

## City of San Antonio

### ADDENDUM I

**SUBJECT:** Request for Qualifications for License of Sports Fields at Old Spanish Trail Park, (RFQ 16-046, 6100007078), Scheduled to Close: March 18, 2016; Date of Issue: February 17, 2016

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

**DATE:** March 8, 2016

### **THIS NOTICE SHALL SERVE AS ADDENDUM NO. 1 - TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS**

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

Question 1: Is the License Holder responsible for mowing the slopes, or only the playing fields?

Response: The License Holder is responsible for mowing the playing fields. The Parks and Recreation Department is responsible for mowing the slopes.

Question 2: Who is responsible for any structural damage at the Park (drains, etc.)?

Response: Transportation & Capital Improvements (TCI) Storm Water Operations will be responsible for the repair of structural damage of drainage structure components, detention pond outfalls into the pond and out into the underground drainage box culverts where the ponds discharge.

Question 3: Who is responsible for the area around and maintenance of the trees in the center of the park? How about the smaller trees recently planted and drip system?

Response: The Parks and Recreation Department will be responsible for the maintenance of the trees in the center of the park. The smaller trees planted with the drip system is the responsibility of the License Holder.

Question 4: Who is responsible for debris (other than trash) on the field in the outlets or on the slopes within the park after heavy rain?

Response: TCI will remove flood debris from the side slopes, along with the outlets, after significant rain events.

Question 5: Is there a Storm Water operating and maintenance manual (O & M) that we may review which details the requirements for this park that a License Holder must adhere to?

Response: The O&M manual is being finalized. We can provide a copy when it is finalized and accepted by the City of San Antonio.

Question 6: What kind of irrigation system is currently in place and what function does it serve?

Response: A drip irrigation system exists only for the purpose to water the small, newly planted trees within the park.

Question 7: Is there current irrigation that serves the playing fields?

Response: No.

Question 8: If we want to conduct additional seeding or request changes in the type of grass laid on the playing fields, must we first submit a proposal as a field improvement to the Parks and Recreation Department?  
Response: Yes.

Question 9: Are there restrictions on seed type for the playing fields?  
Response: The following is preferred: 100% Hulled Common Bermuda Grass (*Cynodondactylon*) of 98% purity.

Question 10: Is additional hydro seeding planned or scheduled?  
Response: The contractor will perform seeding and hydro seeding as part of a final punch list prior to City's acceptance of the premises.

Question 11: Are there restrictions on the type of fertilizer used on the fields? Must it be organic; is there an environmental impact to consider, etc.?  
Response: Yes, organic is preferred. There are no environment impacts with organic fertilizers (i.e. Earth Works – poultry base, Organix – Poultry Base, Houactinite).

Question 12: Is synthetic turf allowed on / as the playing fields?  
Response: Proposed installation of synthetic turf on the playing fields must be submitted to the Parks and Recreation Department for review and approval, upon which an evaluation will be conducted regarding the effect of synthetic turf upon the retention pond hydraulics.

Question 13: Are there any restrictions to changing the grade of the playing fields?  
Response: Prior to any grading changes, a proposed grading plan must be submitted to the Parks and Recreation Department to ensure that grading changes will not affect drainage functionality.

Question 14: If we desire to conduct any grading changes, must we first submit a proposal to the Parks and Recreation Department to make improvements?  
Response: Yes. See response to question 16.

Question 15: How many parking spaces are available in the Park? What other parking is available?  
Response: There are 156 parking spaces within the park, of which six (6) are designated for persons with disabilities. Public street parking is also available along Gardina and Renner.

Question 16: Who is responsible for making certain water flows in and out of the drains or retention ponds?  
Response: TCI Storm Water Operations will ensure that the detention pond drain structures and features for drainage are properly functioning in accordance with the designed plan.

Question 17: What arrangements will be made or are expected regarding locks and keys to the Park gates?  
Response: The License Holder will supply their own locks for the gates and will provide one complete set of keys to the Parks and Recreation Department.

Question 18: Will the License Holder have access to the driveways from the Park gate down to the playing fields? Are there any restrictions for the use of these driveways?  
Response: The License Holder will be permitted temporary access to the driveways from the Park gate down to the playing fields for maintenance activities and set-up / break down of equipment for league activities. No parking is allowed on the slopes or the fields.

Question 19: Is there a security fence bordering the neighboring business strip center?  
Response: No, the fence that borders the neighboring business strip center is not a security fence.

Question 20: Who will make the determination to close the Park due to hazard?  
Response: The City's Parks Police Department will make the determination to close the Park due to hazard.

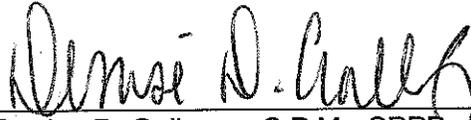
- Question 21: What announcements are made and how / what is the method used to notify the public?  
Response: Announcements are made via the Parks and Recreation departmental website and through social media.
- Question 22: Is there an unusual collection of pests / vermin evident in the Park?  
Response: No.
- Question 23: Are naming rights allowed?  
Response: No. Please refer to Naming Rights under Section 004, Scope of Services within the Request for Proposal: "No naming rights of the field will be conveyed to License Holder. Naming of parks and facilities is subject to applicable City ordinances, approvals and processes."
- Question 24: Is an Operator / Licensee sign allowed? What are the restrictions, if any?  
Response: The License Holder may not install or display any permanent sign(s) upon the Premises without the prior written approval to install or display said sign(s) by the City through the Parks and Recreation Department.
- Question 25: At what point does storm water create an evident impact on the fields?  
Response: Heavy rain events will create impacts to field play; designed 5-year to 100-year storm events will have substantial impacts to fields being utilized until total draining of the ponds occur.
- Question 26: How long does it take for the fields to drain after a storm?  
Response: Depending upon the rain event, the detention ponds are design to create storage for up to 24 hours where flows are released at a designed outflow from the ponds.
- Question 27: Is the pond designed to drain within 24 hours?  
Response: While the ponds are designed to drain within 24 hours, field surfaces may remain saturated for a longer period of time.
- Question 28: Can existing government funds (municipal or school district, etc.) be used toward this project to make improvements at the Park?  
Response: Yes, depending whether the funding source allows for that use of their funds.
- Question 29: How will sub-lessors learn of availability?  
Response: Directly through the License Holder.
- Question 30: Will the fields be part of the City's Park Systems Rentals?  
Response: No.
- Question 31: Can the public search and find a link to the License Holder (for Leasing / Rental Call, etc.)?  
Response: Yes, through the License Holder's website.
- Question 32: If the awarded respondent wants to make changes at the park, will this need to go before an approval board?  
Response: All proposed improvements must be submitted to the Parks and Recreation Department for review and approval.
- Question 33: Are there restrictions for lighting the fields?  
Response: There are no known restrictions to lighting at the fields. Any proposed lighting at the Park must be submitted to the Parks and Recreation Department, must be approved by TCI Storm Water Operations and the proper permitting approvals must be obtained through the City's Development Services Department.
- Question 34: Are there any restrictions on charging a fee for gate entrance or parking?  
Response: There is no restriction on charging a fee for gate entrance. No fees may be charged for parking at any time.

Question 35: Is field sponsorship allowed?

Response: Yes. All promotional materials and signage acknowledging the sponsorship relationship are subject to the prior written approval of City through its Director of the Parks and Recreation Department. In the event an approved sponsorship relationship is with an entity that sells or distributes alcoholic beverages, related signage must be fully covered during use of the Premises for youth activities.

Question 36: Is an operator logo sign allowed to be installed?

Response: The License Holder may not install or display any permanent sign(s) upon the Premises without the prior written approval to install or display said sign(s) by the City through the Parks and Recreation Department. Temporary signs used for sponsorship recognition may be installed from time to time within the Premises without sign approval by the City as long as standard design of the sign has been approved in advance. Temporary signs shall be defined as any sign or banner that is placed on the Premises before the game begins, and removed at the conclusion of the game.



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