

City of San Antonio

ADDENDUM III

SUBJECT: Request for Proposals (RFP) for Lease of La Villita Space for Retail Shops, Gallery & Working Artist Studio Gallery (**RFP 16-048**) Scheduled to Open: **March 9, 2016**; Date of Issue: **February 9, 2016**

FROM: Denise D. Gallegos, CPM, CPPB
Procurement Administrator

DATE: March 04, 2016

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

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:

Question 1: Is the fireplace in building 7 a working fireplace?

Response: No.

Question 2: What is the square foot size of building 7 interior space?

Response: Approximately 672 square feet.

Question 3: May we replace existing light fixtures in building 7?

Response: Yes, provided City authorizes replacement in writing after review of proposed light fixtures.

Question 4: Will building 14C (upstairs space) be leased in its "as is" condition?

Response: Yes.

Question 5: If I would like to submit proposals for more than one building, do I have to submit separate proposals?

Response: Yes.

Question 6: How long will it be from proposal submittal date until date City Council approves lease award?

Response: Forecast approval of lease by City Council is May 2016.

Question 7: Are the proposed capital improvements to be submitted as part of the proposal?

Response: Yes.

Question 8: Will lease include rent abatement during Night in Old San Antonio (NIOA) for retail and restaurant space?

Response: Yes.

Question 9: Some of the forms in the RFP do not have enough room for all the information. May we re-type the forms so as to accommodate more information?

Response: Yes.

Question 10: The proposed lease term is a 5-year initial period with possibility for up to 4 additional years (two, 2-year extensions). What will happen at the end of the 9-years?

Response: The lease may expire or the City may negotiate an extension.

Question 11: Please clarify our ability to use space outside and adjacent to each of the buildings in the RFP.

Response: Covered porches/outdoor space adjacent to Building 7 and 14B may be used for display of merchandise. On the north side of Building 8, two outdoor spaces may be used for display of merchandise: 1) an area measuring approximately 3' x 10'4" along the west side of the easternmost planter, and 2) an area measuring approximately 11'5" x 2'4" along the east side of the westernmost planter.

Question 12: May I submit a proposal in response to RFP 16-048 if I presently lease space from the City in La Villita?

Response: Yes.

Question 13: What is the required certification for minority owned company?

Response: Certification with the South Central Texas Regional Certification Agency (SCTRCA) is required for SBEDA purposes.

Question 14: Does 14C (upstairs location) have patio space?

Response: Building 14C has covered outdoor space that may be used for display of merchandise.

Question 15: Are the points for the RFP retail space the same as the points for the RFP restaurant?

Response: No.

The Evaluation Criteria for RFP 16-048 are as follows:

Experience, Qualifications, and Background, 25 points

Proposed Plan, 30 points

Capital Improvements, 10 points

Price, 10 points

Small Business Economic Dev. Advocacy Program, 10 points

Local Preference Ordinance, 10 points

Veteran-Owned Small Business Ordinance, 5 points

The Evaluation Criteria for RFP 16-049 (restaurant operation, Building 20) are as follows:

Experience, Qualifications, and Background, 30 points

Proposed Plan, 40 points

Capital Improvements, 15 points

Price, 15 points

Question 16: Does the minimum acceptable price per square foot in the La Villita rental rate include the monthly fees for utilities or common area maintenance (CAM)? If these are separate and apart from the monthly rental rates, please outline the anticipated utility and CAM fees that would be part of the Lease Agreement.

Response: No, the minimum acceptable rent price per square foot in the RFP Attachment B, Price Schedule, does not include monthly fees for utilities and common area maintenance (CAM). The fee for utilities shall be \$.24 per square foot per month, and the fee for CAM shall be \$.12 per square foot per month – both fees shall increase 2.5% annually.

Question 17: Are the days and hours of operation for each retail shop, gallery and working artist studio/gallery in La Villita at the discretion of the tenant or set by the City of San Antonio in the Lease Agreement?

Response: Minimum hours of operation shall be Monday – Saturday, 10 a.m. – 6 p.m. and Sunday, 11 a.m. – 4 p.m. Also, tenant shall remain open for extended hours from 6:00 p.m. to 9:00 p.m. twice a month for special promotional days as may be designated by the La Villita manager, who will give tenant a minimum of 45 calendar day's written notice prior to these events.

Question 18: Will a respondent's disability be considered when deciding which building would be assigned?

Response: No.

Question 19: If a disabled respondent is selected, would the City be required to make lease area wheelchair accessible?

Response: Yes.

Question 20: If we are successful in securing a lease of an RFP building in La Villita and decide to close our store, can we assign our lease to another entity?

Response: Tenant cannot assign or sublease lease without City's prior written consent. Assignments include any transaction in which (A) a material part of Tenant's assets are sold outside the ordinary course of business or (B) a change in the identity of those owning, holding, or controlling the power to vote on 50% of the equity interest in Tenant. Tenant shall pay to City an assignment fee of \$2,000.00 for any assignment.

Question 21: What restrictions are there in paint colors inside building 7?

Response: Any changes to the paint colors inside building 7 require City's written approval.

Question 22: Can building 7 outside paint color be changed?

Response: Any changes to the paint colors outside building 7 require City's written approval.

Question 23: Are there any restrictions about adding lighting and electricity to the leased space?

Response: Any changes to lighting and electricity in leased space require City's written approval.

Question 24: Can new locks be added to lease space?

Response: Any changes to locks on leased premises require City's written approval.

Question 25: What type of security is in La Villita to assist the tenants if an emergency arises?

Response: Security to La Villita is provided by the San Antonio Police Department and San Antonio Park Police.

Question 26: Can we install a security system in our leased space if awarded?

Response: Yes, subject to City's written approval.

Question 27: If we are successful in securing a lease for building 7, does that include the outside wall that has the altar/shrine of the Virgen de Guadalupe?

Response: No.

Question 28: If we lease retail space in La Villita will we still be eligible to lease a space in the Mercado if one becomes available?

Response: Yes.

Question 29: Do you have the annual number of visitors to La Villita each year?

Response: The most recent pedestrian traffic count in La Villita was conducted in October 2007 and identified an average of 201 pedestrian arrivals per hour with most arrivals via Alamo Street. See RFP 16-048, Exhibit 8, Appendix B.

Question 30: Is the gate next to building 7 ever locked and if so, what times?

Response: The gate next to the north side of building 7 is opened daily at approximately 7 a.m. and closed nightly at approximately 9 p.m.

Question 31: Will La Villita or the City provide maps of the area to shop allowing us to have them available for visitors and customers to the La Villita area?

Response: Yes.

Question 32: Will building 7 require a ramp to be built to allow for disabled visitors to enter the shop?

Response: No. Building 7's east facing door allows for disabled visitors to enter.

Question 33: Are the entrance doors in building 7 wide enough to allow access by visitors in wheelchairs?

Response: Building 7's west facing doorway is 39" wide and its east facing doorway is 31" wide.

Question 34: Is the tenant responsible to do any repairs to the plumbing (sink or toilet) located in their space?

Response: Yes.

Question 35: Building 7 has a sink in one of the rooms. Can a toilet be added?

Response: Yes, subject to City's written approval and at tenant's expense.

Question 36: Can we hang a sign out front?

Response: Yes, per current signage guidelines.

Question 37: Can we display a flag as there is a flag holder in front of building 7?

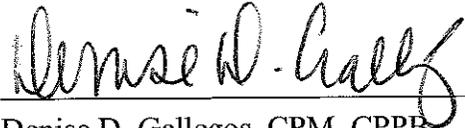
Response: Fabric "OPEN" signs are allowed, provided the maximum size of the flag shall not exceed 10 square feet. No other flag signage will be allowed without HDRC approval.

Question 38: Is this RFP asking for the number of years in business under present time? The business that we are proposing for is a new business so it hasn't operated at all under its name.

Response: Yes, provide information for current business name.

Question 39: My proposal is for a new business; how do I answer for annual revenue, total number of employees, and total number of current clients/customers.

Response: Response to revenue, employees, and clients/customers is for the current business in operation.



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