirements, rent is lower than market levels, there are insufficient resources to effectively manage, and lease conditions are difficult to enforce."*

*"**Hours of operation:** inconsistent"*

The UMC Study recommended:

"Improved retail management is required. This is in the form of stronger control over leasing and recruitment, marketing and promotions, retailer operations (e.g., hours of operation, use clauses), and retail layout and mix. It is important that each artisan and retail business in La Villita make an impact and develop a consistent brand image of the best artisan and craftspeople experience they can offer"

In 2010, the city created an Ad Hoc Committee to review the UMC recommendations. The Ad Hoc Committee included stakeholder and community representatives from the Conservation Society, HemisFair Park LGC, CPS, Downtown Alliance, Cultural Arts Board, Downtown Residents Association, CVB Commission, and the HDRC. The committee held numerous public input and community meetings to develop a mission statement and guiding principles for La Villita, and submitted a report in October 2010 (**Exhibit 8**).

In October 2013, the Department for Culture and Creative Development (DCCD) assumed management of La Villita with the intent of increasing cultural tourism opportunities, community utilization, and the artistic and historic aspects of the facilities. DCCD has reviewed recommendations of the UMC Retail Study and the Ad Hoc Committee with tenants and public and private stakeholders. Based on this review and analysis, DCCD is releasing this RFP to achieve enhanced development of the facility and support SA2020 Downtown Development goals.

I. PROPERTY

504 Villita Street, 7 Buildings

The City-owned facilities listed above are approximately 18,072 square feet of retail space within twenty (20) buildings comprising twenty-two (22) lease spaces. Seven (7) buildings of the twenty-two lease spaces will be offered under this solicitation. Please refer to Exhibit 9 for utilities, heating/cooling, and water connections for each individual building.

II. THE ENVIRONS

La Villita is located within an area that will soon experience significant economic investment and development. This investment is occurring in both the public and private sectors with projects that include the following:

Hemisfair Park (HPARC):

In 2009, the City of San Antonio formed the Hemisfair Park Area Redevelopment Corporation (HPARC) to assist with acquiring property, planning, developing, and constructing projects within Hemisfair. The HPARC plan incorporates diverse, pedestrian spaces and “Complete Streets” to accommodate a range of user groups and increase overall mobility, access and safety.

Hemisfair’s redevelopment spawns a powerful urban economic generator; an anticipated half-billion dollars in direct private investment is expected, reenergizing new residential and business development opportunities. The Hemisfair plan features three urban parks, hidden parking, and specially paved, multiuse streets bordered by vendors and cafés. The first of the parks, Yanaguana Garden, will begin construction in the fall of 2014, with an expected completion date in the spring of 2015. A Civic Park and Tower Park will follow in 2018 and 2020. HPARC envisions Hemisfair as a magnet for people – both locals and visitors – and its ultimate transformation into an urban neighborhood bolstered by the power of collective living.

SA2020, our community’s written expectations for our future, features downtown specifically as a key area of concentration.

San Antonio River Walk:

The River Walk is the second most popular tourist destination in San Antonio. Twenty feet below sea level, the San Antonio River winds between beautifully landscaped paths, bordered by hotels, restaurants, bars and shops. Developed in the 1960s, the River Walk is now a major income generator for the city.

The River Walk stretches for approximately five miles from the Pearl Brewery on the north to the King William Historic District on the south. Rio San Antonio, the river’s floating transportation system, provides a novel method of sightseeing and people-watching downtown. Groups can also dine aboard open-air cruisers as they wind their way along the scenic waterway. River taxis deliver visitors to 40 riverside sites, including the newly expanded Henry B. Gonzalez Convention Center right across the street from La Villita.

Henry B. Gonzalez Convention Center & Expansion Project:

The Convention Center, across South Alamo Street from La Villita, is undergoing a 776,000-square-foot expansion. In addition, 49,000 square feet will be renovated, and the original West Building of 1968 will be demolished to make way for state-of-the-art facilities. Already the Convention Center hosts more than 300 events a year and the expansion will attract even more business. The projected date of completion is summer 2016 and all work will take place while the building is in full operation.

004 - SCOPE OF SERVICE

The City of San Antonio is seeking proposals from prospective tenants who are qualified to operate and maintain retail businesses in **seven (7)** buildings in the La Villita Historic Arts Village. The City’s primary objective in this RFP is to secure retail operations under the category of Working Artist Studio Gallery, Gallery and Retail Shop that will be financially viable, profitable and will be maintained and operated at the highest standards. It is the City desires to offer locals and tourists first-class retail shops on a year-round basis.

The City further requires safety, cleanliness and a service quality commensurate with the authentic atmosphere which the City is seeking to promote within the Historic La Villita Arts Village. In addition, another objective is to have operations that will make a significant improvement to the visual quality and ambience of La Villita and its community. The term of the lease will commence on November 1, 2015.

Recommended Space Usage

This RFP offers seven (7) separate buildings for six (6) retail opportunities within the La Villita Historical Arts Village. Information on each individual space, including utilities, heating/cooling and water connections, offered is illustrated in RFP Exhibit 9.

Below is a listing of the buildings and recommended use. The usage below is a recommendation. Respondents may propose on any building with a category different from the recommend usage listed below:

Recommended Use	Bldg #	Total SqFt
Retail Shop	7	672
Working Artist Studio	14B & C	850
Working Artist Studio	22	1235
Gallery	8	1547
Gallery	25	759
Gallery	17	326

Proposed Categories

It is the City’s intent to award a total of six (6) leases based on the following allocation:

- two (2) leases will be awarded under the category of Working Artist Studio;
- three (3) leases will be awarded under the category of Gallery; and
- one (1) lease will be awarded under the category of Retail Shop.

Respondents may **not** submit a proposal on more than two categories. Respondents may **not** submit multiple proposals in a single category. Each proposal must be submitted individually and separately based on category. The categories and descriptions within this RFP include:

Category A - Working Artist Studio Gallery

Working Artist Studio Gallery is defined: *as a retail business managed and operated by a working artist, artisan, or craft person that exhibits and sells works of art or craft that are produced by hand. A minimum of 50% of art or craft exhibited and available for purchase must be created/produced within the gallery by hand by the artist, artisan, craft person, or artist collaborative operating and managing the gallery. An additional 40% of the art or craft exhibited and available for purchase must be created/produced by hand by an artist, artisan, or craft person, either off premises or on the premises.*

Category B - Gallery

A Gallery is defined as: *a retail business that exhibits and sells works of art or craft that are produced by hand off premises. A minimum of 90% of art or craft exhibited and available for purchase must be created and/or produced by hand by an artist, artisan, or craft person off premises.*

Category C - Retail Shops

A Retail Shop is defined as: *a retail business sells well designed goods, products, and items, that may include but not be limited to clothing, apparel, and accessories for men, women, children, babies, and pets and/or well designed items for the home and garden.*

Compensation to the City

In consideration of the rights and privileges to be granted to the Selected Respondent by the City, the selected respondent will pay to the City, on a monthly basis, a proposed Rental Rate equal to or greater than the minimum cost per square foot listed below.

Minimum Rate accepted in RFP Proposals

- \$1.25 - Retail Shop
- \$1.00 - Working Artist Studio
- \$1.15 - Gallery

Minimum rate does not include the monthly fees for utilities or common area maintenance (CAM). Utilities and CAM fees are separate and apart from the monthly rental rates. The utility and CAM fees are outlined in terms of the Lease Agreement (see Exhibit 11).

005 - ADDITIONAL REQUIREMENTS

Intellectual Property.

If selected, Respondent agrees to abide by the following regarding intellectual property rights:

Respondent shall pay all royalties and licensing fees. Respondent shall hold the City harmless and indemnify the City from the payment of any royalties, damages, losses or expenses including attorney's fees for suits, claims or otherwise, growing out of infringement or alleged infringement of copyrights, patents, materials and methods used in the project. It shall defend all suits for infringement of any Intellectual Property rights. Further, if Respondent has reason to believe that the design, service, process or product specified is an infringement of an Intellectual Property right, it shall promptly give such information to the City.

Upon receipt of notification that a third party claims that the program(s), hardware or both the program(s) and the hardware infringe upon any United States patent or copyright, Respondent will immediately:

Either:

obtain, at Respondent's sole expense, the necessary license(s) or rights that would allow the City to continue using the programs, hardware, or both the programs and hardware, as the case may be, or,

alter the programs, hardware, or both the programs and hardware so that the alleged infringement is eliminated, and

reimburse the City for any expenses incurred by the City to implement emergency backup measures if the City is prevented from using the programs, hardware, or both the programs and hardware while the dispute is pending.

Respondent further agrees to:

assume the defense of any claim, suit, or proceeding brought against the City for infringement of any United States patent or copyright arising from the use and/or sale of the equipment or software under this Agreement,

assume the expense of such defense, including costs of investigations, reasonable attorneys' fees, expert witness fees, damages, and any other litigation-related expenses, and

indemnify the City against any monetary damages and/or costs awarded in such suit;

Provided that:

Respondent is given sole and exclusive control of all negotiations relative to the settlement thereof, but that Respondent agrees to consult with the City Attorney of the City during such defense or negotiations and make good faith effort to avoid any position adverse to the interest of the City,

the Software or the equipment is used by the City in the form, state, or condition as delivered by Respondent or as modified without the permission of Respondent, so long as such modification is not the source of the infringement claim,

the liability claimed shall not have arisen out of the City's negligent act or omission, and the City promptly provide Respondent with written notice within 15 days following the formal assertion of any claim with respect to which the City asserts that Respondent assumes responsibility under this section.

Ownership and Licenses.

In accordance with Texas law, Respondent acknowledges and agrees that all local government records created or received in the transaction of official business or the creation or maintenance of which were paid for with public funds are declared to be public property and subject to the provisions of Chapter 201 of the Texas Local Government Code and Subchapter J, Chapter 441 of the Texas Government Code. Thus, no such local government records produced by or on the behalf of Respondent pursuant to this Contract shall be the subject of any copyright or proprietary claim by Respondent.

The term "local government record" as used herein shall mean any document, paper, letter, book, map, photograph, sound or video recording, microfilm, magnetic tape, electronic medium, or other information recording medium, regardless of physical form or characteristic and regardless of whether public access to it is open or restricted under the laws of the state, created or received by local government or any of its officials or employees pursuant to law including an ordinance, or in the transaction of official business.

Respondent acknowledges and agrees that all local government records, as described in herein, produced in the course of the work required by any contract awarded pursuant to this RFP, will belong to and be the property of City. Respondent, if awarded this contract, will be required to turn over to City, all such records as required by said contract. Respondent, if awarded this contract, shall not, under any circumstances, release any records created during the course of performance of the contract to any entity without City's written permission, unless required to do so by a Court of competent jurisdiction.

In accordance herewith, Respondent, if selected, agrees to comply with all applicable federal, state and local laws, rules and regulations governing documents and ownership, access and retention thereof.

006 - TERM OF CONTRACT

The anticipated term for a contract awarded in response to this RFP is five (5) years. The City shall have the option to renew under the same terms and conditions for up to two (2) additional two (2) year extensions. All renewals shall be in writing and signed by the Director, or their designee, without further action by the San Antonio City Council.

007 - PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held at the City of San Antonio, Mission Branch Library Meeting Room, 3134 Roosevelt Avenue, San Antonio, Texas 78214 at 9:00 AM Central Time, on June 26, 2015. Respondents are encouraged to prepare and submit their questions in writing three (3) calendar days in advance of the Pre-Submittal Conference in order to expedite the proceedings. City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference and posted with this solicitation. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

This meeting place is accessible to disabled persons. The Mission Branch Library Meeting Room is wheelchair accessible. The accessible entrance is located at 3134 Roosevelt Avenue. Accessible parking spaces are located outside the Mission Branch Library. Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral response given at the Pre-Submittal Conference that is not confirmed in writing and posted with this solicitation shall not be official or binding on the City. Only written responses shall be official and all other forms of communication with any officer, employee or agent of the City shall not be binding on the City. Respondents are encouraged to resubmit their questions in writing, to the City Staff person identified in the Restrictions on Communication section, after the conclusion of the Pre-Submittal Conference.

008 - PROPOSAL REQUIREMENTS

Respondent's Proposal shall include the following items in the following sequence, noted with the appropriate heading as indicated below. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

Only hard copy proposals will be accepted. Submit one original signed in ink, **10 copies** and one copy of the proposal on compact disk (CD) containing an Adobe PDF version of the entire proposal. Each of the items listed below must be labeled with the heading indicated below as a separate file on the CD.

TABLE OF CONTENTS

EXECUTIVE SUMMARY. The summary shall include a statement of the work to be accomplished, how Respondent proposes to accomplish and perform each specific service and unique problems perceived by Respondent and their solutions.

GENERAL INFORMATION FORM. Use the Form found in this RFP as Attachment A, Part One.

EXPERIENCE, BACKGROUND & QUALIFICATIONS. Use the Form found in this RFP as Attachment A, Part Two.

PROPOSED PLAN. Use the Form found in this RFP as Attachment A, Part Three.

PRICE SCHEDULE. Use the Price Schedule that is found in this RFP as Attachment B.

CONTRACTS DISCLOSURE FORM. Use the Form in RFP Attachment C which Respondent must download a copy at:

<https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>.

Instructions for completing the Contracts Disclosure form:

Download form and complete all fields. All fields must be completed prior to submitting the form.

Click on the "Print" button and place the copy in your proposal as indicated in the Proposal Checklist.

LITIGATION DISCLOSURE FORM. Complete and submit the Litigation Disclosure Form, found in this RFP as Attachment D. If Respondent is proposing as a team or joint venture, then all persons or entities who will be parties to the contract (if awarded) shall complete and return this form.

SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) PROGRAM FORM(S). Complete, sign and submit any and all SBEDA form(s), found in this RFP as Attachment E.

LOCAL PREFERENCE PROGRAM (LPP) ORDINANCE IDENTIFICATION FORM. Complete, sign and submit LPP Identification Form found in this RFP as Attachment F.

VETERAN-OWNED SMALL BUSINESS PREFERENCE PROGRAM IDENTIFICATION FORM. Complete, sign and submit VOSB Identification Form found in this RFP as Attachment G.

PROOF OF INSURABILITY. Submit a letter from insurance provider stating provider's commitment to insure the Respondent for the types of coverages and at the levels specified in this RFP if awarded a contract in response to this RFP. Respondent shall also submit a copy of their current insurance certificate.

SIGNATURE PAGE. Respondent must complete, sign and submit the Signature Page found in this RFP as Attachment H. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of a corporate respondent or partner of partnership respondent shall be accompanied by evidence of authority.

PROPOSAL CHECKLIST. Complete and submit the Proposal Checklist found in this RFP as Attachment I.

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

009 - CHANGES TO RFP

Changes to the RFP, made prior to the due date for proposals shall be made by issuing Addendums. It is Respondent's responsibility to check for Addendums until the proposal due date. City will assume that all Respondents have reviewed all Addendums by the day proposals are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFP.

010 - SUBMISSION OF PROPOSAL

All proposals must be submitted in hard copy format only.

Submission of Hard Copy Proposals.

Respondent shall submit one original, signed in ink, **10 copies** and one copy of the proposal on compact disk (CD) containing an Adobe PDF version of the entire proposal in a sealed package clearly marked with the project name, **“La Villita – Retail Shops, Working Artist Studio Galleries & Galleries”** on the front of the package.

Proposals must be received in the Office of the City Clerk no later than 11 a.m., Central Time, on August 7, 2015 at the address below. Any proposal or modification received after this time shall not be considered, and will be returned, unopened to the Respondent. Respondents should note that delivery to the P.O. Box address in a timely manner does not guarantee its receipt in the Office of the City Clerk by the deadline for submission. Therefore, Respondents should strive for early submission to avoid the possibility of rejection for late arrival.

Mailing Address:

Office of the City Clerk
Attn: **“La Villita – Retail Shops, Galleries and Working Artist Galleries”**
P.O. Box 839966
San Antonio, Texas 78283-3966

Physical Address:

Office of the City Clerk
Attn: **“La Villita – Retail Shops, Galleries and Working Artist Galleries”**
100 Military Plaza
2nd Floor, City Hall San Antonio, Texas 78205

Proposals sent by facsimile or email will not be accepted.

Proposal Format. Each proposal shall be typewritten, single spaced and submitted on 8 ½" x 11" white paper. Place proposal inside a three ring binder. The use of recycled paper and materials is encouraged. Unnecessarily elaborate brochures, artwork, bindings, visual aids, expensive paper or other materials beyond that sufficient to present a complete and effective submission are not required. Font size shall be no less than 12-point type. All pages shall be numbered and, in the case of hard copy submissions, printed two-sided. Margins shall be no less than 1" around the perimeter of each page. A proposal response to RFP Attachment A, Part 1– General Information form may not exceed 75 pages in length. Websites, or URLs shall not be submitted in lieu of the printed proposal. Each proposal must include the sections and attachments in the sequence listed in the RFP Section 008, Proposal Requirements, and each section and attachment must be indexed, divided by tabs and indexed in a Table of Contents page. The CD shall contain each separate section as a separate file. Failure to meet the above conditions may result in disqualification of the proposal or may negatively affect scoring.

Modified Proposals. Proposals may be modified provided such modifications are received prior to the due date for submission of proposals and submitted in the same manner as original proposal. Provide a cover letter with the proposal, indicating it is a modified proposal and that the Original proposal is being withdrawn.

Correct Legal Name.

Respondents who submit proposals to this RFP shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the General Information form found in this RFP as Attachment A, Part One.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Director of the Department for Culture and Creative Development shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

Firm Offer. All provisions in Respondent's proposal, including any estimated or projected costs, shall remain valid for one hundred eighty (180) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.

Confidential or Proprietary Information. All proposals become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

Cost of Proposal. Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal, the Pre-Submittal conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.

011 - RESTRICTIONS ON COMMUNICATION

Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.

Exceptions to the Restrictions on Communication with City employees include:

Respondents may ask verbal questions concerning this RFP at the Pre-Submittal Conference.

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **3 p.m.**, Central Time, on **Friday, July 10, 2015**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Debra Light, Procurement Specialist 3
City of San Antonio, Finance Department/Purchasing Division
Debra.light@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

Respondents and/or their agents are encouraged to contact the Small Business Office of the Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the SBEDA form. The point of contact is David Rodriguez. Mr. Rodriguez may be reached by telephone at (210) 207-0071 or by e-mail at David.Rodriguez3@sanantonio.gov. *This exception to the restriction on communication does not apply, and there is no contact permitted to the Small Business Office regarding this solicitation, after the solicitation closing date.*

Respondents may provide responses to questions asked of them by the Staff Contact Person after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, Respondents shall not bring lobbyists. The City reserves the right to exclude any persons from interviews as it deems in its best interests.

Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm, anticipated City Council agenda date and a review of the solicitation process.

City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City. Such negotiations, initiated by City staff persons, shall not be considered a violation by Respondent of this section.

012 - EVALUATION OF CRITERIA

The City will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. The City may appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the items listed below. The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, or more, or none of the Respondents to provide services. Final approval of a selected Respondent is subject to the action of the City of San Antonio City Council.

Evaluation criteria:

1. Experience, Qualifications and Background (25 Points)

This criterion considers the respondent's qualifications and background based on an assessment of prior experience. This criterion includes, but is not limited to, factors such as the comparative size and performance of the respondent's other businesses; respondent's experience with the proposed concepts; respondent's references; and the experience and qualifications of designated on-site management and staff.

2. Concept and Theme Development (30 Points)

This criterion considers the nature and variety of the proposed plan, including concept and merchandising; breadth, depth and originality of offerings; artistic uniqueness; impact and/or enhance the visitor experience; innovation; and compatibility with the overall vision for La Villita.

3. Capital Improvements (10 points)

This criterion considers the physical design and construction of the facilities including innovation and creativity of concepts; quality of materials; floor plans; merchandising displays; and quality of graphics and signage.

4. Price Schedule (10 points)

Financial projections and proposed monthly rental rate shall be evaluated based on the overall compensation to the City. The respondent(s) with the highest compensation to the City will receive 10 points. All other respondents will receive a percentage of points based on the variance of the compensation from the highest proposal.

For example, if a respondent proposes a compensation that equals 75% of the highest proposed fee, that respondent will receive 75% of the total possible points.

5. Small Business Economic Development Advocacy Program (SBEDA) (10 points)

SBE Prime Contract Program – 10 pts.

Certified SBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area responding to this solicitation as Prime Contractors proposing at least 51% SBE participation (Prime and/or Subcontractor) will receive ten (10) evaluation criteria percentage points

6. Local Preference (LPP) Ordinance (up to 10 points)

Ten (10) valuation points for local businesses headquartered within the incorporated San Antonio City limits, **OR**; Five (5) evaluation points for a business with an office within the incorporated limit of the City, which has been established for at least one year, from which at least 100 of its employees **OR** at least 20% of its total full-time, part-time and contract employees are regularly based; and from which a substantial role in the business's performance of a commercially useful function or a substantial part of its operations is conducted by those employees.

7. Veteran Owned Small Business Preference Program (VOSBPP) Ordinance (5 points)

Please note, respondents will be required to state their preferences for the building or buildings which they are interested in leasing from the City. The highest rated respondents shall each in turn be provided the opportunity to negotiate for their first choice building provided that a higher rated respondent has not selected that building. In the event that all of respondent's building preferences have been assigned to higher rated respondents, then City shall offer the respondent the opportunity to select from among the remaining buildings not assigned to another respondent.

013 - AWARD OF CONTRACT AND RESERVATION OF RIGHTS

City reserves the right to award one, more than one or no contract(s) in response to this RFP.

The Contract, if awarded, will be awarded to the Respondent(s) whose Proposal(s) is deemed most advantageous to City, as determined by the selection committee, upon approval of the City Council.

City may accept any Proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of City. However, final selection of a Respondent is subject to City Council approval.

City reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

City will require the selected Respondent(s) to execute a contract with the City, prior to City Council award. No work shall commence until City signs the contract document(s) and Respondent provides the necessary evidence of insurance as required in this RFP and the Contract. Contract documents are not binding on City until approved by the City Attorney. In the event the parties cannot negotiate and execute a contract within the time specified, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.

This RFP does not commit City to enter into a Contract, award any services related to this RFP, nor does it obligate City to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.

If selected, Respondent will be required to comply with the Insurance and Indemnification Requirements established herein.

The successful Respondent must be able to formally invoice the City for services rendered, incorporating the SAP-generated contract and purchase order numbers that shall be provided by the City.

Conflicts of Interest. Respondent acknowledges that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or any City agency such as City-owned utilities. An officer or employee has a “prohibited financial interest” in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: the City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; or a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.

Respondent is required to warrant and certify that it, its officers, employees and agents are neither officials nor employees of the City, as defined in Section 2-42 of the City’s Ethics Code. (Contracts Disclosure – form may be found online at <https://www.sanantonio.gov/eforms/atty/ContractsDisclosureForm.pdf>.)

Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, are and shall be deemed to be an independent contractors, responsible for their respective acts or omissions, and that City shall in no way be responsible for Respondent’s actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date the person: (1) begins contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City. The conflict of interest questionnaire form is available from the Texas Ethics Commission at <http://www.ethics.state.tx.us/forms/CIQ.pdf>. Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk. If mailing a completed conflict of interest questionnaire, mail to: Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If delivering a completed conflict of interest questionnaire, deliver to: Office of the City Clerk, City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205. Respondent should consult its own legal advisor for answers to questions regarding the statute or form.

014 - SCHEDULE OF EVENTS

Following is a list of **projected dates/times** with respect to this RFP:

RFP Release Date	Sunday, June 7, 2015
Pre-Submittal Conference	Friday, June 26, 2015 at 9:00 a.m.
Final Questions Accepted	Friday, July 10, 2015 at 3:00 p.m.
Proposals Due	Friday, August 7, 2015 at 11:00 a.m.
Tentative Council Date	October 8, 2015
Lease start date	November 1, 2015

015 - RFP EXHIBITS

RFP EXHIBIT 1

SBEDA Ordinance Compliance Provisions

A. Solicitation Response and Contract Requirements and Commitment

Respondent understands and agrees that the following provisions shall be requirements of this solicitation and the resulting contract, if awarded, and by submitting its Response, Respondent commits to comply with these requirements. In the absence of a waiver granted by the SBO, failure of a Prime Contractor to commit in its response, through fully-documented and signed SBO-promulgated Subcontractor/Supplier Utilization Plan form, to satisfying the SBE subcontracting goal shall render its response NON-RESPONSIVE.

B. SBEDA Program

The CITY has adopted a Small Business Economic Development Advocacy Ordinance (Ordinance No. 2010-06-17-0531 and as amended, also referred to as “SBEDA” or “the SBEDA Program”), which is posted on the City’s Economic Development (EDD) website page and is also available in hard copy form upon request to the CITY. The SBEDA Ordinance Compliance Provisions contained in this section of the Agreement are governed by the terms of this Ordinance, as well as by the terms of the SBEDA Ordinance Policy & Procedure Manual established by the CITY pursuant to this Ordinance, and any subsequent amendments to this referenced SBEDA Ordinance and SBEDA Policy & Procedure Manual that are effective as of the date of the execution of this Agreement. Unless defined in a contrary manner herein, terms used in this section of the Agreement shall be subject to the same expanded definitions and meanings as given those terms in the SBEDA Ordinance and as further interpreted in the SBEDA Policy & Procedure Manual.

C. Definitions

Affirmative Procurement Initiatives (API) – Refers to various Small Business Enterprise, Minority Business Enterprise, and/or Women Business Enterprise (“S/M/WBE”) Program tools and Solicitation Incentives that are used to encourage greater Prime and subcontract participation by S/M/WBE firms, including bonding assistance, evaluation preferences, subcontracting goals and joint venture incentives. (For full descriptions of these and other S/M/WBE program tools, see Section III. D. of Attachment A to the SBEDA Ordinance.)

Certification or “Certified” – the process by which the Small Business Office (SBO) staff determines a firm to be a bona-fide small, minority-, women-owned, or emerging small business enterprise. Emerging Small Business Enterprises (ESBEs) are automatically eligible for Certification as SBEs. Any firm may apply for multiple Certifications that cover each and every status category (e.g., SBE, ESBE, MBE, or WBE) for which it is able to satisfy eligibility standards. The SBO staff may contract these services to a regional Certification agency or other entity. For purposes of Certification, the City accepts any firm that is certified by local government entities and other organizations identified herein that have adopted Certification standards and procedures similar to those followed by the SBO, provided the prospective firm satisfies the eligibility requirements set forth in this Ordinance in Section III.E.6 of Attachment A.

Centralized Vendor Registration System (CVR) – a mandatory electronic system wherein the City requires all prospective Respondents and Subcontractors that are ready, willing and able to sell goods or services to the City to register. The CVR system assigns a unique identifier to each registrant that is then required for the purpose of submitting solicitation responses and invoices, and for receiving payments from the City. The CVR-assigned identifiers are also used by the Goal Setting Committee for measuring relative availability and tracking utilization of SBE and M/WBE firms by Industry or commodity codes, and for establishing Annual Aspirational Goals and Contract-by-Contract Subcontracting Goals.

Commercially Useful Function – an S/M/WBE firm performs a Commercially Useful Function when it is responsible for execution of a distinct element of the work of the contract and is carrying out its responsibilities by actually performing, staffing, managing and supervising the work involved. To perform a Commercially Useful Function, the S/M/WBE firm must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quantity and quality, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether an S/M/WBE firm is performing a Commercially Useful Function, an evaluation must be performed of the amount of work subcontracted, normal industry practices, whether the amount the S/M/WBE firm is to be paid under

the contract is commensurate with the work it is actually performing and the S/M/WBE credit claimed for its performance of the work, and other relevant factors. Specifically, an S/M/WBE firm does not perform a Commercially Useful Function if its role is limited to that of an extra participant in a transaction, contract or project through which funds are passed in order to obtain the appearance of meaningful and useful S/M/WBE participation, when in similar transactions in which S/M/WBE firms do not participate, there is no such role performed. The use of S/M/WBE firms by CONTRACTOR to perform such "pass-through" or "conduit" functions that are not commercially useful shall be viewed by the CITY as fraudulent if CONTRACTOR attempts to obtain credit for such S/M/WBE participation towards the satisfaction of S/M/WBE participation goals or other API participation requirements. As such, under such circumstances where a commercially useful function is not actually performed by the S/M/WBE firm, the CONTRACTOR shall not be given credit for the participation of its S/M/WBE subcontractor or joint venture partner towards attainment of S/M/WBE utilization goals, and the CONTRACTOR and S/M/WBE firm may be subject to sanctions and penalties in accordance with the SBEDA Ordinance.

Economic Inclusion – efforts to promote and maximize commercial transactions within, between and among all segments of the business population, regardless of race or gender, within the Relevant Marketplace.

Emerging SBE (ESBE) – a certified SBE corporation, partnership, sole proprietorship or other legal entity for the purpose of making a profit, which is independently owned and operated by Individuals legally residing in, or that are citizens of, the United States or its territories, that is no more than five years old at the time of its original certification as an ESBE or whose annual revenues and number of employees are no greater than 25% of the small business size standards for its industry as established by the U.S. Small Business Administration, that is actively enrolled in the Mentor-Protégé Program for its Industry (once established by the City), and meets the Significant Business Presence requirements as defined herein.

Emerging M/WBE – a certified M/WBE firm that is no more than five years old at the time of its original certification as an Emerging M/WBE that is actively enrolled in the M/WBE or SBE Mentor-Protégé Program for its industry (once established by the City), whose annual revenues and number of employees are no greater than 25% of the small business size standards for its industry as established by the U.S. Small Business Administration, and meets the Significant Business Presence requirements as defined herein.

Good Faith Efforts – documentation of the CONTRACTOR's or Respondent's intent to comply with S/M/WBE Program Goals and procedures including, but not limited to, the following: (1) documentation within a solicitation response reflecting the Respondent's commitment to comply with SBE or M/WBE Program Goals as established by the GSC for a particular contract; or (2) documentation of efforts made toward achieving the SBE or M/WBE Program Goals (e.g., timely advertisements in appropriate trade publications and publications of wide general circulation; timely posting of SBE or M/WBE subcontract opportunities on the City of San Antonio website; solicitations of bids/proposals/qualification statements from all qualified SBE or M/WBE firms listed in the Small Business Office's directory of certified SBE or M/WBE firms; correspondence from qualified SBE or M/WBE firms documenting their unavailability to perform SBE or M/WBE contracts; documentation of efforts to subdivide work into smaller quantities for subcontracting purposes to enhance opportunities for SBE or M/WBE firms; documentation of a Prime Contractor's posting of a bond covering the work of SBE or M/WBE Subcontractors; documentation of efforts to assist SBE or M/WBE firms with obtaining financing, bonding or insurance required by the Respondent; and documentation of consultations with trade associations and consultants that represent the interests of SBE and/or M/WBEs in order to identify qualified and available SBE or M/WBE Subcontractors.) The appropriate form and content of CONTRACTOR's Good Faith Efforts documentation shall be in accordance with the SBEDA Ordinance as interpreted in the SBEDA Policy & Procedure Manual.

HUBZone Firm – a business that has been certified by U.S. Small Business Administration for participation in the federal HUBZone Program, as established under the 1997 Small Business Reauthorization Act. To qualify as a HUBZone firm, a small business must meet the following criteria: (1) it must be owned and Controlled by U.S. citizens; (2) at least 35 percent of its employees must reside in a HUBZone; and (3) its Principal Place of Business must be located in a HUBZone within the San Antonio Metropolitan Statistical Area. [See 13 C.F.R. 126.200 (1999).]

Independently Owned and Operated – ownership of an SBE firm must be direct, independent and by Individuals only. Ownership of an M/WBE firm may be by Individuals and/or by other businesses provided the ownership interests in the M/WBE firm can satisfy the M/WBE eligibility requirements for ownership and Control as specified herein in Section III.E.6. The M/WBE firm must also be Independently Owned and Operated in the sense that it cannot be the subsidiary of another firm that does not itself (and in combination with the certified M/WBE firm) satisfy the eligibility requirements for M/WBE Certification.

Individual – an adult person that is of legal majority age.

Industry Categories – procurement groupings for the City of San Antonio inclusive of Construction, Architectural & Engineering (A&E), Professional Services, Other Services, and Goods & Supplies (i.e., manufacturing, wholesale and retail distribution of commodities). This term may sometimes be referred to as “business categories.”

Minority/Women Business Enterprise (M/WBE) – firm that is certified as a Small Business Enterprise and also as either a Minority Business Enterprise or as a Women Business Enterprise, and which is at least fifty-one percent (51%) owned, managed and Controlled by one or more Minority Group Members and/or women, and that is ready, willing and able to sell goods or services that are purchased by the City of San Antonio.

M/WBE Directory – a listing of minority- and women-owned businesses that have been certified for participation in the City’s M/WBE Program APIs.

Minority Business Enterprise (MBE) – any legal entity, except a joint venture, that is organized to engage in for-profit transactions, which is certified a Small Business Enterprise and also as being at least fifty-one percent (51%) owned, managed and controlled by one or more Minority Group Members, and that is ready, willing and able to sell goods or services that are purchased by the CITY. To qualify as an MBE, the enterprise shall meet the Significant Business Presence requirement as defined herein. Unless otherwise stated, the term “MBE” as used in this Ordinance is not inclusive of women-owned business enterprises (WBEs).

Minority Group Members – African-Americans, Hispanic Americans, Asian Americans and Native Americans legally residing in, or that are citizens of, the United States or its territories, as defined below:

African-Americans: Persons having origins in any of the black racial groups of Africa as well as those identified as Jamaican, Trinidadian, or West Indian.

Hispanic-Americans: Persons of Mexican, Puerto Rican, Cuban, Spanish or Central and South American origin.

Asian-Americans: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

Native Americans: Persons having no less than 1/16th percentage origin in any of the Native American Tribes, as recognized by the U.S. Department of the Interior, Bureau of Indian Affairs and as demonstrated by possession of personal tribal role documents.

Originating Department – the CITY department or authorized representative of the CITY which issues solicitations or for which a solicitation is issued.

Payment – dollars actually paid to CONTRACTORS and/or Subcontractors and vendors for CITY contracted goods and/or services.

Prime Contractor – the vendor or contractor to whom a purchase order or contract is issued by the City of San Antonio for purposes of providing goods or services for the City. For purposes of this agreement, this term refers to the CONTRACTOR.

Relevant Marketplace – the geographic market area affecting the S/M/WBE Program as determined for purposes of collecting data for the MGT Studies, and for determining eligibility for participation under various programs established by the SBEDA Ordinance, is defined as the San Antonio Metropolitan Statistical Area (SAMSA), currently including the counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson.

Respondent – a vendor submitting a bid, statement of qualifications, or proposal in response to a solicitation issued by the City. For purposes of this agreement, CONTRACTOR is the Respondent.

Responsible – a firm which is capable in all respects to fully perform the contract requirements and has the integrity and reliability which will assure good faith performance of contract specifications.

Responsive – a firm’s submittal (bid, response or proposal) conforms in all material respects to the solicitation (Invitation for Bid, Request for Qualifications, or Request for Proposal) and shall include compliance with S/M/WBE Program requirements.

San Antonio Metropolitan Statistical Area (SAMSA) – also known as the Relevant Marketplace, the geographic market area from which the CITY’s MGT Studies analyzed contract utilization and availability data for disparity (currently including the counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson).

SBE Directory - a listing of small businesses that have been certified for participation in the City’s SBE Program APIs.

Significant Business Presence – to qualify for this Program, a S/M/WBE must be headquartered or have a *significant business presence* for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the eight counties that make up the San Antonio Metropolitan Statistical Area (SAMSA), from which 20% of its full-time, part-time and contract employees are regularly based, and from which a substantial role in the S/M/WBE’s performance of a Commercially Useful Function is conducted. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a significant business presence.

Small Business Enterprise (SBE) – a corporation, partnership, sole proprietorship or other legal entity for the purpose of making a profit, which is Independently Owned and Operated by Individuals legally residing in, or that are citizens of, the United States or its territories, and which meets the U.S. Small Business Administration (SBA) size standard for a small business in its particular industry (ies) and meets the Significant Business Presence requirements as defined herein.

Small Business Office (SBO) – the office within the Economic Development Department (EDD) of the CITY that is primarily responsible for general oversight and administration of the S/M/WBE Program.

Small Business Office Manager – the Assistant Director of the EDD of the CITY that is responsible for the management of the SBO and ultimately responsible for oversight, tracking, monitoring, administration, implementation and reporting of the S/M/WBE Program. The SBO Manager is also responsible for enforcement of contractor and vendor compliance with contract participation requirements, and ensuring that overall Program goals and objectives are met.

Small Minority Women Business Enterprise Program (S/M/WBE Program) – the combination of SBE Program and M/WBE Program features contained in the SBEDA Ordinance.

Solicitation Incentives – additional inducements or enhancements in the solicitation process that are designed to increase the chances for the selection of S/M/WBE firms in competition with other firms. Such inducements and enhancements may include such terms as additional contract option years, increased quantities in supply contracts, and evaluation preferences, where not prohibited by law. These solicitation incentives may be applied as appropriate to solicitations, contracts, and letter agreements for Architecture and Engineering services, Construction, Goods & Supplies, Professional Services, and Other Services contracts, including change orders and amendments.

Subcontractor – any vendor or contractor that is providing goods or services to a Prime Contractor or CONTRACTOR in furtherance of the Prime Contractor’s performance under a contract or purchase order with the City. A copy of each binding agreement between the CONTRACTOR and its subcontractors shall be submitted to the CITY prior to execution of this contract agreement and any contract modification agreement.

Subcontractor/Supplier Utilization Plan – a binding part of this contract agreement which states the CONTRACTOR’s commitment for the use of Joint Venture Partners and / or Subcontractors/Suppliers in the performance of this contract agreement, and states the name, scope of work, and dollar value of work to be performed by each of CONTRACTOR’s Joint Venture partners and Subcontractors/Suppliers in the course of the performance of this contract, specifying the S/M/WBE Certification category for each Joint Venture partner and Subcontractor/Supplier, as approved by the SBO Manager. Additions, deletions or modifications of the Joint Venture partner or Subcontractor/Supplier names, scopes of work, of dollar values of work to be performed requires an amendment to this agreement to be approved by the EDD Director or designee.

Suspension – the temporary stoppage of the SBE or M/WBE firm’s beneficial participation in the CITY’s S/M/WBE Program for a finite period of time due to cumulative contract payments the S/M/WBE firm received during a fiscal year that exceed a certain dollar threshold as set forth in Section III.E.7 of Attachment A to the SBEDA Ordinance, or the temporary stoppage of CONTRACTOR’s and/or S/M/WBE firm’s performance and payment under CITY contracts due to the CITY’s imposition of Penalties and Sanctions set forth in Section III.E.13 of Attachment A to the SBEDA Ordinance.

Women Business Enterprises (WBEs) - any legal entity, except a joint venture, that is organized to engage in for-profit transactions, that is certified for purposes of the SBEDA Ordinance as being a Small Business Enterprise and that is at least fifty-one percent (51%) owned, managed and Controlled by one or more non-minority women Individuals that are lawfully residing in, or are citizens of, the United States or its territories, that is ready, willing and able to sell goods or

services that are purchased by the City and that meets the Significant Business Presence requirements as defined herein. Unless otherwise stated, the term "WBE" as used in this Agreement is not inclusive of MBEs.

D. SBEDA Program Compliance – General Provisions

As CONTRACTOR acknowledges that the terms of the CITY's SBEDA Ordinance, as amended, together with all requirements, guidelines, and procedures set forth in the CITY's SBEDA Policy & Procedure Manual are in furtherance of the CITY's efforts at economic inclusion and, moreover, that such terms are part of CONTRACTOR's scope of work as referenced in the CITY's formal solicitation that formed the basis for contract award and subsequent execution of this Agreement, these SBEDA Ordinance requirements, guidelines and procedures are hereby incorporated by reference into this Agreement, and are considered by the Parties to this Agreement to be material terms. CONTRACTOR voluntarily agrees to fully comply with these SBEDA program terms as a condition for being awarded this contract by the CITY. Without limitation, CONTRACTOR further agrees to the following terms as part of its contract compliance responsibilities under the SBEDA Program:

1. CONTRACTOR shall cooperate fully with the Small Business Office and other CITY departments in their data collection and monitoring efforts regarding CONTRACTOR's utilization and payment of Subcontractors, S/M/WBE firms, and HUBZone firms, as applicable, for their performance of Commercially Useful Functions on this contract including, but not limited to, the timely submission of completed forms and/or documentation promulgated by SBO, through the Originating Department, pursuant to the SBEDA Policy & Procedure Manual, timely entry of data into monitoring systems, and ensuring the timely compliance of its Subcontractors with this term;
2. CONTRACTOR shall cooperate fully with any CITY or SBO investigation (and shall also respond truthfully and promptly to any CITY or SBO inquiry) regarding possible non-compliance with SBEDA requirements on the part of CONTRACTOR or its Subcontractors or suppliers;
3. CONTRACTOR shall permit the SBO, upon reasonable notice, to undertake inspections as necessary including, but not limited to, contract-related correspondence, records, documents, payroll records, daily logs, invoices, bills, cancelled checks, and work product, and to interview Subcontractors and workers to determine whether there has been a violation of the terms of this Agreement;
4. CONTRACTOR shall immediately notify the SBO, in writing on the Change to Utilization Plan form, through the Originating Department, of any proposed changes to CONTRACTOR's Subcontractor / Supplier Utilization Plan for this contract, with an explanation of the necessity for such proposed changes, including documentation of Good Faith Efforts made by CONTRACTOR to replace the Subcontractor / Supplier in accordance with the applicable Affirmative Procurement Initiative. All proposed changes to the Subcontractor / Supplier Utilization Plan including, but not limited to, proposed self-performance of work by CONTRACTOR of work previously designated for performance by Subcontractor or supplier, substitutions of new Subcontractors, terminations of previously designated Subcontractors, or reductions in the scope of work and value of work awarded to Subcontractors or suppliers, shall be subject to advanced written approval by the Originating Department and the SBO.
5. CONTRACTOR shall immediately notify the Originating Department and SBO of any transfer or assignment of its contract with the CITY, as well as any transfer or change in its ownership or business structure.
6. CONTRACTOR shall retain all records of its Subcontractor payments for this contract for a minimum of four years or as required by state law, following the conclusion of this contract or, in the event of litigation concerning this contract, for a minimum of four years or as required by state law following the final determination of litigation, whichever is later.
7. In instances wherein the SBO determines that a Commercially Useful Function is not actually being performed by the applicable S/M/WBE or HUBZone firms listed in a CONTRACTOR's Subcontractor / Supplier Utilization Plan, the CONTRACTOR shall not be given credit for the participation of its S/M/WBE or HUBZone subcontractor(s) or joint

venture partner(s) toward attainment of S/M/WBE or HUBZone firm utilization goals, and the CONTRACTOR and its listed S/M/WBE firms or HUBZone firms may be subject to sanctions and penalties in accordance with the SBEDA Ordinance.

8. CONTRACTOR acknowledges that the CITY will not execute a contract or issue a Notice to Proceed for this project until the CONTRACTOR and each of its Subcontractors for this project have registered and/or maintained active status in the CITY's Centralized Vendor Registration System, and CONTRACTOR has represented to CITY which primary commodity codes each registered Subcontractor will be performing under for this contract.

E. SBEDA Program Compliance – Affirmative Procurement Initiatives

The CITY has applied the following contract-specific Affirmative Procurement Initiatives to this contract. CONTRACTOR hereby acknowledges and agrees that the selected API requirement shall also be extended to any change order or subsequent contract modification and, absent SBO's granting of a waiver, that its full compliance with the following API terms and conditions are material to its satisfactory performance under this Agreement:

SBE Prime Contract Program. In accordance with the SBEDA Ordinance, Section III. D. 7. (a), this contract is being awarded pursuant to the SBE (SBE) Prime Contract Program, and as such, CONTRACTOR affirms that if it is presently certified as an SBE, CONTRACTOR agrees not to subcontract more than 49% of the contract value to a non-SBE firm.

F. Commercial Nondiscrimination Policy Compliance

As a condition of entering into this Agreement, the CONTRACTOR represents and warrants that it has complied with throughout the course of this solicitation and contract award process, and will continue to comply with, the CITY's Commercial Nondiscrimination Policy, as described under Section III. C. 1. of the SBEDA Ordinance. As part of such compliance, CONTRACTOR shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or, on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of Subcontractors, vendors, suppliers, or commercial customers, nor shall the company retaliate against any person for reporting instances of such discrimination. The company shall provide equal opportunity for Subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the CITY's Relevant Marketplace. The company understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in CITY contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. CONTRACTOR's certification of its compliance with this Commercial Nondiscrimination Policy as submitted to the CITY pursuant to the solicitation for this contract is hereby incorporated into the material terms of this Agreement. CONTRACTOR shall incorporate this clause into each of its Subcontractor and supplier agreements entered into pursuant to CITY contracts.

G. Prompt Payment

Upon execution of this contract by CONTRACTOR, CONTRACTOR shall be required to submit to CITY accurate progress payment information with each invoice regarding each of its Subcontractors, including HUBZone Subcontractors, to ensure that the CONTRACTOR's reported subcontract participation is accurate. CONTRACTOR shall pay its Subcontractors in compliance with Chapter 2251, Texas Government Code (the "Prompt Payment Act") within ten days of receipt of payment from CITY. In the event of CONTRACTOR's noncompliance with these prompt payment provisions, no final retainage on the Prime Contract shall be released to CONTRACTOR, and no new CITY contracts shall be issued to the CONTRACTOR until the CITY's audit of previous subcontract payments is complete and payments are verified to be in accordance with the specifications of the contract.

H. Violations, Sanctions and Penalties

In addition to the above terms, CONTRACTOR acknowledges and agrees that it is a violation of the SBEDA Ordinance and a material breach of this Agreement to:

1. Fraudulently obtain, retain, or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain or retain Certification status as an SBE, MBE, WBE, M/WBE, HUBZone firm, Emerging M/WBE, or ESBE for purposes of benefitting from the SBEDA Ordinance;

2. Willfully falsify, conceal or cover up by a trick, scheme or device, a material fact or make any false, fictitious or fraudulent statements or representations, or make use of any false writing or document, knowing the same to contain any false, fictitious or fraudulent statement or entry pursuant to the terms of the SBEDA Ordinance;
3. Willfully obstruct, impede or attempt to obstruct or impede any authorized official or employee who is investigating the qualifications of a business entity which has requested Certification as an S/M/WBE or HUBZone firm;
4. Fraudulently obtain, attempt to obtain or aid another person fraudulently obtaining or attempting to obtain public monies to which the person is not entitled under the terms of the SBEDA Ordinance; and
5. Make false statements to any entity that any other entity is, or is not, certified as an S/M/WBE for purposes of the SBEDA Ordinance.

Any person who violates the provisions of this section shall be subject to the provisions of Section III. E. 13. of the SBEDA Ordinance and any other penalties, sanctions and remedies available under law including, but not limited to:

1. Suspension of contract;
2. Withholding of funds;
3. Rescission of contract based upon a material breach of contract pertaining to S/M/WBE Program compliance;
4. Refusal to accept a response or proposal; and
5. Disqualification of CONTRACTOR or other business firm from eligibility for providing goods or services to the City for a period not to exceed two years (upon City Council approval).

RFP EXHIBIT 2

INSURANCE REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the insurance requirements set forth below:

INSURANCE

A) Prior to the commencement of any work under this Agreement, Consultant shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the City’s Department for Culture and Creative Development, which shall be clearly labeled “**La Villita – Retail Shops, Galleries and Working Artist Galleries**” in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must have the agent’s signature and phone number, and be mailed, with copies of all applicable endorsements, directly from the insurer’s authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the City’s Department for Culture and Creative Development. No officer or employee, other than the City’s Risk Manager, shall have authority to waive this requirement.

B) The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City’s Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereby City may incur increased risk.

C) A Consultant’s financial integrity is of interest to the City; therefore, subject to Consultant’s right to maintain reasonable deductibles in such amounts as are approved by the City, Consultant shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Consultant’s sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M Best’s rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

<u>TYPE</u>	<u>AMOUNTS</u>
1. Workers' Compensation 2. Employers' Liability	Statutory \$500,000/\$500,000/\$500,000
3. Broad form Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations *b. Independent Contractors c. Products/Completed Operations d. Personal Injury e. Contractual Liability f. Damage to property rented by you	For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage f. \$100,000
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	<u>Combined Single Limit</u> for <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence
5. Property Insurance: For physical damage to the property of LESSEE, including improvements and betterment to the Leased Premises	Coverage for replacement value with a minimum co-insurance factor of eighty percent (80%) of the cost of Contractor’s property
*if applicable	

D) Consultant agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same insurance coverages required of Consultant herein, and provide a certificate of insurance and endorsement that names the Consultant and the CITY as additional insureds. Respondent shall provide the CITY with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by City's Risk Manager, without subsequent City Council approval, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by City's Risk Manager, which shall become a part of the contract for all purposes.

E) As they apply to the limits required by the City, the City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page, and all endorsements thereto and may require the deletion, revision, or modification of particular policy terms, conditions, limitations, or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). Consultant shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to City at the address provided below within 10 days of the requested change. Consultant shall pay any costs incurred resulting from said changes.

City of San Antonio
Attn: Department for Culture and Creative Development
P.O. Box 839966
San Antonio, Texas 78283-3966

F) Consultant agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the City, its officers, officials, employees, volunteers, and elected representatives as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;
- Workers' compensation, employers' liability, general liability and automobile liability policies will provide a waiver of subrogation in favor of the City.
- Provide advance written notice directly to City of any suspension, cancellation, non-renewal or material change in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

G) Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Consultant shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Consultant's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

H) In addition to any other remedies the City may have upon Consultant's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Consultant to stop work hereunder, and/or withhold any payment(s) which become due to Consultant hereunder until Consultant demonstrates compliance with the requirements hereof.

I) Nothing herein contained shall be construed as limiting in any way the extent to which Consultant may be held responsible for payments of damages to persons or property resulting from Consultant's or its subcontractors' performance of the work covered under this Agreement.

J) It is agreed that Consultant's insurance shall be deemed primary and non-contributory with respect to any insurance or self insurance carried by the City of San Antonio for liability arising out of operations under this Agreement.

K) It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of the City shall be limited to insurance coverage provided..

L) Consultant and any Subcontractors are responsible for all damage to their own equipment and/or property.

RFP EXHIBIT 3

INDEMNIFICATION REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the indemnification requirements set forth below:

INDEMNIFICATION

RESPONDENT covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to RESPONDENT'S activities under this Agreement, including any acts or omissions of RESPONDENT, any agent, officer, director, representative, employee, consultant or subcontractor of RESPONDENT, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT RESPONDENT AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. RESPONDENT shall advise the CITY in writing within 24 hours of any claim or demand against the CITY or RESPONDENT known to RESPONDENT related to or arising out of RESPONDENT's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at RESPONDENT's cost. The CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving RESPONDENT of any of its obligations under this paragraph.

Optional Provisions:

Defense Counsel - CITY shall have the right to select or to approve defense counsel to be retained by RESPONDENT in fulfilling its obligation hereunder to defend and indemnify CITY, unless such right is expressly waived by CITY in writing. RESPONDENT shall retain CITY approved defense counsel within seven (7) business days of CITY'S written notice that CITY is invoking its right to indemnification under this Contract. If RESPONDENT fails to retain Counsel within such time period, CITY shall have the right to retain defense counsel on its own behalf, and RESPONDENT shall be liable for all costs incurred by CITY. CITY shall also have the right, at its option, to be represented by advisory counsel of its own selection and at its own expense, without waiving the foregoing.

Employee Litigation - In any and all claims against any party indemnified hereunder by any employee of RESPONDENT, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation herein provided shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for RESPONDENT or any subcontractor under worker's compensation or other employee benefit acts.

RFP EXHIBIT 4

LOCAL PREFERENCE PROGRAM (LPP) ORDINANCE

The 82nd Texas Legislature adopted a revision to the law that allowed the City of San Antonio (City) to adopt a policy that would grant contracting preferences to local businesses for certain types of contracts. The City adopted such a policy, known as the Local Preference Program, described in the San Antonio City Code Chapter 2, Article XII, effective for solicitations issued after May 1, 2013.

This solicitation is subject to the Local Preference Program. For more information on the program, refer to the Local Preference Program Identification Form attached to this solicitation.

In order to receive consideration the Local Bidder must complete and return the attached Local Preference Identification Form.

RFP EXHIBIT 5

VETERAN-OWNED SMALL BUSINESS PREFERENCE PROGRAM (VOSBPP) ORDINANCE

Pursuant to Ordinance No. 2013-12-05-0864, effective for solicitations issued after January 15, 2014, all solicitations issued by the City are subject to tracking of Veteran Owned Small Business (VOSB) participation.

For more information on the program, refer to the Veteran-Owned Small Business Preference Program Identification Form attached to this solicitation.

Respondent must complete and return the attached Veteran-Owned Small Business Preference Program Identification Form.

RFP EXHIBIT 6

October 12, 1939 Ordinance

Posted as a separate document.

RFP EXHIBIT 7

Urban Marketing Collaborative (UMC) – La Villita Retail Management Study

Posted as a separate document.

RFP EXHIBIT 8

**La Villita Ad Hoc Committee Final Report
Mission Statement and Guiding Principles for La Villita**

Posted as a separate document.

RFP EXHIBIT 9

Building Information

Posted as a separate document.

RFP EXHIBIT 10

Arts & Crafts Definitions

Posted as a separate document.

RFP EXHIBIT 11

Lease Agreement

Posted as a separate document.

016 - RFP ATTACHMENTS

RFP ATTACHMENT A, PART ONE

GENERAL INFORMATION

1. Respondent Information: Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: _____

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Website address: _____

Year established: _____

Provide the number of years in business under present name: _____

Social Security Number or Federal Employer Identification Number: _____

Texas Comptroller's Taxpayer Number, if applicable: _____

(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

DUNS NUMBER: _____

Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship If checked, list Assumed Name, if any: _____

Partnership

Corporation If checked, check one: For-Profit Nonprofit

Also, check one: Domestic Foreign

Other If checked, list business structure: _____

Printed Name of Contract Signatory: _____

Job Title: _____

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

Provide address of office from which this project would be managed:

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Annual Revenue: \$ _____

Total Number of Employees: _____

Total Number of Current Clients/Customers: _____

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

List Related Companies:

2. **Contact Information:** List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes ___ No ___

4. Is Respondent authorized and/or licensed to do business in Texas?

Yes ___ No ___ If "Yes", list authorizations/licenses.

5. Where is the Respondent's corporate headquarters located? _____

6. **Local/County Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes ___ No ___ If "Yes", respond to a and b below:

a. How long has the Respondent conducted business from its San Antonio office?

Years _____ Months _____

b. State the number of full-time employees at the San Antonio office.

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes ___ No ___ If "Yes", respond to c and d below:

c. How long has the Respondent conducted business from its Bexar County office?

Years _____ Months _____

d. State the number of full-time employees at the Bexar County office. _____

7. Debarment/Suspension Information: Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes ___ No ___ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

8. Surety Information: Has the Respondent ever had a bond or surety canceled or forfeited?

Yes ___ No ___ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

9. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes ___ No ___ If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

10. Disciplinary Action: Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations? If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

11. Previous Contracts:

a. Has the Respondent ever failed to complete any contract awarded?

Yes ___ No ___ If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes ____ No ____ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

REFERENCES

Provide three (3) references, that Respondent has provided services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided. Please include references such as loan officers, investors, previous landlords, suppliers, sub-contractors, accountants or financial advisors.

Reference No. 1:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Email: _____

Date and Type of Service(s) Provided: _____

Reference No. 2:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Email: _____

Date and Type of Service(s) Provided: _____

Reference No. 3:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Email: _____

Date and Type of Service(s) Provided: _____

RFP ATTACHMENT A, PART TWO
EXPERIENCE, BACKGROUND, QUALIFICATIONS

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

Category A: Working Artist Studio Galleries

Within a maximum of three single space pages, with 12 point font, please provide the following:

1. Describe your background and experience as an artist
2. Describe your background and experience in managing, owning, and/or operating a retail shop or gallery.
 - a. Include a resume, CV, biography.
 - b. Include any catalogs or press information.
 - c. Include any reviews written about retail shops or galleries you have managed, owned, or operated.

Category B: Galleries

Within a maximum of three single space pages, with 12 point font, please provide the following:

1. Describe your background and experience in managing, owning, and operating a gallery.
 - a. Include a resume, CV, biography
 - b. Include any catalogs or press information.
 - c. Include any reviews written about retail shops or galleries you have managed, owned, or operated.

Category C: Retail Shops

Within a maximum of three single space pages, with 12 point font, please provide the following:

1. Describe your background and experience in managing, owning, and/or operating a Retail Shop.
 - a. Include a resume, CV, biography.
 - b. Include any catalogs or press information.
 - c. Include any reviews written about retail shops you have managed, owned, or operated.

RFP ATTACHMENT A, PART THREE

PROPOSED PLAN

Category A: Working Artist Studio Galleries

Within a maximum of four single space pages, with 12 point font, please provide the following:

1. Provide a vision statement for the Working Artist Studio Gallery.
2. Provide an operational plan for the Working Artist Studio Gallery.
3. Describe how you will use the space to create your art or craft.
 - a. Include details about what portion of the space will be used for this purpose.
 - b. Include details about how this area will be delineated from the remaining area of the leased space.
4. Describe how you will enhance the visitor experience at the Working Artist Studio Gallery within La Villita for both local residents and tourists.
5. Define how the Working Artist Studio Gallery will embrace the authentic nature of San Antonio, her history and culture.
6. Identify through marketing and other techniques how you will build sales, awareness, and the image of the Working Artist Studio Gallery as part of La Villita. Provide copies of any advertisements previously used.
 - a. Include a description of how you will use social media (Facebook, Twitter, Instagram, etc) to promote and market the Working Artist Studio Gallery. Provide examples of social media you have previously used.
7. Describe any physical changes that you propose for the interior of the lease space.
 - a. Explain how proposed physical changes would support your vision for the Working Artist Studio Gallery.
 - b. Explain how proposed physical changes would support the use of the space for creation of your art or craft.
 - c. Explain how proposed physical changes would impact or enhance the visitor experience.
8. Describe how you plan to display the art or craft within the space.
 - a. Provide images of current or previous exhibitions, including gallery or artist booths at fairs, you have hosted, curated, or managed, with information of these exhibitions.
 - b. Up to ten percent (10%) of the works for sale may be art related products that are not created by hand. Describe how you plan to display art related products within the space.
9. Each Working Artist Studio Gallery will be required to host a minimum of four (4) exhibits of art or craft each lease year. Each exhibit shall include an opening reception plus another special event associated with the exhibit, such as a workshop or artist talk. Describe your plans for hosting rotating exhibits in the Working Artist Studio Gallery, including the number of exhibits you commit to host each lease year. If selected, this information will be incorporated into your lease agreement.
10. Provide a detailed budget for your organization in order to operate and maintain restaurant.
 - a. Describe the business plan for start up and marketing.

b. How will you pay for ongoing maintenance and operation costs?

11. The City of San Antonio will work with individual tenants and the La Villita Tenants Association to plan and implement monthly programming to activate La Villita.

12. Define the type of art or craft, a required minimum of fifty percent (50%) that will be created, exhibited, and available for purchase in the Working Artist Studio Gallery, including images of the types of work to be sold.

This information will be used by the rating committee to assess this area. In your response, please utilize **RFP Exhibit 10** which provides definitions of various types of art and craft. If you plan to sell items not included in **RFP Exhibit 10**, please provide a definition of your art or craft.

13. Define the type of art or craft, a required minimum of forty percent (40%) that will be exhibited and available for purchase in the Working Artist Studio Gallery, including images of the types of work to be sold.

This information will be used by the rating committee to assess this area. In your response, please utilize **RFP Exhibit 10** which provides definitions of various types of art and craft. If you plan to sell items not included in **RFP Exhibit 10**, please provide a definition of your art or craft.

a. Up to ten percent (10%) of the works for sale may be art related products that are not created by hand. Describe the items you propose to sell in your shop that may comprise a maximum 10% of inventory. Include details explaining how these items will relate to the art or craft. Please include any images. If selected, this information will be incorporated into your lease agreement.

14. Describe how the art and/or craft to be exhibited and sold reflects and celebrates the authentic nature of San Antonio's history and culture.

b. Describe how the art related items mentioned in Section B. 2. a. celebrate the authentic nature of San Antonio's history and culture.

15. Provide details, including images of their work, of specific individual artists, craft persons, artisans, and/or artist collaborative(s) who will be represented by the gallery and who's work will be exhibited and sold within the gallery; include CV, Biography, and images of current and previous work for each artist, craft person, artisan, or artist collaborative. **This shall not be considered part of the four page narrative limit.**

16. Please list the building for which you are submitting your proposal: Building #_____

a. If your proposal is not the highest rated for the above listed building, are you willing to negotiate for another building?

Yes _____ No _____

i. If Yes, please list your 2nd Choice building: Building #_____

b. If your proposal is not the highest rated for your 2nd Choice Building, are you willing to negotiate for another building?

Yes _____ No _____

i. If Yes, please list your 3rd Choice building: Building #_____

c. If your proposal is not the highest rated for your 3rd Choice Building, are you willing to negotiate for another building?

Yes _____ No _____

Category B: Galleries

Within a maximum of four single space pages, with 12 point font, please provide the following:

1. Provide a vision statement for the Gallery.
2. Provide an operational plan for the Gallery.
3. Describe how you will enhance the visitor experience at the Gallery within La Villita for both local residents and tourists.
4. Define how the Gallery will embrace the authentic nature of San Antonio, her history and culture.
5. Identify through marketing and other techniques how you will build sales, awareness, and the image of the Gallery as part of La Villita. Provide copies of any advertisements previously used.
 - a. Include a description of how you will use social media (Facebook, Twitter, Instagram, etc) to promote and market the Gallery. Provide examples of social media you have previously used.
6. Detail any physical changes that you propose for the interior of the lease space.
 - a. Explain how proposed physical changes would support your vision for the Gallery.
 - b. Explain how proposed physical changes would impact or enhance the visitor experience.
7. Describe how you plan to display the art or craft within the space.
 - a. Provide images of current or previous exhibitions, including gallery or artist booths at art fairs, you have hosted, curated, or managed, with any additional information or documentation of these exhibitions.
 - b. Up to ten percent (10%) of the works for sale may be art related products that are not created by hand. Describe how you plan to display art related products within the space.
8. Each Gallery will be required to host a minimum of five (5) exhibits of art and/or craft each lease year. Each exhibit shall include an opening reception plus another special event associated with the exhibit, such as a workshop or artist talk. Describe your plans for hosting rotating exhibits in the gallery, including the number of exhibits you commit to host each lease year. If selected, this information will be incorporated into your lease agreement.
9. Provide a detailed budget for your organization in order to operate and maintain the gallery.
 - a. Describe the business plan for start up and marketing.
 - b. How will you pay for ongoing maintenance and operation costs?
10. The City of San Antonio will work with individual tenants and the La Villita Tenants Association to plan and implement monthly programming to activate La Villita.
11. Define the type of art or craft that will be sold in the Gallery, including images of the types of work to be sold. This information will be used by the rating committee to assess this area. In your response, please utilize **RFP Exhibit 10** which provides definitions of various types of art and craft. If you plan to sell items not included in **RFP Exhibit 10**, please provide a definition of the art or craft.
 - c. Up to ten percent (10%) of the works for sale may be art related products that are not created by hand. Describe the items you propose to sell in your shop that may comprise a maximum 10% of inventory. Include details explaining how these items will relate to the art or craft. Please include any images. If selected, this information will be incorporated into your lease agreement.

12. Describe how the art and/or craft to be exhibited and sold reflects and celebrates the authentic nature of San Antonio's history and culture.
- d. Describe how the art related items mentioned in Section B. 1. a. celebrate the authentic nature of San Antonio's history and culture.
13. Provide details, including images of their work, of specific individual artists, craft persons, artisans, and/or artist collaborative(s) who will be represented by the gallery and who's work will be exhibited and sold within the gallery; include CV, Biography, and images of current and previous work for each artist, craft person, artisan, or artist collaborative. **This shall not be considered part of the four page narrative limit.**
14. Please list the building for which you are submitting your proposal: Building # _____
- a. If your proposal is not the highest rated for the above listed building, are you willing to negotiate for another building?
- Yes _____ No _____
- i. If Yes, please list your 2nd Choice building: Building # _____
- b. If your proposal is not the highest rated for your 2nd Choice Building, are you willing to negotiate for another building?
- Yes _____ No _____
- i. If Yes, please list your 3rd Choice building: Building # _____
- c. If your proposal is not the highest rated for your 3rd Choice Building, are you willing to negotiate for another building?
- Yes _____ No _____

Category C: Retail Shops

Within a maximum of four single space pages, with 12 point font, please provide the following:

1. Provide a vision statement for the Retail Shop.
2. Provide an operational plan for the Retail Shop.
3. Describe how you will enhance the visitor experience at the Retail Shop within La Villita for both local residents and tourists.
4. Define how the Retail Shop will embrace the authentic nature of San Antonio, her history and culture.
5. Identify through marketing and other techniques how you will build sales, awareness, and the image of the Retail Shop as part of La Villita. Provide copies of any advertisements previously used.
 - a. Include a description of how you will use social media (Facebook, Twitter, Instagram, etc) to promote and market the Retail Shop. Provide examples of social media you have previously used.
6. Describe any physical changes that you propose for the interior of the lease space
 - a. Explain how proposed physical changes would support your vision for the Retail Shop.
 - b. Explain how proposed physical changes would impact or enhance the visitor experience.
7. Describe how you plan to display your products within the space.

- a. Provide images of current or previous displays for shops you have owned, operated or managed, with information of these shops.
8. Provide a detailed budget for your organization in order to operate and maintain a Retail Shop.
- a. Describe the business plan for start up and marketing.
 - b. How will you pay for ongoing maintenance and operation costs?
9. The City of San Antonio will work with individual tenants and the La Villita Tenants Association to plan and implement monthly programming to activate La Villita.
10. Define the type of products that will be available for purchase in the Retail Shop, including images of the products to be sold.
11. Describe how the products to be sold reflect and celebrate the authentic nature of San Antonio's history and culture.

Provide details, including images of the product or goods to be sold. **This shall not be considered part of the four page narrative limit.**

12. Please list the building for which you are submitting your proposal: Building # _____
- d. If your proposal is not the highest rated for the above listed building, are you willing to negotiate for another building?
 Yes _____ No _____
 - i. If Yes, please list your 2nd Choice building: Building # _____
 - e. If your proposal is not the highest rated for your 2nd Choice Building, are you willing to negotiate for another building?
 Yes _____ No _____
 - i. If Yes, please list your 3rd Choice building: Building # _____
 - f. If your proposal is not the highest rated for your 3rd Choice Building, are you willing to negotiate for another building?
 Yes _____ No _____

Please note, respondents will be required to state their preferences for the building or buildings which they are interested in leasing from the City. The highest rated respondents shall each in turn be provided the opportunity to negotiate for their first choice building provided that a higher rated respondent has not selected that building. In the event that all of respondent's building preferences have been assigned to higher rated respondents, then City shall offer the respondent the opportunity to select from among the remaining buildings not assigned to another respondent.

RFP ATTACHMENT B

PRICE SCHEDULE

Category A: Working Artist Studio Galleries

1. Provide a Minimum Annual Guarantee (MAG) of proposed rental payments to the City based upon the square footage of the space. The RFP requires a minimal monthly rental rate of \$1.00 per square foot for the operation of a Working Artist Studio Gallery. Provide monthly rate proposed: \$ _____
 - a. Lease agreements with the City for spaces in La Villita will include separate charges for Utilities and Common Area Maintenance (CAM). These fees are determined by the city and are not part of the RFP process. The Utility and CAM fees are separate from and in addition to proposed Rental Fees.
2. Provide estimated costs for proposed capital improvements to the space. The City will provide rental abatements in the amount of 80% of approved, documented, and verified capital improvements to the lease space over the first five (5) years of the lease agreement. Any and all improvements must be reviewed and approved by City.

A Capital Improvement is defined as a permanent structural and/or physical improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increases its useful life.

Selected Respondents are responsible for tenant improvements of the Premises. The Lease Agreement will include a provision outlining the proposed minimum initial capital investment to the Premises. Fixtures and Furnishings are not considered Capital Improvements.

The City reserves the right to review and approve all improvements and other capital investments. The Agreement will include a provision that the Selected Respondent will submit to the City, detailed plans of its proposed facilities. Upon written notice by the City of its approval of the plans, the Selected Respondent will coordinate with the City the construction and installation of its facilities. The Selected Respondent will be responsible for any necessary permitting that may apply.

Category B: Galleries

1. Provide a Minimum Annual Guarantee (MAG) of proposed rental payments to the City based upon the square footage of the space. The RFP requires a minimal monthly rental rate of \$1.15 per square foot for the operation of a Gallery. Provide monthly rate proposed: \$ _____
 - a. Lease agreements with the City for spaces in La Villita will include separate charges for Utilities and Common Area Maintenance (CAM). These fees are determined by the city and are not part of the RFP process. The Utility and CAM fees are separate from and in addition to proposed Rental Fees.
2. Provide estimated costs for proposed capital improvements to the space. The City will provide rental abatements in the amount of 80% of approved, documented, and verified capital improvements to the lease space over the first five (5) years of the lease agreement. Any and all improvements must be reviewed and approved by City.

A Capital Improvement is defined as a permanent structural and/or physical improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increases its useful life.

Selected Respondents are responsible for tenant improvements of the Premises. The Lease Agreement will include a provision outlining the proposed minimum initial capital investment to the Premises. Fixtures and Furnishings are not considered Capital Improvements.

The City reserves the right to review and approve all improvements and other capital investments. The Agreement will include a provision that the Selected Respondent will submit to the City, detailed plans of its proposed facilities. Upon written notice by the City of its approval of the plans, the Selected Respondent will coordinate with the City the construction and installation of its facilities. The Selected Respondent will be responsible for any necessary permitting that may apply.

Category C: Retail Shops

1. Provide a Minimum Annual Guarantee (MAG) of proposed rental payments to the City based upon the square footage of the space. The RFP requires a minimal monthly rental rate of \$1.25 per square foot for the operation of a Retail Shop. Provide monthly rental rate proposed: \$_____
 - a. Lease agreements with the City for spaces in La Villita will include separate charges for Utilities and Common Area Maintenance (CAM). These fees are determined by the city and are not part of the RFP process. The Utility and CAM fees are separate from and in addition to proposed Rental Fees.
2. Provide estimated costs for proposed capital improvements to the space. The City will provide rental abatements in the amount of 80% of approved, documented, and verified capital improvements to the lease space over the first five (5) years of the lease agreement. Any and all improvements must be reviewed and approved by City.

A Capital Improvement is defined as a permanent structural and/or physical improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increases its useful life.

Selected Respondents are responsible for tenant improvements of the Premises. The Lease Agreement will include a provision outlining the proposed minimum initial capital investment to the Premises. Fixtures and Furnishings are not considered Capital Improvements.

The City reserves the right to review and approve all improvements and other capital investments. The Agreement will include a provision that the Selected Respondent will submit to the City, detailed plans of its proposed facilities. Upon written notice by the City of its approval of the plans, the Selected Respondent will coordinate with the City the construction and installation of its facilities. The Selected Respondent will be responsible for any necessary permitting that may apply.

RFP ATTACHMENT C
CONTRACTS DISCLOSURE FORM

Contracts Disclosure Form may be downloaded at <https://www.sanantonio.gov/efrms/atty/ContractsDisclosureForm.pdf>.

Instructions for completing the Contracts Disclosure form are listed below:

1. Download form and complete all fields. Note: All fields must be completed prior to submitting the form.
2. Click on the "Print" button and place the copy in proposal response as indicated in the Proposal Checklist.

RFP ATTACHMENT D
LITIGATION DISCLOSURE FORM

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes ___ No ___

Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes ___ No ___

Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes ___ No ___

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

RFP ATTACHMENT E

SBEDA FORM

(Posted as a separate document.)

RFP ATTACHMENT F

LOCAL PREFERENCE PROGRAM IDENTIFICATION FORM

(Posted as a separate document.)

RFP ATTACHMENT G

VETERAN-OWNED SMALL BUSINESS PREFERENCE PROGRAM IDENTIFICATION FORM

(Posted as a separate document.)

RFP ATTACHMENT H

SIGNATURE PAGE

Respondent, and co-respondent, if any, must complete City's Certified Vendor Registration (CVR) Form prior to the due date for submission of proposals. The CVR Form may be accessed at: <http://www.sanantonio.gov/purchasing/>.

By submitting a proposal, whether electronically or by paper, Respondent represents that:

If Respondent is a corporation, Respondent will be required to provide a certified copy of the resolution evidencing authority to enter into the contract, if other than an officer will be signing the contract.

If awarded a contract in response to this RFP, Respondent will be able and willing to comply with the insurance and indemnification requirements set out in RFP Exhibits 2 & 3.

If awarded a contract in response to this RFP (Exhibit 11), Respondent will be able and willing to comply with all representations made by Respondent in Respondent's proposal and during Proposal process.

Respondent has fully and truthfully submitted a Litigation Disclosure form with the understanding that failure to disclose the required information may result in disqualification of proposal from consideration.

Respondent agrees to fully and truthfully submit the Respondent Questionnaire form and understands that failure to fully disclose requested information may result in disqualification of proposal from consideration or termination of contract, once awarded.

To comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract - or any other person acting on behalf of such a person or entity - from contacting City officials or their staff prior to the time such contract is posted as a City Council agenda item.

(S) he is authorized to submit this proposal on behalf of the entity.

If submitting your proposal by paper, complete the following and sign on the signature line below. Failure to sign and submit this Signature Page will result in rejection of your proposal.

Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

(NOTE: If proposal is submitted by Co-Respondents, an authorized signature from a representative of each Co-Respondent is required. Add additional signature blocks as required.)

If submitting your proposal electronically, through City's portal, Co-Respondent must also log in using Co-Respondent's log-on ID and password, and submit a letter indicating that Co-Respondent is a party to Respondent's proposal and agrees to these representations and those made in Respondent's proposal. While Co-Respondent does not have to submit a copy of Respondent's proposal, Co-Respondent should answer any questions or provide any information directed specifically to Co-Respondent.

Co-Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

RFP ATTACHMENT I

PROPOSAL CHECKLIST

Use this checklist to ensure that all required documents have been included in the proposal and appear in the correct order.

Document	Initial to Indicate Document is Attached to Proposal
Table of Contents	
Executive Summary	
General Information and References RFP Attachment A, Part One	
Experience, Background & Qualifications RFP Attachment A, Part Two	
Proposed Plan RFP Attachment A, Part Three	
Price Schedule RFP Attachment B	
Contracts Disclosure Form RFP Attachment C	
Litigation Disclosure Form RFP Attachment D	
* SBEDA Form RFP Attachment E; and Associated Certificates, if applicable	
Local Preference Program Identification Form RFP Attachment F	
Veteran-Owned Small Business Preference Program Identification Form RFP Attachment G	
Proof of Insurability (See RFP Exhibit 2) Insurance Provider's Letter Copy of Current Certificate of Insurance	
* Signature Page RFP Attachment H	
Proposal Checklist RFP Attachment I	
One (1) Original, 10 hard copies and one (1) CD of entire proposal in PDF format.	

*Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.