

CITY OF SAN ANTONIO

DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT



REQUEST FOR PROPOSAL ("RFP")

for

Inner City Tax Increment Reinvestment Zone, Number 11 Development Projects RFP 2012-001

Release Date: February 3, 2012
Proposals Due: May 7, 2012

This solicitation has been identified as High-Profile.

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- 4 the spouse of any of these individuals;
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I. BACKGROUND

The City of San Antonio is seeking proposals for development projects located within the boundaries of the Tax Increment Reinvestment Zone (TIRZ) Number 11 known as the Inner City TIRZ. The Inner City TIRZ and its Board of Directors were created by the City Council in 2000 to support development, redevelopment, revitalization and public infrastructure improvements within a 3.9-square mile area adjacent to downtown San Antonio. This Request for Proposals (RFP) seeks catalyst projects that will 1) generate TIRZ Fund revenue, 2) implement the goals of previous planning studies which incorporate parcels from the Inner City TIRZ, and 3) meet the special development use patterns in compliance with the current 2008 TIF Manual adopted by the City Council on October 16, 2008.

Successful projects will demonstrate an understanding of the unique leverage provided by Tax Increment Financing. The TIF tool is designed to reward projects that create substantial value in a relatively short period of time. In San Antonio, TIF is often used as a committed source of revenue for payment of a construction and/or permanent loan obtained from a private lending institution for a specific project.

The City of San Antonio is dedicated to the revitalization of inner-city neighborhoods and commercial districts, particularly in those areas located inside Loop 410 and south of Highway 90. The City's revitalization strategy is based on the implementation of a tiered system of incentive tools, including Tax Increment Financing (TIF). By leveraging private investment for certain types of development within a targeted area, TIF can assist in financing needed public improvements and enhancing infrastructure. A TIRZ should act as an economic stimulus to the neighborhoods, districts and corridors within and surrounding the zone.

The Inner City TIRZ comprises approximately 2,524 acres, or 3.9 square miles, east of Downtown San Antonio inside Loop 410, primarily south of Interstate Highway 35, north of Interstate Highway 10, and straddling both sides of Interstate Highway 37 (See RFP Exhibit I). Due to its size and location, the zone contains a wide variety of neighborhoods, businesses and entertainment districts that are broadly representative of the City's development history. The zone also includes some key landmarks such as the Riverwalk, Alamodome, AT&T Center, and Sunset Station. The school district for the Zone is the San Antonio Independent School District.

The TIRZ was designated on December 14, 2000 to support redevelopment and public infrastructure improvements within the boundaries of three enterprise zones. Since that time, the TIRZ Project Plans, Finance Plans, and boundaries have been amended to encourage various types of projects. Currently, the TIRZ properties represent a broad spectrum of the City's development history, touching San Antonio's Riverwalk downtown, historic neighborhoods south and east of downtown, as well as modern redevelopment efforts.

The large amount of land within the TIRZ -- and its privileged location near downtown -- provides unprecedented opportunities for large-scale thinking. At the same time, the number of individual neighborhoods, corridors, and districts within the TIRZ creates dozens of opportunities for tailored, small-scale projects. At least fourteen different neighborhood associations are represented in the Zone, including: Arena District, Coliseum Willow Park,

Coliseum Oaks, Denver Heights, Dignowity Hill, Downtown, Government Hill Alliance, Harvard Place/Eastlawn, Historic Gardens, Jefferson Heights, King William, Lavaca, Roosevelt Park and St. Paul Square.

The Zone's unique urban histories suggest the basic foundations for new development ideas. These histories are also at the root of the actual challenges to redevelopment in the TIRZ. Since educational opportunities in San Antonio are intimately related to property values, any strategy that seeks to reinvest in the future of this community must consider property redevelopment as one of its key tactical tools. Some neighborhoods in the Zone have already taken steps to break the vicious cycle of low property values and limited educational opportunities. These strategies could certainly be used as learning models for other efforts.

Whether the models are local or national in origin, implementation of development ideas remains the challenge. Fortunately, the TIF mechanism provides an unparalleled implementation tool. In brief, the TIRZ could reimburse the costs of developing or redeveloping public infrastructure, historic preservation, economic development and other eligible costs (please refer to RFP Exhibit II). The reimbursement is drawn directly from the project's "increment" which is defined as the property taxes collected on the site's new, higher value. In a way, a project finances itself by creating a long-term revenue stream against which initial construction and permanent financing can be secured. Three points should be emphasized to ensure successful project planning: 1) TIF is designed to reward projects that create substantial real property value increases relatively quickly; 2) as a reimbursement program, TIF does not provide up-front money, so recipients of TIF must still secure private financing; and 3) reimbursements take place over a long period of time beginning one to two years after the completion of construction. Projects that take these factors into account will be able to put together a project and finance plan that allows a developer to address issues that otherwise might remain liabilities, such as difficult drainage, street design, environmental remediation, or rehabilitation of older structures.

The Zone is governed by a TIRZ Board whose responsibilities include the selection and prioritization of projects to receive TIF revenue. These project(s) get incorporated by amending the Project and Financing Plans which are presented as recommendations to City Council for final approval. The Board would like to take a more proactive approach to development in the Zone without losing the ability to act quickly on a specific project.

The TIRZ Board directed City staff in January 20, 2012 to issue a Request for Proposals (RFP) to stimulate catalyst proposals that directly engage the critical challenges and unique opportunities within the Zone.

The projects sought by this RFP implement three primary qualities:

- **Generate TIRZ Fund revenue**
- **Implement the goals of previous planning studies**
- **Meet TIF Development Patterns**

These qualities are discussed in detail in the Scope of Services.

TIRZ Planning Areas, Neighborhoods, Districts and Corridors

The Zone includes the following seven planning areas which were identified based on the various planning studies that have been completed by or in conjunction with the City of San Antonio Planning Department. The full text of the plans is referenced below.

- a. Downtown Neighborhood Plan
<http://www.sanantonio.gov/planning/npud/Downtown/pdf/DowntownPlanFINAL1999.PDF>
- b. Government Hill Neighborhood Plan
http://www.sanantonio.gov/planning/npud/govt_hill/pdf/govt_hill_2001.pdf
http://www.sanantonio.gov/planning/npud/govt_hill/pdf/GHill_Neighborhood_Plan_Update.pdf
- c. Arena District/Eastside Community Plan
http://www.sanantonio.gov/planning/npud/ArenaDistrict/PDF/adopted_arenaeastside_FINAL.pdf
- d. Lavaca Neighborhood Plan
http://www.sanantonio.gov/planning/npud/lavaca/pdf/LavacaNP_2001.pdf
- e. South Central San Antonio Plan
http://www.sanantonio.gov/planning/npud/SouthCentralSA_CP/pdf/South_Central_CP_1999.pdf
http://www.sanantonio.gov/planning/npud/SouthCentralSA_CP/pdf/South_Central_CP_2005.pdf
- f. Dignowity Hill Neighborhood Plan/ Eastside Reinvestment Plan
http://www.sanantonio.gov/planning/npud/dignowityHill/pdf/DignowityHillNP_FinalDec2009.pdf
- g. St. Paul Gateway District Redevelopment Plan
http://www.sanantonio.gov/planning/npud/ProjectsReportsStudies/pdf/StPaulGatewayReport_ULI.pdf

RFP Exhibit III illustrates the five Neighborhood and Community Plan areas above with an overlay of the parcels in the Inner City TIRZ. For questions regarding the inclusion or exclusion of a particular parcel, submit in writing to the Staff Contact Person as required by Section VIII., Restrictions on Communication.

II. SCOPE OF SERVICES

This RFP will allow the City to solicit projects that support housing and commercial development which is compatible with surrounding development. The RFP also builds on the previous planning work done by the City and others. This considerable amount of work is represented in part by the Eastside Reinvestment Summit (2010) and the following seven Plans: Downtown Neighborhood Plan, Government Hill Neighborhood Plan, Arena District/Eastside Community Plan, Lavaca Neighborhood Plan, South Central San Antonio Plan, Dignowity Hill Neighborhood Plan/Eastside Reinvestment Plan, and St. Paul Gateway District Redevelopment Plan. Each of these plans articulates principles, strategies and recommendations for different neighboring communities within the Inner City TIRZ. These recommendations are summarized below in a manner consistent with the implementation of the RFP and the TIF mechanism.

Proposals should demonstrate how the proposed project(s) would implement these specific development goals.

Since TIF is a long-term incentive, development supported by TIF must add long-term value to the public realm. Accordingly, projects must be built using design principles that recognize the importance of the long-term safety and comfort of all public infrastructure users – whether they are walking, jogging, riding or driving. Such design principles should recognize and implement the land use, zoning, subdivision, and street design characteristics that ensure that TIF projects are accessible to people of all ages and abilities. In practical terms, this means that many areas within TIF projects give priority to the safety of pedestrians by carefully controlling vehicular design speeds on public right of way. Such walkable communities, in coordination with other City initiatives, also help protect San Antonio's air quality by reducing the number of vehicle miles traveled. The City's Unified Development Code (UDC) sets out a menu of approaches to help designers and developers meet the City's urban design policies.

The TIF Program has been directed to uphold the highest standards of not just the infrastructure it finances but the private improvements that depend on or benefit from that infrastructure. In order to ensure long-term value for the City and flexibility for developers, Appendix F, TIF Development Patterns, of the TIF Manual provides a menu of development options. The City of San Antonio's 2008 TIF Manual can be downloaded from http://www.sanantonio.gov/planning/TIF/PDFs/08%20TIF%20Manual%20Council_FINAL_%202-5-09.pdf or by contacting the City as required by Section VIII, Restrictions on Communication.

Projects submitted in response to this RFP must demonstrate a commitment to one or more of the standards listed below. The following options are non-conventional Use Patterns or Special Districts defined in the Unified Development Code and previously approved by City Council:

- 1. Infill Development Zone (IDZ) (in Community Revitalization Action Group area only)** Use Pattern: Flexible use regulation combined with contextual urban design standards to promote pedestrian activity and maintain character of neighborhood. The IDZ may be used as a Special or Overlay District.
- 2. Traditional Neighborhood Development (TND)** Use Pattern: Comprehensive development approach that integrates and fine-tunes urban design standards to permit the development of neighborhoods that encourage daily pedestrian activity. Defines size, location and composition of the Centers, Neighborhoods, and Open Space that constitute a TND.
- 3. Transit Oriented Development** Use Pattern: Encourages compact, mixed-use development within ½-mile of Transit Station or Major Bus Boarding Location. Focus is on density and pedestrian accessibility.
- 4. Commercial Center** Use Pattern: Urban design guidelines specifically tailored to shopping, service and employment opportunities within walking distance of residential

areas. Guidelines balance the needs of pedestrians and drivers and encourage nodal, mixed-use development.

5. Conservation Subdivision Use Pattern: Primarily residential guidelines designed to maximize preservation of large parcels of natural habitat through the use of density bonuses.

6. Commercial Retrofit Use Pattern: Increased flexibility to encourage the redevelopment of existing shopping centers and big box retail sites with a development pattern which is pedestrian friendly and compatible with surrounding development.

7. Urban Development Flex District: Encourages the development of a land use pattern that encourages compact neighborhoods and centralized commercial areas that promote a sense of community and are pedestrian and transit friendly.

8. SmartCode / Form-Based Zoning: Transect-based zoning and subdivision code that encourages walkable, mixed-use neighborhoods at various scales, including hamlets, villages, and regional centers.

Location-Specific Criteria

The following kinds of projects have been approved by City Council or have been identified by the Eastside Community as priorities for their respective areas. Projects should implement one or more of the priorities listed below for their Planning Area, in addition to meeting the General Criteria listed above.

Eastside Reinvestment Summit (2010)

The City of San Antonio hosted a three meeting Summit of residents, civic and neighborhood leaders, stakeholders, developers, property and business owners, and public sector entities to discuss how to launch the redevelopment of the Eastside. The overall goal of the Summit was creation of a community foundation for moving forward collaboratively with the economic redevelopment of the Eastside. This report represents the summary of the January-February 2010 Eastside Reinvestment Summit.

The city engaged Huntley Partners, a management consulting company with expertise in managing large economic development initiatives and creating public private partnerships, to design and facilitate the three meetings which comprised the East Side Reinvestment Summit. As a part of the Huntley Partners team, Clarification & Mediation, Inc. provided the facilitation services.

The list of the top 15 project ideas (top 5 from each break out group) is included, as recorded, in the Appendix as Exhibit M in the Eastside Reinvestment Summit Report. Request for copies of the report can be emailed to Zenon “Zeke” Solis, Senior Planner, City of San Antonio at zenon.solis@sanantonio.gov. In all cases, special consideration (additional points) will be given to projects that can meet the goals that are listed below. The project ideas are:

1. Improve image and media coverage
2. Friedrich Building
3. Mega Warehouse conversion (employment training/job incubator/meeting facility)
4. Willow Springs Retail Development (Mixed Use)
5. Build hospital in district
6. Encourage new construction of homes and secure abandoned property
7. Capitalize on youth (Eastside pride) – assessment too
8. Create Fort Sam Houston development district (with tax incentive, Business Park)
9. Development of corridors on Eastside in stages (New Braunfels, Walters, Binz Engleman, Houston)
10. Create positive marketing campaign (Weed & Re-Seed)
11. Reassess tax value by City/State of all vacant properties; make properties in default available for development; mandate green development; encourage development of both affordable and market rate housing
12. Create mixed use development that maintains character of Eastside, such as Friedrich Building and residential over retail structures
13. Improve schools (unify district, improve facilities, include community services)
14. Complete development of large, existing parks
15. Develop Streetcar line along Commerce/Houston corridors into downtown and northern neighborhoods.

Downtown Neighborhood

Projects in this area will implement goals drawn from the Downtown Neighborhood Plan Action Plan and TIF Manual. Generally, the goals for this area are to encourage pedestrian-oriented projects, including urban living, neighborhood commercial activity, and an expanded River Walk. To facilitate implementation, these general goals have been organized into three general types of projects and numerous specific projects. Responses to this RFP must correspond to at least **one** of the following specific projects. In all cases, special consideration (additional points) will be given to projects that focus on the Commerce Street Corridor from east to west neighborhoods and the SouthTown commercial corridor.

1 Type 1 Project: Infrastructure

- 1.a Upgrade water or sewer lines
- 1.b Replace overhead utilities underground
- 1.c Rebuild existing streets to street design that prioritizes pedestrian safety and comfort
- 1.d Rebuild existing sidewalks for ADA compliance, pedestrian safety and comfort, and improved accessibility
- 1.e Rebuild creeks and drainage to control flooding and accommodate urban development
- 1.f Renovate existing parks to increase usage
- 1.g Build new parks that enhance and broaden existing system of open and public spaces
- 1.h Create a way finding/signage network
- 1.i Extend the River Walk north and south

2 Type 2 Project: Specific Development/Redevelopment

- 2.a Renovate existing buildings for urban housing, mixed-use, or commercial uses

- 2.b Build new housing, mixed-use, or neighborhood commercial buildings on currently vacant land, in compliance with Appendix F, TIF Development Patterns of 2006 TIF Manual
- 2.c Build shared parking structures to support adjacent uses

3 Type 3 Project: Other Eligible Project

- 3.a Incentive Program that is designed to further the goals of the Zone and this Planning Area (Neighborhood Commercial Revitalization program support, façade improvement, improvement district, revolving loan fund, etc)
- 3.b Zoning change or overlay that facilitates Zone and Planning Area goals

Government Hill Neighborhood

Projects in this area will implement goals drawn from TIF Manual and the Government Hill Neighborhood Plan as summarized in the Goals, Objectives and Strategies developed by community participants during the April 29, 1998 and June 2, 1998 community meetings. Generally, the goals for this area are to encourage pedestrian-oriented revitalization projects, conservation or rehabilitation of housing stock, increased safety, and improved neighborhood community facilities. To facilitate implementation, these general goals have been organized into three general types of projects and numerous specific projects. Responses to this RFP must correspond to at least one of the following specific projects. In all cases, special consideration (additional points) will be given to projects that focus on N. New Braunfels, Walters, Sandmeyer, Mason, and/or Carson streets.

1 Type 1 Project: Infrastructure

- 1.a Upgrade water or sewer lines
- 1.b Replace overhead utilities underground
- 1.c Rebuild existing streets to street design that prioritizes pedestrian safety and comfort
- 1.d Rebuild existing sidewalks for ADA compliance, pedestrian safety and comfort, and improved accessibility
- 1.e Work with TxDOT to landscape along both sides of I.H. 35, utilizing existing irrigation system, and create a noise and pollution buffer
- 1.f Work with TxDOT to install safety barriers between neighborhood and I.H. 35 right of way
- 1.g Install speed control devices on identified problem streets throughout the neighborhood
- 1.h Rebuild creeks and drainage to control flooding and accommodate urban and neighborhood development
- 1.i Provide a neighborhood park for recreation and open space within the neighborhood; work with the City and School District to identify potential properties for a neighborhood park
- 1.j Connect parks with sidewalks and tree lined streets
- 1.k Connect neighborhoods on the north and south sides of I.H. 35 with a safe pedestrian crossing, one option being a redeveloped Walters St. bridge
- 1.l Work with SAISD or other agencies to establish library, parks, and community facilities (see plan for specific locations)

1.m Install new lighting around bus stops, neighborhood amenities and in needed areas

2 Type 2 Project: Specific Development/Redevelopment

- 2.a Renovate existing buildings for urban housing, mixed-use, or commercial uses
- 2.b Build new housing, mixed-use, or neighborhood commercial buildings on currently vacant land, in compliance with Appendix F, TIF Development Patterns of 2006 TIF Manual
- 2.c Build shared parking structures to support adjacent uses; work with SAISD on issues of shared parking

3 Type 3 Project: Other Eligible Project

- 3.a Incentive Program that is designed to further the goals of the Zone and this Planning Area (Neighborhood Commercial Revitalization program support, façade improvement, improvement district, revolving loan fund, etc)
- 3.b Create and manage a systematic plan to repair and rehabilitate housing, with special emphasis on the needs of the elderly
- 3.c Form an oversight committee to monitor and inform landlords/tenants of code violations. In addition, this committee will work with residents and area churches to help provide services for elderly and needy.
- 3.d Monthly inspection and clean up of vacant lots in the neighborhood
- 3.e Market the vacant parcels of land to prospective homeowners and businesses
- 3.f Recruit desired businesses and the expansion of existing businesses in the neighborhood
- 3.g Encourage the involvement of all organizations in the area to work together to improve the neighborhood

Arena District/Eastside Community

Projects in this area will implement goals drawn from TIF Manual and the Arena District/Eastside Community Plan. To facilitate implementation, these goals have been organized into three general types of projects and numerous specific projects. Responses to this RFP must correspond to at least one of the following specific projects. In all cases, special consideration (additional points) will be given to projects that focus on Commerce from IH-37 to Houston, Martin Luther King Dr. from New Braunfels to IH-10, New Braunfels Avenue from MLK Dr. to IH-10, New Braunfels Avenue from IH-35 to MLK Dr., Houston St. from IH-37 to Walters St., and Hackberry St. from Duval St. to IH-10, the New Braunfels NCR area, and the New Light Village NCR area.

1 Type 1 Project: Infrastructure

- 1.a Upgrade water or sewer lines
- 1.b Replace overhead utilities underground
- 1.c Rebuild existing streets to street design that prioritizes pedestrian safety and comfort, with special emphasis on MLK as a ceremonial boulevard, and special emphasis on 167 street blocks which have poor roadway pavements
- 1.d Convert the signalized intersection of New Braunfels Avenue and Houston Street into a traffic roundabout

- 1.e Implement safety improvements at the top ten crash intersections
- 1.f Resurface six roadways (identified in Plan) at railroad crossings and replace wooden/asphalt railroad ties with concrete ties
- 1.g Close eight at-grade railroad crossings (identified in Plan); add street trees in planters to block vehicle access
- 1.h Build a new roadway beginning at the Commerce/Houston St. intersection and continuing north to Seguin Street, roughly parallel to Salado Creek along the east bank
- 1.i Remove the Union Pacific railroad tracks between Roland Ave. and IH-35 that are adjacent to the Coliseum grounds to maintain as a future transportation corridor
- 1.j Restore north/south cross town VIA bus service along Walters
- 1.k Rebuild existing sidewalks for ADA compliance, pedestrian safety and comfort, and improved accessibility
- 1.l Install weather protection shelters at the busiest bus stops. New sidewalks also will be added to/from these bus stops as needed
- 1.m Establish greenways along improved streets and pedestrian ways, with greenway "fingers" extending through the AT&T Center site and into adjacent neighborhoods and the proposed Town Center site
- 1.n Rebuild creeks and drainage to control flooding, accommodate natural habitats, and create new recreational opportunities; special attention focused on Salado Creek Greenway
- 1.o Build new park for recreation and open space within the neighborhood

2 Type 2 Project: Specific Development/Redevelopment

- 2.a Renovate existing buildings for urban housing, mixed-use, or commercial uses
- 2.b Create a town center
- 2.c Create a Mixed Use Town Center south of the AT&T Center
- 2.d Create a regional commercial center near W.W. White and IH-10
- 2.e Build new housing at a rate of 25 – 50 homes per year
- 2.f Build new medium density single-family and high-density multifamily residential neighborhoods near Salado Creek to supplement existing ones
- 2.g Build 600,000 square feet of new light industrial space
- 2.h Build 200,000 square feet of new retail, medical office, and business services space
- 2.i Develop mixed uses along New Braunfels to supplement existing commercial core at Commerce and New Braunfels
- 2.j Build new mixed-use and neighborhood commercial buildings on currently vacant land, in compliance with Appendix F, TIF Development Patterns of 2006 TIF Manual
- 2.k Build shared parking structures to support adjacent uses
- 2.l Celebrate Dr. Martin Luther King by creating a new public space/traffic circle with public art at Houston and New Braunfels

3 Type 3 Project: Other Eligible Project

- 3.a Incentive Program that is designed to further the goals of the Zone and this Planning Area (Neighborhood Commercial Revitalization program support, façade improvement, improvement district, revolving loan fund, etc)
- 3.b Zoning change or overlay that facilitates Zone and Planning Area goals

- 3.c Marketing effort highlighting recent community improvements

Lavaca Neighborhood

Projects in this area will implement goals drawn from TIF Manual and the Lavaca Neighborhood Plan. To facilitate implementation, these goals have been organized into three general types of projects and numerous specific projects. Responses to this RFP must correspond to at least one of the following specific projects. In all cases, special consideration (additional points) will be given to projects that focus on the SouthTown NCR target area.

1 Type 1 Project: Infrastructure

- 1.a Upgrade water or sewer lines
- 1.b Replace overhead utilities underground
- 1.c Rebuild existing streets to street design that prioritizes pedestrian safety and comfort
- 1.d Rebuild existing sidewalks for ADA compliance, pedestrian safety and comfort, and improved accessibility
- 1.e Rebuild creeks and drainage to control flooding, accommodate natural habitats, and create new recreational opportunities
- 1.f Build new park for recreation and open space within the neighborhood
- 1.g Develop a system of bicycle paths that connect the neighborhood to nearby destinations, such as HemisFair Plaza, the Mission Trail, downtown, and the San Antonio River, while also enhancing the aesthetics and safety of existing pedestrian corridors
- 1.h Enhance public transit options to increase safety and/or maximize community residents' accessibility/usage
- 1.i Develop safe pedestrian crossings for Brackenridge High School and Page Middle and Bonham Elementary School students

2 Type 2 Project: Specific Development/Redevelopment

- 2.a Renovate existing buildings for urban housing, mixed-use, or commercial uses
- 2.b Build new housing, mixed-use, or neighborhood commercial buildings on currently vacant land, in compliance with Appendix F, TIF Development Patterns of 2006 TIF Manual
- 2.c Build shared parking structures to support adjacent uses; with special emphasis on ways to mitigate parking demand generated by residents, visitors, and local employers
- 2.d Build Neighborhood Supermarket or redevelopment / improvement of existing grocery stores
- 2.e Develop weekend and/or special event marketplace
- 2.f Acquire the use or joint use of the 400 Labor Street San Antonio Housing Authority (SAHA) building for a multi-faceted, intergenerational, community learning and activity center
- 2.g Acquire the SAISD structure (Burnet/Herff Elementary School) to house a high-tech resource and business center

3 Type 3 Project: Other Eligible Project

- 3.a Incentive Program that is designed to further the goals of the Zone and this Planning Area (Neighborhood Commercial Revitalization program support, façade improvement, improvement district, revolving loan fund, etc); with special emphasis on neighborhood commercial establishments through enforcement of code compliance, improvement of business appearances, reinstatement of neighborhood clean-ups, utilization of vacant buildings, and attraction of new neighborhood businesses
- 3.b Incentive Program that is designed to further the goals of the Zone and this Planning Area (Neighborhood Commercial Revitalization program support, façade improvement, improvement district, revolving loan fund, etc); with special emphasis on encouraging property owners to maintain and upgrade residential structures and properties
- 3.c Develop neighborhood historical iconography and landscaping programs
- 3.d Zoning change or overlay that facilitates Zone and Planning Area goals

South Central San Antonio

Projects in this area will implement goals drawn from TIF Manual and the South Central Community Plan. To facilitate implementation, these goals have been organized into three general types of projects and numerous specific projects. Responses to this RFP must correspond to at least one of the following specific projects. In all cases, special consideration (additional points) will be given to projects that focus on South Flores Street, South Presa Street, Roosevelt Avenue, the Missions, parks, and the San Antonio River, and the Presa Real NCR target area.

1 Type 1 Project: Infrastructure

- 1.a Upgrade water or sewer lines
- 1.b Replace overhead utilities underground
- 1.c Rebuild existing streets to street design that prioritizes pedestrian safety and comfort
- 1.d Rebuild existing sidewalks for ADA compliance, pedestrian safety and comfort, and improved accessibility
- 1.e Rebuild creeks, rivers and drainage to control flooding, accommodate natural habitats, and create new recreational opportunities
- 1.f Build new park for recreation and open space within the neighborhood
- 1.g Expand the hike and bike trail/linear park system to connect all parts of the city along waterways (including the San Antonio River, San Pedro Creek, Alazon Creek, and Apache Creek): Establish hike and bike trails, stabilize the pilot channel, and beautify and contour the trapezoid channel
- 1.h Plant more trees in the South Central San Antonio area

2 Type 2 Project: Specific Development/Redevelopment

- 2.a Renovate existing buildings for urban housing, mixed-use, or commercial uses
- 2.b Build new housing, mixed-use, or neighborhood commercial buildings on currently vacant land, in compliance with Appendix F, TIF Development Patterns of 2006 TIF Manual
- 2.c Build shared parking structures to support adjacent uses

- 2.d Provide recreational facilities and activities for youth and community members

3 Type 3 Project: Other Eligible Project

- 3.a Incentive Program that is designed to further the goals of the Zone and this Planning Area (Neighborhood Commercial Revitalization program support, façade improvement, improvement district, revolving loan fund, etc)
- 3.b Zoning change or overlay that facilitates Zone and Planning Area goals

Respondents to this RFP must demonstrate how the planned investment will contribute to revitalization activities in the community of which the TIRZ is a part. The Respondent must also indicate how the input of nearby neighborhood residents, businesses, and schools has influenced the project planning process. All proposals must communicate and demonstrate how the project achieves objectives of the City’s Master Plan.

Design Quality

The design of the public and private elements of TIF-supported projects should be designed to ensure long-term value. Accordingly, public improvements must be built according to design principles that prioritize the safety and comfort of all users – whether they are walking, jogging, riding or driving. Similarly, private improvements must be built to provide livable environments for everyone, regardless of ability, age or size.

Universal Design

Projects must also consider the long-term value of the private improvements supported by TIF. The City of San Antonio Master Plan calls for efforts to facilitate the provisions of choice in housing for special needs populations (Neighborhoods: Policy 4d). Efforts to meet this policy include ensuring homes are visitable or easily adaptable to disabled persons. Policy 4i requires the community to explore the full range of options to allow people to remain in their homes throughout their lives. The City of San Antonio’s Master Plan can be downloaded from <http://www.sanantonio.gov/ada/UniversalDesign.asp>.

The City of San Antonio adopted a Universal Design Policy (Ord. No. 95641) on April 18, 2002, requiring that any person receiving financial assistance from city, state, or federal funds administered by the City of San Antonio for the construction of new single family homes, duplexes, or triplexes, shall construct the units in accordance with specific features including entrance with no steps, wider doorways (2’ 8”), lever door handles, lever controls on kitchen and lavatory faucets, and light switches and electrical receptacles within reachable height.

III. TERM OF CONTRACT

The anticipated term of the contract will be based on the proposal requests submitted, the increment available in the TIRZ fund, and the remaining years of the TIRZ (the Zone expires on September 30, 2015; however, there may be an opportunity to extend the term of the zone). A Development Agreement which indicates the responsibilities of each of the parties will also be required to be approved by the City Council. A final Development Agreement will be negotiated between the City and a selected Respondent following the City Council’s approval. Within ten (10) days after City Council approval of the Development Agreement, the Respondent will be

required to submit a \$40,000.00 processing fee. Further, the Respondent will be required to submit a letter detailing the financing that is secured for the development of the project within a specified time to be determined by the City Council.

IV. PRE-SUBMITTAL CONFERENCES

Three (3) Pre-Submittal Conferences will be held at the following locations, dates and times:

1. **Cliff Morton Development Services Building**, 1st Floor Board Room at 1901 S. Alamo at **10:00 a.m., Local Time, on February 13, 2012.**
2. **Claude Black Community Center**, Meeting Room 25 at 2805 E. Commerce at **10:00 a.m., Local Time, on March 23, 2012.**
3. **Carver Library** at 3350 E. Commerce at **1:00 p.m., Local Time, on April 9, 2012.**

Respondents are encouraged to prepare and submit their questions in writing 5 calendar days in advance of the Pre-Submittal Conferences in order to expedite the proceedings. City's responses to questions received by this due date may be distributed at the Pre-Submittal Conferences and posted on the City's website at <http://www.sanantonio.gov/RFPListings/>. Attendance at the Pre-Submittal Conference is optional, but highly recommended.

These meeting places are accessible to disabled persons. Each facility is wheelchair accessible.

1. **Cliff Morton Development Services Building** accessible entrance is located off of the S. Alamo entrance. Accessible parking spaces are located at 1901 S. Alamo parking lot.
2. **Claude Black Community Center** accessible entrance is located on the right side of the Building. Accessible parking spaces are located at 2805 E. Commerce parking lot.
3. **Carver Library** accessible entrance off E. Commerce. Accessible parking spaces are located at 3350 E. Commerce parking lot.

Auxiliary aids and services are available upon request. Interpreters for the Deaf must be requested at least 48 hours prior to the meeting. For assistance, call (210) 207-7245 Voice/TTY.

Any oral responses provided by City staff at the Pre-Submittal Conferences shall be preliminary. A written summary of the Pre-Submittal Conferences shall contain official responses, if any. Any oral response given at the Pre-Submittal Conferences that is not confirmed in the written summary of the Pre-Submittal Conferences or by a subsequent addendum shall not be official or binding on the City. Only written responses shall be official and all other forms of communication with any officer, employee or agent of the City shall not be binding on the City. Respondents are encouraged to resubmit their questions in writing, to the City Staff person identified in Section VIII – Restrictions on Communication, after the conclusion of the Pre-Submittal Conferences.

V. PROPOSAL REQUIREMENTS

Respondent's Proposal shall include the following items in the following sequence, tabbed and noted with the appropriate heading as indicated below. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

Respondent's Proposal shall include the following items in the following sequence:

- A. EXECUTIVE SUMMARY: The summary shall include a statement of the work to be accomplished. The summary should include how the proposed TIRZ funds will be used in connection with the development project. This summary shall not exceed two (2) pages. (Tab A)
- B. GENERAL INFORMATION: Complete and submit General Information sheet. (Tab B, Attachment A)
- C. REFERENCES: Complete and submit References sheet. (Tab C, Attachment B)
- D. EXPERIENCE, BACKGROUND, QUALIFICATIONS: Complete and submit Experience, Background, Qualifications sheet. (Tab D, Attachment C)
- E. PROPOSED PLAN: Complete and submit Proposed Plan. (Tab E, Attachment D)
- F. FINANCING INFORMATION SHEET: Complete and submit Financing Information Sheet. (Tab F, Attachment E)
- G. DISCRETIONARY CONTRACTS DISCLOSURE: Complete, sign and submit Discretionary Contracts Disclosure Form. (Tab G, Attachment F) If Respondent is proposing as a team or joint venture, then all parties to that team or joint venture shall complete and return this form with the proposal.
- H. LITIGATION DISCLOSURE: Complete and submit Litigation Disclosure Form. (Tab H, Attachment G) If Respondent is proposing as a team or joint venture, then all persons or entities who will be parties to the contract (if awarded) shall complete and return this form with the proposal.
- I. SIGNATURE PAGE: Respondent must complete, sign and submit the Signature Page with proposal. (Tab I, Attachment H) The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal.
- J. PROPOSAL CHECKLIST: Complete and submit the Proposal Checklist. (Tab J, Attachment I)
- K. FINANCIAL INFORMATION: Respondent shall submit three (3) most recent financial statements completed in accordance with generally accepted accounting principles. Audited financial statements are preferred. (Tab K)

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

VI. AMENDMENTS TO RFP

Amendments to the RFP, including written responses to questions received in compliance with Section VIII, Restrictions on Communication, may be posted as addendums on the City's website at <http://www.sanantonio.gov/RFPListings/>. It is Respondent's responsibility to review this site and ascertain whether any amendments have been made prior to submission of a proposal. A Respondent who does not have access to the Internet, must notify City in accordance with Section VIII, Restrictions on Communication, that Respondent wishes to receive copies of addendums by mail or fax.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFP, and changes to the RFP – if any – shall be made in writing only.

VII. SUBMISSION OF PROPOSALS

- A. Respondent shall submit: One (1) original, signed in ink, nine (9) copies of the proposal, and one (1) compact disk (CD) containing an Adobe PDF version of the entire proposal in a sealed package clearly marked with the project name, **“Inner City TIRZ #11 Request For Proposals”** on the front of the package.

All proposals must be received in the City Clerk's Office no later than **11:00 a.m., Local Time, on May 7, 2012** at the address below. Proposals submitted prior to the above time and date may be modified provided such modifications are sealed and received by the City Clerk's Office prior to the time and date set for submission of proposals. Any proposal or modification received after this time shall not be considered, and will be returned, unopened to the Respondent. Respondents should note that delivery to the P.O. Box address in a timely manner does not guarantee its receipt in the City Clerk's Office by the deadline for submission. Therefore, Respondents should strive for early submission to avoid the possibility of rejection for late arrival.

Mailing Address:

City Clerk's Office
Attn: Planning and Community Development
P.O. Box 839966
San Antonio, Texas 78283-3966

Physical Address:

City Clerk's Office

Attn: Planning and Community Development
100 Military Plaza
2nd Floor, City Hall
San Antonio, Texas 78205

Proposals sent by facsimile or email will not be accepted.

- B. Proposal Format: Each proposal shall be typewritten, single spaced and submitted on 8 ½" x 11" white paper inside a three ring binder. The use of recycled paper and materials is encouraged. Unnecessarily elaborate brochures, artwork, bindings, visual aides, expensive paper or other materials beyond that sufficient to present a complete and effective submission are not required. Font size shall be no less than 12-point type. All pages shall be numbered and printed one-sided. Margins shall be no less than 1" around the perimeter of each page. Electronic files, websites, or URLs shall not be submitted in lieu of the printed proposal. Each proposal must include the sections and attachments in the sequence listed in the RFP Section V, Proposal Requirements, and each section and attachment must be indexed and divided by tabs and indexed in a Table of Contents page. Failure to meet the above conditions may result in disqualification of the proposal or may negatively affect scoring.
- C. Respondents who submit proposals to this RFP shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity. These names shall comport exactly with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, shall match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents shall include the 11-digit Comptroller's Taxpayer Number on the General Information form found in this RFP as Attachment A.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Director of Planning and Community Development shall have the discretion, at any point in the contracting process, to suspend consideration of the proposal.

- D. All provisions in Respondent's proposal, including any estimated or projected costs, shall remain valid for ninety (90) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.
- E. All proposals become the property of the City upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted on the page(s) where confidential information is contained; however, the City cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

- F. Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal, the Pre-Submittal conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.

VIII. RESTRICTIONS ON COMMUNICATION

- A. Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or Proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded. These restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or Proposal submitted by Respondent. Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent’s proposal from consideration.

Exceptions to the Restrictions on Communication with City employees include:

1. Respondents may ask verbal questions concerning this RFP at the Pre-Submittal Conferences.
2. Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **3:00 p.m., Local Time, on April 16, 2012**. Questions received after the stated deadline will not be answered. It is suggested that all questions be sent by email to:

Debra Ordaz, Procurement Specialist 3
City of San Antonio, Finance Department
debra.ordaz@sanantonio.gov

Questions submitted and the City’s responses will be posted in the form of an Addendum to the City's web site at <http://www.sanantonio.gov/RFPListings/>.

3. Respondents may provide responses to questions asked of them by the Staff Contact Person after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, Respondents shall not bring lobbyists. The City reserves the right to exclude any persons from interviews as it deems in its best interests.
 4. Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm and anticipated City Council agenda date. Respondents desiring a review of the solicitation process may submit a written request no later than seven (7) calendar days from the date letter was sent. The letter will indicate the name and address for submission of requests for review.
- B. City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City. Such negotiations, initiated by City staff persons, shall not be considered a violation by Respondent of this section.

IX. EVALUATION CRITERIA

The City will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. The City may appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the items listed below. The selection committee may select all, some or none of the Respondents for interviews. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria. The City may also request additional information from Respondents at any time prior to final approval of a selected Respondent. The City reserves the right to select one, or more, or none of the Respondents to provide services. Projects that demonstrate a willingness to hire local residents and/or contractors that are Small, Minority Businesses will receive additional consideration. Final approval of a selected Respondent is subject to the action of the City of San Antonio City Council.

Evaluation criteria:

A. Experience, Background, Qualifications (25%)

1. Background of Respondent, to include but not limited to years of experience as a developer, number of similar projects successfully completed, and number of similar ongoing projects.
2. Respondent's and support personnel's professional qualifications and length of time working in Respondent's capacity.
3. Respondent's Resources (Net Worth, Assets)

B. Proposed Plan (35%)

1. Implementation of neighborhood and community plan goals
2. Compliance with development use patterns as identified in the Tax Increment Financing 2008 Manual in coordination with the Unified Development Code
3. Coordination with other programs, agencies and services to bring private investment
4. Project readiness and timeline to complete proposed project

C. Financial Information (40%)

1. Evidence of financing secured for the Proposed Project
2. Financial Feasibility of the Proposed Project
3. Public to private investment leverage
 - a. Projects with a higher private investment will have additional consideration
 - b. Minimum requirement is a 1 to 5, Public to Private ratio
4. Leverage of other funds from other sources outside of City funds
5. Generation of TIRZ Revenue (calculated revenue based on proposed development, value and timeline)

X. AWARD OF CONTRACT AND RESERVATION OF RIGHTS

- A. City reserves the right to award one, more than one or no contract(s) in response to this RFP.
- B. The Contract, if awarded, will be awarded to the Respondent(s) whose Proposal(s) is deemed most advantageous to City, as determined by the selection committee, upon approval of the TIRZ Board and City Council.
- C. City may accept any Proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of City. However, final selection of a Respondent is subject to City Council approval.
- D. City reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received. City also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.
- E. City will require the selected Respondent(s) to execute a contract with the City, prior to City Council award. No work shall commence until City signs the contract document(s) and Respondent provides the necessary evidence of insurance as required in this RFP and the Contract. Contract documents are not binding on City until approved by the City Attorney. In the event the parties cannot negotiate and execute a contract within the time specified, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
- F. This RFP does not commit City to enter into a Contract, award any services related to this RFP, nor does it obligate City to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.
- G. If selected, Respondent will be required to comply with the Insurance and Indemnity, Universal Design Criteria, Competitive Bidding, Professional Service Provisions and other requirements as established in the City's 2008 TIF Manual.
- H. The successful Respondent must be able to formally invoice the City for services rendered, incorporating the SAP-generated contract and purchase order numbers that shall be provided by the City.
- I. Conflicts of Interest. Respondent acknowledges that it is informed that the Charter of the City of San Antonio and its Ethics Code prohibit a City officer or employee, as those terms are defined in the Ethics Code, from having a financial interest in any contract with City or any City agency such as City-owned utilities. An officer or employee has a "prohibited financial interest" in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale: the City officer or employee; his parent, child or spouse; a business entity in which he or his parent, child or spouse owns ten (10) percent or more of the voting stock or shares of the business entity, or ten (10) percent or more of the fair market value of the business entity; or

a business entity in which any individual or entity above listed is a subcontractor on a City contract, a partner or a parent or subsidiary business entity.

Respondent is required to warrant and certify that it, its officers, employees and agents are neither officials nor employees of the City, as defined in Section 2-42 of the City's Ethics Code. (Discretionary Contracts Disclosure – form may be found online at <https://www.sanantonio.gov/eforms/attv/DiscretionaryContractsDisclosure.pdf>.)

- J. Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, are and shall be deemed to be an independent contractors, responsible for their respective acts or omissions, and that City shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.
- K. Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed conflict of interest questionnaire with the City Clerk not later than the 7th business day after the date the person: (1) begins contract discussions or negotiations with the City; or (2) submits to the City an application, response to a request for proposals or bids, correspondence, or another writing related to a potential agreement with the City. The conflict of interest questionnaire form is available from the Texas Ethics Commission at <http://www.ethics.state.tx.us/forms/CIQ.pdf>. Completed conflict of interest questionnaires may be mailed or delivered by hand to the Office of the City Clerk. If mailing a completed conflict of interest questionnaire, mail to: Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If delivering a completed conflict of interest questionnaire, deliver to: Office of the City Clerk, City Hall, 2nd floor, 100 Military Plaza, San Antonio, TX 78205. Respondent should consult its own legal advisor for answers to questions regarding the statute or form.

XI. NONDISCRIMINATION AND SECTARIAN ACTIVITY

The selected Respondents shall agree to ensure that no person shall, on the ground of race, color, national origin, religion, sex, age or handicap, be excluded from participation in, be denied the benefits of, be subjected to discrimination under, or be denied access to any program or activity funded in whole or in part with public funds.

Should Respondent be selected none of the performances rendered shall involve, and no portion of the funds received shall be used in support of, any sectarian or religious activity, nor shall any facility used or provided for in Respondent's Proposal be used for sectarian instruction or as a place of religious worship. Respondents will also be required to include the substance of this clause in all agreements associated with receipt of public funds.

XII. SCHEDULE OF EVENTS

Following is a list of **projected dates/times** with respect to this RFP:

RFP Release Date	February 3, 2012
1 st Pre-Submittal Conference	February 13, 2012 at 10:00 a.m.
2 nd Pre-Submittal Conference	March 23, 2012 at 10:00 a.m.
3 rd Pre-Submittal Conference	April 9, 2012 at 1:00 p.m.
Final Questions Accepted	Due April 16, 2012 by 3:00 p.m.
Proposals Due	Due May 7, 2012 by 11:00 a.m.

RFP ATTACHMENTS

THE DOCUMENTS THAT FOLLOW ARE FORMS THAT MUST BE COMPLETED BY RESPONDENT AND INCLUDED WITH RESPONDENT'S PROPOSAL. ATTACH THESE DOCUMENTS TO YOUR PROPOSAL IN THE ORDER INDICATED IN RFP SECTION V, WHICH IS ENTITLED "PROPOSAL REQUIREMENTS"

RFP ATTACHMENT A

GENERAL INFORMATION

To be submitted with Respondent’s Proposal as TAB B

1. Respondent Information: Provide the following information regarding the Respondent.

(NOTE: Co-Respondents are two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If this proposal includes Co-Respondents, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: _____
(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Website address: _____

Year established: _____

Provide the number of years in business under present name: _____

Social Security Number or Federal Employer Identification Number: _____

Texas Comptroller’s Taxpayer Number, if applicable: _____
(NOTE: This 11-digit number is sometimes referred to as the Comptroller’s TIN or TID.)

DUNS NUMBER: _____

Business Structure: Check the box that indicates the business structure of the Respondent.

- Individual or Sole Proprietorship If checked, list Assumed Name, if any: _____
- Partnership
- Corporation If checked, check one: For-Profit Nonprofit
Also, check one: Domestic Foreign
- Other If checked, list business structure: _____

Printed Name of Contract Signatory: _____

Job Title: _____

(NOTE: This RFP solicits proposals to provide services under a contract which has been identified as “High Profile”. Therefore, Respondent must provide the name of person that will sign the contract for the Respondent, if awarded.)

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each: _____

Provide address of office from which this project would be managed: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Annual Revenue: \$ _____

Total Number of Employees: ____

Total Number of Current Clients/Customers: ____

Briefly describe other lines of business that the company is directly or indirectly affiliated with: _____

List Related Companies: _____

2. **Contact Information:** List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes No

4. Is Respondent authorized and/or licensed to do business in Texas?

Yes No If "Yes", list authorizations/licenses.

5. Where is the Respondent's corporate headquarters located? _____

6. **Local/County Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes No If "Yes", respond to a and b below:

a. How long has the Respondent conducted business from its San Antonio office?

Years _____ Months _____

b. State the number of full-time employees at the San Antonio office. _____

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes No If "Yes", respond to c and d below:

c. How long has the Respondent conducted business from its Bexar County office?

Years _____ Months _____

d. State the number of full-time employees at the Bexar County office. _____

7. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes No If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

8. **Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?

Yes No If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

9. **Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for

protection from creditors under state or federal proceedings?

Yes No If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

10. **Disciplinary Action:** Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations? If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

11. **Previous Contracts:**

a. Has the Respondent ever failed to complete any contract awarded?

Yes No If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes No If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes No If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

RFP ATTACHMENT B

REFERENCES

To be submitted with Respondent's Proposal as TAB C

Provide three (3) references, that Respondent has provided services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and **be willing to respond to questions** regarding the type, level, and quality of service provided.

Reference No. 1:

Firm/Company Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

Date and Type of Service(s) Provided: _____

Reference No. 2:

Firm/Company Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

Date and Type of Service(s) Provided: _____

Reference No. 3:

Firm/Company Name: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____ Fax No: _____

Email: _____

Date and Type of Service(s) Provided: _____

RFP ATTACHMENT C

EXPERIENCE, BACKGROUND, QUALIFICATIONS

To be submitted with Respondent's Proposal as TAB D

Prepare and submit narrative responses to address the following items. If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture.

1. Describe respondent's experience related to the Scope of Services requested by this RFP to include, but not limited to, years of experience as a developer, number of similar projects successfully completed, and number of similar ongoing projects. Include the total number of residential units and/or commercial square footage of successfully completed projects.
2. Describe Respondent's specific experience with public entities, especially large municipalities. If Respondent has provided services for the City in the past, identify the name of the project and the department for which Respondent provided those services. Provide Respondent's experience with TIF projects.
3. Detail Respondent's and support personnel's professional qualifications and length of time working in Respondent's capacity. Identify the number and professional qualifications (to include licenses, certifications, associations) of support personnel to be assigned to this project and relevant experience on projects of similar size and scope.
4. List other resources, including total number of employees, number and location of offices, number and types of equipment available to support this project.
5. If Respondent is proposing as a team or joint venture, describe the rationale for selecting the team and the extent to which the team or joint venturers have worked together in the past.
6. State the primary work assignment and the percentage of time key personnel will devote to the project if awarded the contract.
7. Additional Information. Identify any additional skills, experiences, qualifications, and/or other relevant information about the Respondent's qualifications.

RFP ATTACHMENT D

PROPOSED PLAN

To be submitted with Respondent’s Proposal as TAB E

Provide the following requested information:

1. Does Respondent own all the property where project is being proposed?

Yes No

2. Please fill in the following:

Project Summary	
Existing Base Value of Property/Project Site based on Bexar Appraisal District	Total acres of site
Average Value of Single Family Housing proposed (exm: \$110,000 per unit)	Total number of units
Average Value of Multi-family Housing proposed (exm: \$80,000 per unit)	Total number of units
Average Value of Commercial Square feet (exm: \$150 per sq ft)	Total number of square feet

Project Phasing Example	
Year	Units/Sq Ft
2012	100 units/5,000 sq ft
2013	55 units/2,000 sq ft
2014	95 units
2015	20,000 Sq Ft

3. Estimated value of property/project site at completion: _____

4. What is the estimated start date and completion date of the project/proposal (month/year):

Start Date: _____

Completion Date: _____

5. Using the goals from each of the neighborhood and community plans identified in Section II.

Scope of Services of the RFP; please identify the specific goals by number (i.e. Downtown Community Plan, 1f) that your project proposes to achieve.

6. What is the current zoning of the project site? _____

7. Please indicate what Special Development Use Pattern(s) will be implemented? (Check one only)

- 1. Infill Development Zone (in CRAG only) _____
- 2. Traditional Neighborhood Development _____
- 3. Transit Oriented Development _____
- 4. Commercial Center _____
- 5. Conservation Subdivision _____
- 6. Commercial Retrofit _____
- 7. Urban Development _____
- 8. SmartCode / Form-Based Zoning _____

8. Has financing for the proposed project been secured?

Yes No

9. Does your project complement or support other programs and/or other initiatives to bring private investment and jobs to the eligible TIF areas? Does your project establish a market to support the proposed project? If so, please list and/or describe how so.

10. Has your project applied for incentives through the City’s Economic Development Department Incentive Scorecard System available at [http: www.sanantonio.gov/incentives?](http://www.sanantonio.gov/incentives)

Yes No If “Yes”, please attach a copy of the letter and indicate the score received.

11. Explain how the planned investment will contribute to revitalization activities in the community of the TIRZ is a part.

12. Indicate how the input of nearby neighborhood residents, businesses, and schools has influenced the planning process.

13. Demonstrate how the proposed project achieves objectives of the City’s Master Plan.

RFP ATTACHMENT E
FINANCING INFORMATION SHEET

To be submitted with Respondent’s Proposal as TAB F

Failure to fully and truthfully disclose the information required by this Financial Information Sheet form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

1. Please provide the funding information for the project as requested below:

Total cost of project: \$ _____

Cost of public improvements: \$ _____

Cost of private improvements: \$ _____

Identify total requested/received public funds by source (excluding TIRZ request):

Source of Funds	Requested	Received
Public Funds		

Identify total requested/received private funds by source (excluding TIRZ request):

Source of Funds	Requested	Received
Private Funds		

Total amount of TIRZ funds requested: \$ _____

2. a. Please indicate when the TIRZ funds will be initially requested: _____(month/year)
- b. Please indicate the amount proposed to be requested annually: \$ _____
- c. Please indicate the number of years the proposed reimbursement will be requested: _____(Years)

3. Please attach a proposed sources and uses schedule for the proposed project. The proposed sources and uses schedule must outline the sources of funding (committed, received and/or requested) and the proposed expenses for the project separated by costs for construction, operating, capital, and management costs, if applicable.

RFP ATTACHMENT F

DISCRETIONARY CONTRACTS DISCLOSURE FORM

To be submitted with Respondent's Proposal as TAB G

Discretionary Contracts Disclosure Form may be downloaded at <https://www.sanantonio.gov/eforms/atty/DiscretionaryContractsDisclosure.pdf>.

Instructions for completing the Discretionary Contracts Disclosure form are listed below:

1. Download form and complete all fields. Note: All fields must be completed prior to submitting the form.
2. Click on the "Print" button and place the copy in proposal response as indicated in the Proposal Checklist.

RFP ATTACHMENT G

LITIGATION DISCLOSURE FORM

To be submitted with Respondent's Proposal as TAB H

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes No

2. Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes No

3. Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes No

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

RFP ATTACHMENT H
SIGNATURE PAGE

To be submitted with Respondent’s Proposal as TAB I

The undersigned certifies that (s)he is authorized to submit this proposal on behalf of the entity named below:

Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

(NOTE: If proposal is submitted by Co-Respondents, an authorized signature from a representative of each Co-Respondent is required. Add additional signature blocks as required.)

Co-Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

By signature(s) above, Respondent(s) agrees to the following:

1. If Respondent is a corporation, Respondent will be required to provide a certified copy of the resolution evidencing authority to enter into the contract, if other than an officer will be signing the contract.
2. If awarded a contract in response to this RFP, Respondent will be able and willing to comply with the insurance and indemnification requirements set out in RFP Exhibits IV & V.
3. If awarded a contract in response to this RFP, Respondent will be able and willing to comply with all representations made by Respondent in Respondent’s proposal and during Proposal process.
4. Respondent has fully and truthfully submitted a Litigation Disclosure form with the understanding that failure to disclose the required information may result in disqualification of proposal from consideration.
5. Respondent agrees to fully and truthfully submit a Respondent Questionnaire and understands that failure to fully disclose requested information may result in disqualification of proposal from consideration or termination of contract, once awarded.
6. To comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract - or any other person acting on behalf of such a person or entity - from contacting City officials or their staff prior to the time such contract is posted as a City Council agenda item.

Acknowledgement of Prohibition regarding Campaign and Officeholder Contributions

I acknowledge that this contract has been designated a “high-profile” contract. I have read and understand the provisions regarding high profile contracts that appear on the cover page of this RFP.

RFP ATTACHMENT I
PROPOSAL CHECKLIST

To be submitted with Respondent’s Proposal as TAB J

Use this checklist to ensure that all required documents have been included in the proposal and that they are properly tabbed and appear in the correct order.

Tab in Respondent’s Proposal	Document	Initial to Indicate Document is Attached to Proposal
	Table of Contents	
<i>A</i>	Executive Summary	
<i>B</i>	General Information • RFP Attachment A	
<i>C</i>	References • RFP Attachment B	
<i>D</i>	Experience, Background & Qualifications • RFP Attachment C	
<i>E</i>	Proposed Plan • RFP Attachment D	
NOTE: Remaining items listed in Tabs F – K are required in the ORIGINAL proposal only. Additional copies are not required, unless otherwise instructed.		
<i>F</i>	Financial Information Sheet • RFP Attachment E	
<i>G</i>	Discretionary Contracts Disclosure form • RFP Attachment F	
<i>H</i>	Litigation Disclosure • RFP Attachment G	
<i>I</i>	* Signature Page • RFP Attachment H	
<i>J</i>	Proposal Checklist • RFP Attachment I	
<i>K</i>	Financial Information <i>Provide two (2) sets.</i>	
	One (1) Original, nine (9) Copies, and one (1) CD of entire proposal in PDF format.	

*** Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.**

RFP EXHIBIT I

**TIF Eligible Costs
(List is not all inclusive)**

Public Improvements	Acquisition and Construction of public works; facilities, utilities, streets, street lights, water, sewer, pedestrian malls and walkways, parks, flood and drainage facilities, parking facilities; road, sidewalk, or other public infrastructure (in or out of zone); Public Facilities
Real Property	Clearing and grading of land; Real property Assembly costs; Acquisition, Demolition, Alteration, Remodeling, repair of existing buildings, structures, fixtures; New Buildings, Structures, Fixtures
Interest	Financing Costs, interest paid to indebtedness or other obligations; Interest before and during construction
Organizational Costs	Environmental impact studies or other studies, costs to publicizing creation of zone, costs of implementing project plan; Professional Services: architectural, planning, engineering, legal services; Administrative Costs; Cost of Operating Reinvestment Zone and project facilities Costs of providing municipal services; relocation costs
Educational	Educational Facilities: equipment, real property, public school (must be used jointly); Costs of buildings, schools, or other educational facilities (local ISD, community college district or political subdivision
Historic Preservation	Beautification, conservation; Façade improvements on public or privately owned buildings
Transit	Railroad or Transit facilities (in or out of zone); Transportation/Transit: Costs of Bus Rapid Transit, a fixed guideway, high occupancy vehicle lane, bus way or bus lane; transit center or station; maintenance facility; real property for bus rapid transit; rail transportation, tracks, rail line, depot, maintenance facility or real property (in or out of zone); preservation of land
Discretionary	Payments at the discretion of the governing body of the municipality; Any contributions made by municipality from general revenue; Any Costs to implement project and financing plans
Economic Development	Diversifying economy, eliminating unemployment, and underemployment, expanding and stimulating business and commercial activity (make loans and grants); all powers granted under chapter 380 Local Government Code
Brownfields/Blight Elimination	Remediation of contaminated public or private owned land or buildings; Demolition of public or private building
Affordable Housing	Provision for Affordable Housing (in or out of zone)
Open Space/public spaces	Areas of public assembly (in or out of zone)

RFP EXHIBIT IV

INSURANCE REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the insurance requirements set forth below:

- A) Prior to the commencement of any work under this Agreement, Respondent shall furnish copies of all required endorsements and a completed Certificate(s) of Insurance to the City’s **Planning & Community Development Department**, which shall be clearly labeled “**Inner City TIRZ Development Projects**” in the Description of Operations block of the Certificate. The original Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. The City will not accept Memorandum of Insurance or Binders as proof of insurance. The certificate(s) or form must have the agent’s signature and phone number, and be mailed, with copies of all applicable endorsements, directly from the insurer’s authorized representative to the City. The City shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by the City’s **Planning & Community Development Department**. No officer or employee, other than the City’s Risk Manager, shall have authority to waive this requirement.

- B) The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent by City’s Risk Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will City allow modification whereupon City may incur increased risk.

- C) A Respondent’s financial integrity is of interest to the City; therefore, subject to Respondent’s right to maintain reasonable deductibles in such amounts as are approved by the City, Respondent shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Respondent’s sole expense, insurance coverage written on an occurrence basis, by companies authorized to do business in the State of Texas and with an A.M Best’s rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

<u>TYPE</u>	<u>AMOUNTS</u>
1. Workers' Compensation	Statutory Limits
2. Employers' Liability	\$500,000/\$500,000/\$500,000
3. Broad form Commercial General Liability Insurance to include coverage for the following:	For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its

a. Premises/Operations *b. Independent Contractors c. Products/Completed Operations d. Personal Injury e. Contractual Liability f. Damage to property rented by you	equivalent in Umbrella or Excess Liability Coverage f. \$100,000
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	<u>Combined Single Limit for Bodily Injury and Property Damage</u> of \$1,000,000 per occurrence
5. Professional Liability (Claims-made basis) To be maintained and in effect for no less than two years subsequent to the completion of the professional service.	\$1,000,000 per claim, to pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages by reason of any act, malpractice, error, or omission in professional services.

D) The City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page and all endorsements thereto as they apply to the limits required by the City, and may require the deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). Respondent shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to City at the address provided below within 10 days of the requested change. Respondent shall pay any costs incurred resulting from said changes.

City of San Antonio
 Attn: Planning & Community Development Department
 P.O. Box 839966
 San Antonio, Texas 78283-3966

E) Respondent agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name the City, its officers, officials, employees, volunteers, and elected representatives as additional insured by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers’ compensation and professional liability policies;
- Provide for an endorsement that the “other insurance” clause shall not apply to the City of San Antonio where the City is an additional insured shown on the policy;
- Workers’ compensation and employers’ liability policies will provide a waiver of subrogation in favor of the City.

- Provide advance written notice directly to City of any suspension, cancellation, non-renewal or material change in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.
- F) Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Respondent shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Respondent's performance should there be a lapse in coverage at any time during this Agreement. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.
- G) In addition to any other remedies the City may have upon Respondent's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Respondent to stop work hereunder, and/or withhold any payment(s) which become due to Respondent hereunder until Respondent demonstrates compliance with the requirements hereof.
- H) Nothing herein contained shall be construed as limiting in any way the extent to which Respondent may be held responsible for payments of damages to persons or property resulting from Respondent's or its subcontractors' performance of the work covered under this Agreement.
- I) It is agreed that Respondent's insurance shall be deemed primary and non-contributory with respect to any insurance or self insurance carried by the City of San Antonio for liability arising out of operations under this Agreement.
- J) It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement.
- K) Respondent and any Subcontractors are responsible for all damage to their own equipment and/or property.

RFP EXHIBIT V

INDEMNIFICATION REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the indemnification requirements set forth below:

RESPONDENT covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, volunteers and representatives of the CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY directly or indirectly arising out of, resulting from or related to RESPONDENT'S activities under this Agreement, including any acts or omissions of RESPONDENT, any agent, officer, director, representative, employee, consultant or subcontractor of RESPONDENT, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of CITY, it s officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT RESPONDENT AND CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. RESPONDENT shall advise the CITY in writing within 24 hours of any claim or demand against the CITY or RESPONDENT known to RESPONDENT related to or arising out of RESPONDENT's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at RESPONDENT's cost. The CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving RESPONDENT of any of its obligations under this paragraph.