



CITY OF SAN ANTONIO

Request for Proposals

Sterling Property

AMENDMENT NO. 2

JULY 15, 2013

Amendment 2 includes the responses to questions received at the pre-submission meeting held on Friday, June 14, 2013. In addition, Amendment 2 includes revisions to submittal deadline and to the RFP documents.

I. RFP QUESTIONS AND CLARIFICATIONS –AND- REVISIONS TO RFP

1. **Question:** If cash is offered for the property, will bonding be required; what type of documentation would be required?

Response: If the buyer uses cash for the purchase of the property, they will need to close within 10 business days. Part of the purchase agreement will be that the buyer must follow the terms of the RFP for development regardless of the method for financing.

2. **Question:** Are there any other plans available for the site?

Response: The City does not have any floor plans of the interior layout of the building, but it will be opened upon request for tours.

3. **Question:** Will respondent be required to work with Office of Historic Preservation?

Response: Yes, this is an historical building, and City Staff recommends getting in contact with the Office of Historic Preservation as soon as the building is purchased.

4. **Question:** How important is a residential component to this project?

Response: The RFP calls for commercial development, but a mixed use project would certainly be considered.

5. **Question:** Would restaurant/office space be amenable?

Response: Yes, the City is open to mixed use projects and proposals for this property.

6. **Question:** Has a market analysis been performed on the area?

Response: No, but there are strategic framework plans available for review on the City's website at www.sanantonio.gov

7. **Question:** Are there any restrictions on use of land for development:

Response: The City strongly recommends following the community guidelines set forth in the Eastside Reinvestment Summit as well as the guiding principles listed in the RFP.

II. REVISIONS TO THE RFP AND SOLICITATION DOCUMENTS

1. Submittal deadline has been **extended to Monday, July 22, 2013 at 4:00 p.m.**
2. **RFP-Required Documents** have been added and are attached hereto.

END OF REVISIONS



CITY OF SAN ANTONIO
 P. O. BOX 839966
 SAN ANTONIO, TEXAS 78283-3966

FORM 1
 SUBMITTAL COVER / SIGNATURE SHEET

RFQ POSTING DATE:	May 31, 2013	Request For Proposal Title: Sterling Property Development Project
DATE OF CLOSING:	July 8, 2013	RFP# – 053113PJ
TIME OF CLOSING:	(No later than) 4:00 P.M. Local Time	DEPARTMENT / DIVISION: Center City Development Office
SUBMIT TO:	City of San Antonio Office of the City Clerk 100 Military Plaza 2 nd Floor, City Hall San Antonio, TX 78205	

READ AND SIGN BELOW. UNSIGNED COVER SHEETS WILL NOT BE ACCEPTED BY CITY.

Legal Name of Firm:	
Address:	
City:	
State:	Zip Code:
Contact Person:	
Office Phone Number:	Alternate Phone Number:
E-Mail Address:	Fax Number:
<p>I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE, information contained in this submittal reflects accurately data regarding my organization/firm, work to be performed, and estimates of planned/delivered services. By signing this cover sheet, the undersigned agrees that, if awarded a contract in response to this RFQ, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's Submittal and during the Solicitation process.</p> <p>Respondent further certifies that he/she is authorized to bind the organization. All provisions in Respondent's submittal shall remain valid for 120 days following the deadline date for submissions or, if Respondent is awarded a contract, throughout the entire term of the contract.</p>	

 Signature of Authorized Individual

 Typed Name of Authorized Individual

 Date

 Typed Title of Authorized Individual

FORM 2
SUBMITTAL CHECKLIST AND TABLE OF CONTENTS

The materials and information listed on this checklist shall be submitted as part of the submittal. Failure to submit any of the requested materials or provide adequate explanation may eliminate the submittal from consideration.

Materials shall be included in the submittal in the order identified on the checklist. Identify the corresponding page numbers in the space provided.

Page No.	Form No.	Form Title
	No Form	Cover Letter
	Form 1	Submittal Cover Sheet / Signature Page – Indexed as Tab “A”
	Form 2	Submittal Checklist (Table of Contents) – Indexed as Tab “B”
	Form 3	Discretionary Contracts Disclosure Form - Indexed as Tab “C”
	Form 4	Litigation Disclosure Form – Indexed as Tab “D”
	Tab 1	Table of Contents – Proposal
	Tab 2	Concept Plan
	Tab 3	Project Overview
	Tab 4	Terms, Special Conditions and Other Considerations
	Tab 5	Location and Site Analysis
	Tab 6	Market and Competitive Analysis
	Tab 7	Construction Schedule
	Tab 8	Political and Legal Analysis
	Tab 9	Financial Analysis
	Tab 10	Project Budget
	Tab 11	Pro forma Financial Statements
	Tab 12	Bonding and Insurance
	Tab 13	Community Impact
	Tab 14	Miscellaneous
	No Form	Evaluation Criteria: Criteria A: Project characteristics Criteria B: project Costs and Financing Criteria C: Community Impact Criteria D: Other Factor/Overall Evaluation

Submission includes: **one (1) unbound** original proposal signed in ink, **four(4)** printed copies for a total of **five (5)** proposals and **one (1)** Adobe PDF version of entire submittal on a CD. Check Here: _____

FORM 3
City of San Antonio
DISCRETIONARY CONTRACTS DISCLOSURE*
For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)
Attach additional sheets if space provided is not sufficient.

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 the "Print" button and place the copy in submittal response as indicated in the Submittal Checklist. Completed forms should not be submitted electronically.

**FORM 4
LITIGATION DISCLOSURE**

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.