

City of San Antonio

SUBJECT: Request for Proposal (RFP) for La Villita-Retail Shops, Galleries & Working Artist Galleries (RFP 015-056), Scheduled to Open: **August 7, 2015**; Date of Issue: **June 7, 2015**

FROM: Denise D. Gallegos, C.P.M., CPPB
Procurement Administrator

DATE: July 7, 2015

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED
REQUEST FOR PROPOSALS**

**THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS
FOLLOWS:**

1. **Add: Exhibit 12**, City of San Antonio SBEDA Program Presentation – SBE Prime Contract Program. Exhibit is posted as a separate document.
2. **Add: Exhibit 13**, Pre-Submittal Sign in sheet dated June 26, 2015 –Exhibit is posted as a separate document.

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON
COMMUNICATIONS:**

Question 1: Regarding Building #17, can the awarded Respondent place a table and chairs outside the building so patrons could sit down and enjoy the shop and the scenery?

Response: Tables and chairs will be allowed as resting points for patrons and visitors.

Question 2: Regarding Building #17, can the awarded Respondent place a table outside of the building to display some of their merchandise?

Response: The display and the sale of merchandise will be limited to inside the building's footprint.

Question 3: I went by Building #17 and noticed that someone was in there opened for business. Is that business in there temporarily or is that building still available in the RFP?

Response: Building #17 is currently operating under a Temporary Use Lease. The Lease is effective June 1, 2015 through September 30, 2015 or two weeks prior to the commencement of a new Lease; and/or terminable by either party at will.

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 007, PRE-SUBMITTAL CONFERENCE

On June 26, 2015, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the La Villita-Retail Shops, Galleries & Working Artist Galleries. Below is a list of questions that were asked at the pre-submittal conference. The City's official response to questions asked is as follows:

Question 4: Can any information about the foot traffic amount or the volume be provided by the department?

Response: La Villita receives an average of 700,000 visitors each year.

Question 5: Is there any way that the vendors can see inside of the buildings of this proposal? Who can we contact to schedule a site visit?

Response: Yes. Tours can be scheduled by calling Jennifer Fraga at (210) 207-8611.

Question 6: Could you please include the approximate figures for the utilities and common area maintenance fees, escalating percentages per year on this addendum that you mentioned is on Exhibit 11 in more detail?

Response:

	Utilities	CAM
Year 1:	\$0.230 per square foot	\$0.120 per square foot
Year 2:	\$0.236 per square foot	\$0.123 per square foot
Year 3:	\$0.242 per square foot	\$0.126 per square foot
Year 4:	\$0.248 per square foot	\$0.129 per square foot
Year 5:	\$0.254 per square foot	\$0.132 per square foot

Question 7: Is the City planning on increasing the handicap accessibility to the area?

Response: Yes. The City is set to conduct an ADA Accessibility Study of La Villita in FY2016.

Question 8: Can the City provide us information on the current tenants' rental rate in each building?

Response:

Tenant	Proposed Use	BLD #	Sq Ft	Rental Rate
Villita Stained Glass	WAS Gallery	1	776	\$1.35
Angeilta	Retail	2	820	\$1.85
Equinox -WAS	WAS Gallery	5	591	\$1.08
Equinox -Retail	Gallery	4	559	\$1.35
Casa Manos Alegres	Retail	6	1180	\$1.35
Village Gallery	Gallery	10	1441	\$1.30
Casa Clasal	Gallery	11	1417	\$1.30
River Art Group	Gallery	14A	987	\$2.35
Little Studio Gallery	WAS Gallery	23	614	\$1.08
B&C Feathers	WAS Gallery	24	483	\$1.24
Rainey House	WAS Gallery	3	559	\$1.08
Plaza Taxco	Retail	16	833	\$1.50
Scotchips	WAS Gallery	21A	812	\$1.08
Scotchips	Retail	21B	337	\$1.35

Question 9: Is this RFP the last call for the La Villita buildings? If so, what kind of businesses (retail, galleries, restaurants, etc.)?

Response: Yes. 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.

Question 10: Could you please provide us with the current hours of operations for the entire week?

Response: Sunday through Saturday 10:00 AM – 6:00PM.

Question 11: Can we stay beyond the current hours of operations?

Response: Yes

Question 12: Can you please explain what is the plan and what is La Villita trying to accomplish by opening the east wall?

Response: As part of an overall effort to enhance La Villita Historic Arts Village, the Department for Culture and Creative Development has worked with stakeholder to finalize designs of the new Maverick Wall which will bring attention to the La Villita Alamo Street entrance and enhance accessibility to Maverick Plaza. The new design consists of expanding the walkways adjacent to Alamo Street, replacing concrete, pavers and lighting to aesthetically connect Maverick Plaza to Alamo Street.

Question 13: What is your current plan to upgrade the locations and its vicinities?

Response: Tenant accepts the Premises in the present condition "AS IS". The City will repair, replace, and maintain the (a) roof, (b) foundation, (c) Common Areas, (d) structural soundness of the exterior walls, doors, and windows, and (e) HVAC serving the Premises. Landlord's On-Site Facility Manager shall maintain a form for the reporting of repairs, shall track the progress of the requested repairs and be Tenant's point of contact for all official information regarding such repairs. Landlord shall within a reasonable period of time make all necessary repairs reported to the On-site Facility Manager.

Question 14: When are the elections to vote on the grants?

Response: The tentative Council date for consideration is October 8, 2015

Question 15: What if you have a business partner that is a woman, is her information needed by the SBEDA office to get the SBEDA points?

Response: 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. There are no preference points for WBE or MBE firms.

Small Business Enterprise (SBE) is defined as 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.

Question 16: Please explain what is included in the monthly rental rate.

Response: Monthly payments to the City include lease payment, utility fees and CAM fees. Please see Response #6 for Utility and CAM Rates.

Question 17: If a Respondent is planning on submitting a proposal for a particular building and proposes a certain rental rate, but is NOT selected for their first building choice, does their proposed rental rate carry over to their second choice building?

Response: Yes.

Question 18: If I am proposing an addition such as an awning or a porch to a building, would I have to include that in my proposal, if so, where in the proposal shall I add this information?

Response: Any capital improvements and the estimated cost of improvements should be listed in RPF Attachment B: Price Schedule. 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.

Question 19: If a cooling system is inadequate and gives out, who is responsible for replacing it? Is it the City department or the tenant?

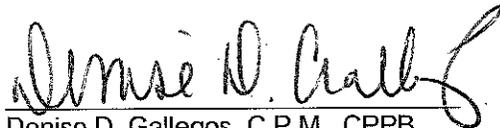
Response: The City is responsible for repairing, replacing, and maintaining the (a) roof, (b) foundation, (c) Common Areas, (d) structural soundness of the exterior walls, doors, and windows, and the (e) HVAC serving the Premises.

Question 20: Can the 2 spaces in building 14 be awarded separately?

Response: It is the intent of City to lease building 14B and 14C together. The 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.

Question 21: Would the City consider the making of ice cream or paletas a working artist gallery since the process can be an art creating these two food items? Could this be considered an artist studio or found object under the Arts and Crafts definitions?

Response: The City will consider proposals that meet the definition of the three categories a Working Artist Studio. As per the RFP, a 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.



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