



City of San Antonio

ADDENDUM VI

SUBJECT: Request for Proposal (RFP) for La Villita – Retail Shops, Galleries & Working Artist Galleries, (RFP 014-043, RFX# 6100004716), Scheduled to Open: **November 12, 2014**; Date of Issue: **July 09, 2014**

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

DATE: October 31, 2014

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. VI TO THE ABOVE REFERENCED
REQUEST FOR PROPOSAL**

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

1. **Add: Exhibit 13, La Villita Lease Agreement** – Exhibit is posted as a separate document.

B. QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS ON COMMUNICATION:

Question 1a: Will tenants be allowed to have their own security systems?

Question 1b: What approvals are required?

Response to 1a & 1b: Installation of any internal security systems will require coordination with La Villita staff; who will consult with the Building and Equipment Services Department and other departments, for access to panels as needed.

Question 1c: Can a tenant install outside cameras around the building?

Response: No.

Question 2a: Will the City provide Lease Requirements as an Addendum to the RFP process so bidders know what they are bidding on, what all they would be required to do, and costs?

Response: The new Standard La Villita Lease Agreement template is attached to this addendum as Exhibit 13.

Question 2b: Can bidders get a copy of standard lease requirements before the RFP closes?

Response: See response for Question 2a.

Question 3: What penalties are there for lease violations?

Response: There are various penalties included in the new standard for lease violations. These include fees ranging from \$50.00 per violation and escalate to include lease termination.

Question 4a: What are the total required hours for the usual day-to-day operations?

Response: The required hours of operation will be eight (8) hours. The hours are 10:00 a.m. to 6:00 p.m. daily, Monday – Sunday.

Question 4b: Are there required business hours for after-hour special events?

Response: The City will develop certain monthly events that will require each tenant to remain open additional hours. The events will be a minimum of once a month and a maximum of twice each month. The maximum increase of hours for each event day will be three additional hours (from 6:00 p.m. to 9:00 p.m.).

The City will provide written notice of 45 days informing tenants of these special events.

Question 5: Are tenants going to be required to have extended hours during certain months?

Response: Tenants will not be required to have extended hours during certain months. However, they will be required to remain open for additional hours for certain monthly events, as described in the response to Question #4b above.

Question 6: Can the Evaluation Committees make contact to the bidders to clarify information in their RFP?

Response: The City may request additional information from Respondents at any time prior to final approval of selected Respondents. The final approval of selected Respondents is subject to the action of the City of San Antonio City Council.

Question 7: Will the Evaluation Committees review information on all bidders' websites, as it is not feasible to include all narratives and images in the RFP submissions?

Response: No. Respondent must submit all required documentation within the narrative and include all attachments.

Question 8a: Before the selection process is completed, will the City contact bidders to clarify any matters in the RFP?

Response: Please see response to Question 6.

Question 8b: What are the procedures for this?

Response: The staff contact person on this RFP will contact Respondents directly by e-mail or phone to acquire any additional information.

Question 8c: What timeframes will a bidder be given to provide clarification?

Response: The staff contact person will advise bidder of timeframe at that time.

Question 9a: Please provide exactly what approvals are needed and from whom relating to historic preservation and conservation. What are the procedures for the various entities?

Response: All proposed renovations will require review and approval by DCCD staff. Some may require additional approvals by the Office of Historic Preservation (OHP), the Historic Design and Review Commission (HDRC), and the Texas Historic Commission (THC). DCCD staff will review information submitted by selected Respondents and coordinate further review on detailed plans. The separate reviews by OHP, HDRC, and THC require separate and varying types of requests. DCCD will work with selected tenants and OHP staff to coordinate submission of requests that have been approved by DCCD.

Question 9b: What are the timeframes for this?

Response: DCCD will coordinate requests for reviews and said reviews with selected Respondents and OHP staff after the selection process. DCCD will work to ensure these processes are completed in a timely manner in order to provide authorizations prior to lease start dates.

Question 10: If new leases are effective August 1, 2015, and a tenant cannot take occupancy until all proposed improvements are approved, completed, and inspected, is there a provision for abating the rent until occupancy and when the tenants are receiving sales income?

Response: Rental payments are due based upon the terms of the lease. At this time, the City has not determined whether rental abatements will be provided or allowed during construction period.

Question 11: If a current tenant is selected, will the City allow their business to continue to be open while some of the improvements are being made?

Response: Yes, only, if a current tenant is selected for occupancy of the same building.

Question 12: Will visitors to La Villita have the usual access from all directions during the multiple construction locations?

Response: There may be some disruptions to certain entry points.

Question 13: Will there be additional sufficient signage during construction to guide visitors to businesses that are open?

Response: Yes, additional signage will be installed during any construction that may disrupt entry points.

Question 14: Will the City coordinate to request that one of the volunteers with Ambassadors Amigo be stationed in La Villita, particularly during business hours?

Response: Ambassadors are currently stationed at La Villita during certain days. La Villita staff will continue to request this support.

Question 15: When will signage be improved to direct people to La Villita from the Riverwalk, Convention Center, and streets?

Response: The Department for Culture and Creative Development (DCCD) included funds within the adopted FY15 Budget for La Villita Enhancements, including for facility signage to enhance awareness of La Villita. Staff is working to develop an implementation plan for new signage.

Question 16: What will the City do to widely publicize the businesses selected and inform people about the variety of businesses that will exist after the RFP?

Response: La Villita staff will develop and implement new marketing plan and website with additional funds allocated in FY15 to promote businesses.

Question 17: When will the City know what funds are finally budgeted for La Villita?

Response: The FY15 budget was adopted by City Council in September 2014. The DCCD included funds within the adopted FY15 Budget for La Villita Enhancements. These funds will be used to develop a new La Villita marketing plan; develop and implement a new website dedicated to La Villita; facility signage to enhance awareness of La Villita; facility improvements to address the Maverick Plaza wall along Alamo Street and enhanced staffing.

Question 18: With the various extensions that have been made to the RFP deadlines, what is the anticipated date that bidders will know the decisions?

Response: March 2015.

Question 19a: Who will successful bidders negotiate with on the leases?

Response: Successful bidders will be required to sign the Standard La Villita Leases which will reflect the commitments made in their proposal. There will be no negotiations. If there is a need for adjustments to the lease document, representatives of the relevant City departments (Culture and Creative Development, Center City Development and Operations, and City Attorney's Office) will be involved.

Question 19b: How long is it expected to finalize a lease?

Response: The City anticipates executing leases prior to June of 2015.

Question 20: The hand dryers do not seem to be efficient and there are unsafe areas of water on the floors around sinks and dryers. Will there be improvements to the restrooms?

Response: The equipment in the restrooms is currently being evaluated to ensure they are working adequately and efficiently and if not, replaced appropriately. Some of the restrooms were experiencing leaks, but those leaks were fixed during the week of October 13th through 17th. Staff will continue to monitor the restrooms for any future issues.

Question 21: The restrooms do not appear to be cleaned as regularly as needed, especially during the hours of events. Will this be improved?

Response: Restrooms are cleaned hourly by on site staff throughout the day and during events.

Question 22: There are gaps and areas where people trip as they are walking. Will uneven areas of walkways between buildings be repaired?

Response: Improvements to sidewalks/walkways will be done in coordination with San Antonio Conservation Society, the non-profit which manage a La Villita Improvement Fund. There are plans for FY 2015 to provide improvements to the walkways on Villita Street.

Question 23a: When will there be improved access to La Villita where the solid walls block views and entry?

Response: The DCCD included funds within the adopted FY15 Budget for facility improvements to address the Maverick Plaza wall along Alamo Street. Staff will develop plans and execute construction contracts within the FY15 budget year.

Question 23b: What are the plans to improve this and at the same time ensure safety and security?

Response: Staff will develop plans during FY15; any construction work associated with this project will follow the city's capital improvements processes and ensure the safety and security of tenants and visitors.

Question 24: What actions have been and are being taken to reduce thefts during business hours and burglaries during closed hours?

Response: Park Police patrols the area throughout the day and in the evenings as well as during closed hours. There is a Park Police Officer dedicated to the Village throughout the night.

Question 25: What additional security measures will be taken during remodeling construction?

Response: La Villita staff will coordinate any additional security measures with Park Police if it is determined they are needed.

Question 26: What are the procedures for the on-site monitoring for lease compliance without disrupting business with customers and without adversely affecting the environment within the business?

Response: Monitoring lease compliance may be conducted by City staff as is necessary to manage La Villita and to ensure tenant's contractual obligations are met. Mutual cooperation between tenant and landlord shall limit adverse impact of monitoring leases.

Question 27: What safety and security measures will be taken during the events with masses of people, such as Fiesta?

Response: Licensed events at La Villita require additional security which is coordinated with La Villita staff. For their NIOSA event during Fiesta, the San Antonio Conservation Society is obligated to provide security as mandated by the San Antonio Police Department (SAPD).

Licensed events at La Villita require additional security to provide crowd control and other services. The NIOSA contract with the San Antonio Conservation Society stipulates the number of SAPD they must hire and staff monitors to ensure they remain in compliance.

Question 28a: When a business has a problem that needs City involvement such as a problem with the exterior of the building or a/c repair, who will the tenant contact?

Response: The La Villita Facilities Manager is the point of contact for any concern regarding maintenance issues.

Currently, Jesus Garza is the point of contact.

Question 28b: Will there continue to be City staff in La Villita?

Response: Yes.

Question 29: Will bidders be automatically provided an explanation of their RFP scoring? Or, will bidders (successful and unsuccessful bidders) need to request this?

Response: All bidders will receive notification in the form of a successful notification letter or unsuccessful notification letter along with a review of the procurement processes and procedures related to the RFP. Also, the final scoring matrix which contains the breakdown of scores for all evaluation criteria will be posted on the Council agenda to be viewed by the public upon scheduling for Council consideration. Specific to an explanation of respondent's scores, a respondent may request (no later than 30 days after award) a debriefing meeting with the City to discuss the respondent's proposal. Note that such a request could only be accommodated after Council award.



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