

March 23, 2012

RE: REQUEST FOR PROPOSAL (RFP) FOR OPERATION AND MANAGEMENT OF THE WHEATLEY HEIGHTS SPORTS COMPLEX DATED FEBRUARY 29, 2012

ADDENDUM I:

The above mentioned Request for Proposal is hereby amended as follows:

Note: A second Addendum will be issued soon to address changes to the SBE Subcontracting goal through an amendment to this RFP. Please revisit the RFP listing on the City's Bidding and Contracting Opportunities web page (<http://www.sanantonio.gov/RFPlistings>) frequently for updates to this RFP.

1. Questions and Responses:

On March 16, 2012, ECAG hosted a Pre-Proposal Conference at the Wheatley Heights Sports Complex Administration building at 746 Morningview, San Antonio, Texas at 2:00 p.m. Central Time, to provide information and clarification regarding the Request for Proposal for Softball Lease and Management Agreement services. The questions and responses from the conference are provided below:

Question 1: Is a bidders list available?

Response: A copy of the sign-in sheet from the Pre-Submittal Conference will be posted as part of Addendum I to this RFP.

Question 2: Does the ECAG have historical data on maintenance, repair and replacement of structural components of the WHSC or comparable facilities?

Response: Construction of the Wheatley Heights Sports Complex was completed in January 2012. Therefore, there is no historical data available regarding maintenance, repairs or replacement of components. There are no known similar facilities in the area.

Question 3: Does ECAG have warranty, scheduled maintenance, and replacement costs data for existing equipment or structural components that may affect cost estimates?

Response: Most of the equipment and components have warranties ranging from 3-10 years. The selected respondent will be responsible for development of a scheduled maintenance program. This information is not readily available at this time but may be provided later through a separate addendum.

- Question 4: Are there published City or County standards or guidelines regarding maintenance levels of athletic facilities?
- Response: Maintenance requirements are outlined in Section 6 of ECAG's License Agreement with the City of San Antonio which is attached to the RFP as Exhibit VI.
- Question 5: Is there a restriction on the number of pages for the proposal?
- Response: There is no restriction on the number of pages for responses. Please be as clear and concise as possible.
- Question 6: Is there a currently available Reservation System or is the contractor expected to acquire, implement and maintain a system?
- Response: No. The selected respondent will be responsible for developing and maintaining the system in cooperation and with direction from ECAG.
- Question 7: If so, are there published standards and guidelines for system development, acquisition, technical standards, etc?
- Response: No.
- Question 8: Is the ECAG the approval authority for marketing?
- Response: Yes.
- Question 9: If so, will the ECAG be responsible for outlining annual priorities and events?
- Response: Yes.
- Question 10: Will the City, County or ECAG submit annual dates for events in the Reservation System?
- Response: There are currently no annual events scheduled but this may be a possibility in the future.
- Question 11: What is a reasonable amount of time to be expected for scheduling City or County Days?
- Response: No sooner than 14 days prior to the day of the event.
- Question 12: Does ECAG resolve reservation conflicts for City/ County Days?

Response: City/County days are not to take priority or cause existing reservations to be “bumped”. Scheduling conflicts should not be an issue.

Question 13: Is the City/ County responsible for any damages or incidentals that occur during City/ County Days? Does the City/ County assume responsibility for damages and incidental for days that are transferred to other organizations?

Response: The City and Bexar County will be held responsible for damages resulting from their individual events. In the event the City or Bexar County schedules a City/County Day on behalf of another organization, the City or Bexar County would NOT be responsible for damages.

Question 14: The RFP states that the XX County Days and the XX City Days are on a rent-free basis. Will the County and City be responsible for reimbursing ECAG or the selected Respondent for specific use costs?

Response: Yes.

Question 15: Is the insurance certificate required for subcontractors/ team members?

Response: Certificates of Insurance from subcontractors that are not listed as a primary respondent may be included with your response but is not a requirement. If the proposal is being submitted as a team or joint venture and all parties are not covered under one policy, separate Certificates of Insurance must be included to demonstrate the required coverage of the parties.

Question 16: Please explain the SBEDA program requirements for this Request for Proposals (RFP).

Response: The SBEDA requirements are currently under review. Changes will be addressed through a second addendum to this RFP.

Question 17: Will the selected Respondent be allowed to install marketing and sponsorship signage at the project?

Response: Marketing and sponsorship signage and other advertising will need to be reviewed, approved and coordinated with ECAG.

Question 18: Does the City maintain Martin Luther King Park?

Response: The City’s Parks and Recreation Department subcontracts mowing services. The City will not provide any maintenance support within the Wheatley Heights Sports Complex.

Question 19: How will the selected Respondent be reimbursed or paid?

Response: That will need to be agreed upon by the selected Respondent and ECAG and will be reflected in the agreement between these two entities. This does not need to be addressed in the Respondent's RFP response.

Question 20: When will ECAG select a Respondent?

Response: The timeline for review of the responses, which are due at 4:00 p.m. on April 2, 2012, will depend in part on the number of responses received. It is anticipated that a decision will be reached in one to 1 ½ months.

Question 21: Are future phases the project planned? Are there any softball fields planned for the project?

Response: Two additional soccer fields are planned and will be completed in approximately two months. There is currently no identified funding for future expansions or phases.

Question 22: Are there plans for future expansion of the Wheatley Heights Sports Complex?

Response: There are currently no plans or funding available for expansion. However, there is room for expansion in the future, if desired.

Question 23: Will the Respondent be responsible for mowing? Can the City mow?

Response: The selected Respondent will be expected to operate and maintain all portions of the Wheatley Heights Sports Complex included in the Respondent's proposal. The City will continue to maintain the facility until ECAG finalizes an agreement with the selected Respondent(s) or until June 1, 2012, whichever occurs first.

Question 24: Will the City provide a list of its current maintenance contractors for MLK Park.

Response: Yes, it will be included as part of Addendum I to this RFP.

Question 25: Will the Respondent maintain all or part of the facility?

Response: If the Respondent submits a proposal for the entire Wheatley Heights Sports Complex, the Respondent will be expected to maintain the full 170 acre property.

Question 26: Will the selected Respondent be responsible for providing maintenance equipment?

Response: Yes. If the Respondent elects to hire staff to provide maintenance tasks, it will need to also provide the equipment. If the Respondent elects to subcontract maintenance responsibilities, the equipment could be provided by the subcontractor. ECAG will not provide any maintenance equipment.

Question 27: Are there specific requirements for equipment the Respondent must provide?

Response: No. The Respondent should propose the types of equipment that it will need and provide in order to operate and maintain the facility.

Question 28: Will there be areas within the Wheatley Heights Sports Complex that may be utilized for storage of maintenance equipment?

Response: Yes. Storage space will be available in the enclosed garage at the Administration Building located at 746 Morningview.

Question 29: Will the selected respondent be responsible for tree maintenance?

Response: If there is any portion of maintenance responsibilities that the Respondent elects not to assume, this should be reflected in the RFP response.

Question 30: Will all questions and answers be posted on the RFP web site?

Response: Yes, all questions and answers will be posted as an addendum to the RFP on the City's Bidding and Contracting Opportunities web page.

Question 31: Will ECAG have a fund available for capital repair and improvement projects?

Response: Yes, ECAG is contractually obligated under its agreements with Bexar County and the City of San Antonio. For purposes of this RFP, Respondents should not assume that there will be funding available to them from this fund.

Question 32: Is ECAG a financial participant in the Wheatley Heights project?

Response: Yes. Bexar County provided the initial funding for the construction of the project from the Venue Tax Program and the City Council will provide \$600,000 over the next two years to offset a portion of the operating expenses. ECAG is responsible for all future expenses.

Question 33: Can Respondents elect to respond to the RFP for only either the northern or southern portion of the project? Can respondents submit responses as a team?

Response: Yes.

Question 34: Can the Respondent charge the City/County for expenses (i.e. cost for staffing) for their City/County days?

Response: Yes.

Questions 35: The term of the agreement between ECAG and the selected Respondent is five years. Does ECAG intend to assume all operating and maintenance responsibilities at the end of the five years?

Response: ECAG will need to evaluate this in future years but ECAG will consider an extension of an operational and maintenance agreement if it has been successfully meeting its needs.

Question 36: Will existing concessions equipment be available for the selected Respondent's use?

Response: Concessions equipment has not yet been ordered. A list of proposed equipment will be added as part of Addendum I to this RFP, and when and if this equipment is ordered, it will be available for use by the selected Respondent. An ice machine may also be added to each concession area; this is still under discussion.

Question 37: The selected Respondent will be collecting revenue from the operation of the concession stands. How will ECAG oversight of those collections be handled?

Response: ECAG assumes the selected Respondent will utilize an accounting and cash management program that allows for the tracking and monitoring of this activity. ECAG will have the right to audit cash collection and credit card processing records and processes.

Question 38: How many concession stands are located at the Wheatley Heights Sports Complex?

Response: There are three (3) concession stands. One is located in the Administration Building and two are located near the stadium.

Question 39: How will the facility be marketed?

Response: The selected Respondent will work in cooperation with ECAG to market the facility.

Question 40: Can Respondents take pictures of the facility?

Response: Yes.

Question 41: The RFP addresses event security but is silent on general non-event security. Please explain.

Response: The selected Respondent will be responsible for providing event-related security. ECAG is currently contracting for general security on a 7 day a week/24 hour a day basis. If the Respondent does not wish to provide this general security service that should be addressed in its response.

Question 42: What are the hours of operation for the facility?

Response: The hours of operation will vary depending upon scheduled use.

Question 43: Will ECAG need to approve all reservations scheduled in the system?

Response: Yes.

Question 44: Does the Wheatley Heights Sports Complex have controlled access?

Response: The northern portion of the facility in Martin Luther King Park (Football stadium, amphitheater, etc.) is controlled by entrance gates. The southern portion of the facility (Administration Building and soccer fields) currently has no controlled access measures in place.

Question 45: Will the amphitheater be available for reservations?

Response: Yes.

Question 46: May the soccer fields be used for practice?

Response: ECAG prefers that these fields only be used for games.

Question 47: Are there plans for additional access to the northern portion of the facility?

Response: Yes. Public Works will be extending Noblewood Drive into the facility. This will allow traffic to enter the facility from Houston Street. Noblewood Drive will serve as the primary entrance to the facility with secondary access from Martin Luther King Park and an emergency access point at Upland Road. A copy of the plans for Noblewood Drive will be posted as part of Addendum I to the RFP.

Question 48: Will questions submitted after this Presubmittal Conference be responded to individually?

Response: No. A summary of questions and answers from the Presubmittal Conference will be posted on the City's Bidding and Contracting Opportunities web page as an Addendum to this RFP. Any questions received after the Presubmittal Conference and prior to the deadline for all questions, which is 4:00 p.m. on Friday March 23, 2012, will also be answered and posted as an Addendum to the RFP. Questions should be emailed to phillip.covington@sanantonio.gov.

2. Pre-Submittal Conference Sign-In Sheet
Attached as separate document

3. City's Mowing Contractors for Martin Luther King Park and Wheatley Heights Sports Complex

Martin Luther King Park: Cantu Contracting, Inc.
3396 Rabel Road
San Antonio, TX 78221

(210) 627-2970

Wheatley Heights Sports Complex: Estrada Landscape
4506 S. Congress Ave. Suite R
Austin, TX 78745
(512) 912-1853

4. Proposed Equipment for Concessions
Attached as separate documents
5. Noblewood Drive Expansion Plans
Attached as separate document