



CITY OF SAN ANTONIO

TRANSPORTATION & CAPITAL IMPROVEMENTS

THROUGH INNOVATION AND DEDICATION, WE BUILD AND MAINTAIN SAN ANTONIO'S INFRASTRUCTURE.

RFP: ON-CALL COMMERCIAL REAL ESTATE BROKERAGE SERVICES

Amendment #1

December 10, 2015

Amendment #1 contains questions received in at the Pre-Submittal Conference held on Friday, December 4, 2015 and questions received writing and/or revisions to the RFP and/or RFP documents.

I. QUESTIONS AND CLARIFICATIONS TO RFP

1. Will the City consider extending the deadline for questions and submission deadline?
2. **Response:** The deadline for questions shall not be extended. The submittal deadline has been extended to Friday, December 18, 2015 at 3:00 PM.
3. When will the contract template be available?
Response: The contract template, Exhibit C, has been issued with this Amendment #1.
4. Would you explain how the 10 SBE and 10 MWBE works? What if I sub out a portion to a certified subcontractor, am I eligible? What if I am a sub to a certified subcontractor? Will the certified contractor get the 10 SBE and MWBE points?
Response: Ten (10) evaluation preference points associated with the SBE Prime Contract Program, which provides for 10 points for SBEDA-eligible SBE respondents who document on their Utilization Plan that at least 51% of the contract shall be self-performed or shall be subcontracted to other certified SBEs with a Significant Business presence within the San Antonio Metropolitan Statistical Area. Furthermore, ten (10) evaluation preference points associated with the M/WBE Prime Contract Program, which provides for 10 points for SBEDA-eligible SBE respondents that are certified M/WBE who document on their Utilization Plan that at least 51% of the contract shall be self-performed or shall be subcontracted to other certified SBEs certified as M/WBE with a Significant Business presence within the San Antonio Metropolitan Statistical Area.
5. How is the City going to monitor the SBEDA compliance if I am not being paid by the City but getting a portion of the sales commission?
Response: SBEDA compliance will be monitored by the revenue the prime receives, whether it is the City paying you or the sales commission you receive from the contract.
6. Would you confirm if on page 4 of the RFP if the City is requesting licenses to the various subscriptions at no cost to the City?
Response: Yes, the City is requesting licenses to the subscription to the various license outlined on page 4 of the RFP. All costs associated with any subscription and licenses associated with the requested services outlined in the RFP will be paid for by the broker and provided for the City's use in the quantities specified in the RFP at no charge to the City.

7. Regarding the Proposed Marketing Plan outlined on page 8 of the RFP, it seems like a very detailed marketing plan for 2020. A lot can change from now until 2020. Would you confirm if everything you are asking for is correct? If so, will the City allow more time? This information the City is requesting is very detailed and will take time to compile. We would also need access to the Frost building. Can the City arrange this?

Response: The dates are correct, the four page response should project what the broker believes is sufficient time for the market to absorb 82,000 sf of office space and, for the purpose of this submission, 17,500 sf of 1st floor retail space (the RFP document identifies this retail space as being on the street level of the garage building fronting Main, Commerce and Flores streets), to be delivered ready for tenant improvement finish out on January 1, 2020. Projected rental rates and absorption patterns should be based on what the respondent believes the market will support in January 2020. The respondent will need to provide some basis for their assumption with the expectation being that the four page response summary will include suggested amenities, if necessary, or market rate discounts that broker believes will give the space a competitive advantage in the market place. Any suggested rental rates for both the office and retail spaces should include projected increases over time, allowances for finish out and any other concessions to be granted to a prospective tenant to allow broker to meet the suggested absorption time frame. The expectation is that the four page summary will include sufficient detail for the reviewer to conclude that the respondent's assumptions are clearly supported by respondent's experience in this market or others in which broker's expertise and experience resulted in higher than typical results either in absorption time, market rate or both. The summary should include past examples of marketing campaigns completed by broker to the extent that past experience contributes to the respondent's ability to achieve similar results with the Frost Building. In addition to the four page marketing plan, respondents will be allowed to submit, if they chose, collateral material used in one marketing campaign previously initiated by respondent. The collateral material should be limited to brochures and other literature including media placement that would have been available to potential prospects.

8. Would you explain more what the City is expecting from the broker for P3 services? What does the City want the broker to provide on P3 services?

Response: The City is expecting prospective brokers to clearly illustrate how their services will enhance the City's ability to solicit and respond to P3 development proposals. The City would like brokers to explain how they plan to garner more competition and encourage innovative responses from qualified developers through their marketing efforts. Additionally, if you or your brokerage company has worked on a prior public-private real estate development project, please provide an overview of that experience.

9. Will there be any transaction where the City will not use the broker?

Response: It will be completely at the City's discretion as to when the services of the broker hired through this solicitation will be needed.

II. REVISIONS TO THE RFP AND SOLICITATION DOCUMENTS

1. RFP Submittal deadline has been extended to Friday, December 18, 2015
2. The contract template, Exhibit C, is now available and posted on the City's website with the solicitation. Refer to link <http://www.sanantonio.gov/purchasing/biddingcontract/opportunities.aspx>

END OF REVISIONS

No other items, dates, or deadlines for this RFP are changed.