

City of San Antonio

SUBJECT: Request for Proposal (RFP) for La Villita - Restaurants, (RFP 014-064, RFX# 6100004882), Scheduled to Open: **December 5, 2014**; Date of Issue: **July 23, 2014**

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

DATE: October 24, 2014

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

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

1. **Add: Exhibit 10 City of San Antonio SBEDA Program Presentation** – Exhibit is posted as a separate document.
2. **Add: Exhibit 11, Pre-Submittal Sign in Sheet dated September 10, 2014-** Exhibit is posted as a separate document.
3. **Add: Exhibit 12, Map of La Villita Restaurant locations** – Exhibit is posted as a separate document.

B. THE ABOVE MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS

1. Page 1 of Exhibit 9, **Change** chart at top of page to read as follows.

Category A				
BLD #	SQ FT	Rent**	Monthly MAG	Annual MAG
26	560	\$1.25	\$700.00	\$8,050.00
Category B				
BLD #	SQ FT	Rent**	Monthly MAG	Annual MAG
9	1713	\$1.25	\$2,141.25	\$24,624.38
20	1013	\$1.25	\$1,266.25	\$14,561.88

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

Question 1: How many restaurant spaces are being solicited? Two or three?

Response: There are three spaces being solicited, which are: Building 9, Bolivar Hall, First Floor, 1,713 sq ft, Building 20, Dosch-Rische House, 1013 sq ft, and Building 26, Maverick Plaza Concession Building, 560 sq ft.

Question 2: Is there a map identifying the three restaurant spaces?

Response: RFP Exhibit 9 listed the three buildings included in this RFP as well as descriptions of each building. A map was not included in the original RFP. A map of the La Villita restaurant spaces is attached as Exhibit 12 with this addendum.

Question 3: Has the budget for La Villita been approved?

Response: Yes, the La Villita 2015 Budget has been approved.

Question 4: What are the City's plans to support the investment to La Villita?

Response: The Department for Culture and Creative Development (DCCD) included over funds within the adopted FY15 Budget for La Villita Enhancements. These funds will be used to develop a new La Villita marketing plan, develop and implement a new website dedicated to La Villita, facility signage to enhance awareness of La Villita, facility improvements to address the Maverick Plaza wall along Alamo Street, and enhanced staffing.

Question 5: Is La Villita currently open every day?

Response: Yes, the shops at La Villita are open daily, seven (7) days a week, from 10:00 a.m. to 6:00 p.m.

Question 6: Are there multiple entrances to La Villita?

Response: Yes, there are multiple entrances to La Villita. There are entrances into La Villita from Alamo Street, Nueva Street, Presa Street, and Villita Street.

Question 7: Is there someone identified to manage La Villita?

Response: Yes, there is staff assigned to manage La Villita. At this time, Jesus Garza is the interim manager.

Question 8: Will the La Villita manager be responsible for the marketing of La Villita?

Response: The staff assigned to manage La Villita will work with the Department for Culture and Creative Development (DCCD) Public Information Officer to develop and implement marketing for La Villita.

Question 9: Does the City anticipate increasing tourism to La Villita by bringing tour buses to the area to increase foot traffic as they do now at Market Square?

Response: The City does not bring tour buses to Market Square; these activities are managed by private entities. La Villita staff will reach out to tour bus operators to determine if there are opportunities for increased visits by these buses.

Question 10: What are the parking plans for La Villita?

Response: The City has and continues to explore options for improving parking opportunities in downtown, and effort being led by the City Center Development and Operations Department. This continued work includes improving the way finding system for better access to existing parking in the downtown area.

Question 11: Are the proposed restaurant locations identified in the RFP currently operating restaurants?

Response: One (1) of the proposed restaurant locations currently operates as a restaurant, Building #9. The other two buildings, Building #26 and Building #20, are not currently operated as restaurants.

Question 12: What is the square footage of each of the three proposed restaurant spaces?

Response: Please see response to Question 1 on this addendum.

Question 13: Are drawings/renderings required with the bid submission?

Response: No.

Question 14a: In Attachment B, Revised Price Schedule, it states, "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." How are the Utility and Common Area fees calculated?

Response: The current CAM fees for La Villita tenants are \$0.12/per square foot each month. The current Utilities Fees for La Villita tenants are \$0.23/per square foot each month. The CAM fees in the new leases will be increased to \$0.15/per square foot each month. The Utilities Fees will increase to \$0.24/per square foot each month.

Question 14b: How would the tenant pay the Utilities and the CAM fees? How often?

Response: Utilities and CAM fees will be paid to the city each month, twelve times annually. Each tenant will receive a monthly invoice which combines Rental fees, Utilities Fee, and CAM Fees, which they are required to pay by the 1st of each month.

Question 15: Define and give examples of "Capital Improvements" in La Villita.

Response: Capital improvements refer to the interior and exterior improvements necessary to achieve the standards necessary for restaurant operations. The City will provide rental abatements in the amount of 90% 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. Examples may include new flooring or finishes to walls, ventilation systems or other systems, such as grease traps.

Question 16: In Attachment B, Revised Price Schedule, it states, "The City will provide abatements from the Rental Fees and Gross Sales Payments due to the CITY in the amount of 90% of approved, documented, and verified capital improvements to the lease space over the first **TEN (10)** years of the lease agreement. Any and all improvements must be reviewed and approved by City." Can you explain the abatement further and give an actual example of how it would work?

Response: An example might be the following: Company X is the successful respondent and completes \$20,000.00 in capital improvements to the Bolivar Hall Space. During the 10 years of the initial lease their monthly rent would be abated by \$150.00 each month.

The \$150.00 amount was calculated by multiplying the \$20,000.00 x 90% to arrive at \$18,000.00.

The \$18,000.00 was then divided by 10 (number of years of initial term) to arrive at a \$1,800.00 annual abatement. The \$1,800.00 annual abatement was divided by 12 to arrive at the \$150.00 monthly abatement, which will be subtracted from the monthly rent.

Question 17a: In category B, Restaurant with Lunch and Dinner Service, it states that minimum business operating hours of 11:30 a.m. to 8:30 p.m. daily. Are these hours set in stone? Can they be changed?

Response: The minimum hours included in the RFP cannot be changed.

Question 17b: Explain your definition of "daily". Is that 7 days per week? Are there any days we have to close? Could we only open for 5 or 6 days instead of 7?

Response: Daily is defined as each day, seven (7) days a week. Leases will require that tenants be open seven days a week. Leases will include options for tenants to be closed certain limited holidays, such as Easter Sunday, Thanksgiving Day, Christmas Day, and New Year's Day, if they desire.

Question 17c: Can we open on holidays? Are there any excluded holidays that we must close on?

Response: Yes, tenants may remain open on holidays. There are no days that require tenants to be closed.

Question 18a: Are we allowed to be open during Fiesta, particularly during NIOSA?

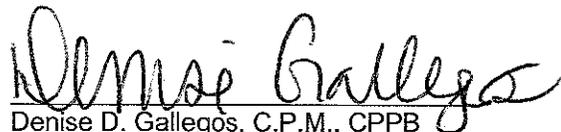
Response: Restaurants and all La Villita shops are allowed to be opened during Fiesta and NIOSA. The only limit is that outdoor space will not be allowed to be used by any tenants, including restaurants, during NIOSA.

Question 18b: Are we allowed to be open during all other special events on or surrounding La Villita village?

Response: Yes, with the exception noted for NIOSA in Question #18a above.

Question 19: What date is the lease expected to start? If awarded, when can we open our doors to the public?

Response: The anticipated execution dates for the leases is August 1, 2015. Restaurants must complete all capital improvements and receive all required permits prior to opening for business. The city understands that improvements will not be completed overnight. Negotiated leases will include specific details about the amount of time allowed to complete the capital improvements.



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