



# CITY OF SAN ANTONIO

P.O. Box 839966  
San Antonio, Texas 78283-3966

## ADDENDUM I

**SUBJECT:** City of San Antonio Hotel Occupancy Tax Forecast Study, (RFP 12-019), Scheduled to Open: February 8, 2012; Date of Issue: January 18, 2012

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

**DATE:** January 31, 2012

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

### **QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION IX, RESTRICTIONS ON COMMUNICATION:**

- Question 1:** On page 5 of the RFP, under item "D", is the consultant to provide the actual forecasts for the metrics listed with bullets, under "D", such as "Lodging Demand Growth Rate Summary"; Or, is your agency looking for just the top line HOT revenue forecast?
- Response:** Yes, the City expects the selected Respondent to provide the final HOT Revenue Forecast report including the items listed in section "D" which are part of the assumptions utilized in the top line HOT Revenue Forecast.
- Question 2:** Our firm is a public company and thus we have strict legal and financial risk procedures that must be followed when we bid on RFP's. We are required to submit a letter providing for our contract exclusions which we would need to negotiate should we be awarded. Item VII on page 9 allows for this exceptions letter. However, we will need to negotiate the City's indemnification clause and our team will be required to include such in our "exclusions letter". I would like to confirm that including our requested changes to the indemnification clause will be accepted in our bid, and our bid not turned away due to this. The RFP language is strong about this issue, and I just want to reconfirm.
- Response:** An exception to the indemnification provisions in the RFP and requested revisions to it can be submitted as part of a Respondent's Proposal, and the Proposal will not be deemed non-responsive. However, the exception and the requested revisions will not create any obligation or responsibility on the part of the City to accept all or any part of the requested revisions in the event contract negotiations are initiated between the City and Respondent. The City does not believe that Section VII of the RFP addresses exceptions to the provisions of the RFP by a Respondent.
- Question 3:** Did the consulting group that performed the facilities development study generate any forecasts of future convention event demand? If so, does the City intend for the hotel tax consultant to rely on those prior estimates or to generate new convention center event demand estimates?
- Response:** The City expects the selected Respondent to generate new convention center event demand estimates.

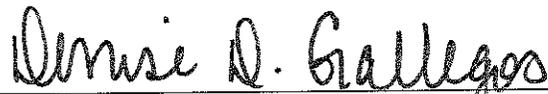
Question 4: Does the City have a set budget for this study?  
Response: There is currently not a defined budget for this study in the City's Fiscal Year 2012 Budget. The budget for the study will be appropriated after receipt of the responses to the RFP.

Question 5: Has a budget been established for the study?  
Response: See Question 4 above.

Question 6: If our firm were to win this contract, would we also be able to submit for the future financing plan RFP?  
Response: The City does not anticipate releasing a future financing plan RFP.

Question 7: Under the "Proposal Requirements" section, Tab 9 has been omitted. Shall the tabs be re-numbered, or should we just skip 9?  
Response: Please skip Tab 9.

Question 8: Is there any local preference stipulation or is there any penalty on out-of-state bidders?  
Response: No, there is no local preference stipulation or any penalty on out-of-state bidders.



Denise D. Gallegos, C.P.M., CPPB  
Procurement Administrator  
Finance Department

Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

\_\_\_\_\_  
Signature