

ORDINANCE 2019-06-20-0560

AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH ABLE CITY, LLC FOR CONSULTANT SERVICES TO DEVELOP A DIAGNOSTIC REPORT AND CODE AMENDMENT RECOMMENDATIONS FOR CHAPTER 35, UNIFIED DEVELOPMENT CODE OF THE CITY CODE OF SAN ANTONIO, TEXAS, TO FURTHER IMPLEMENT THE GOALS AND OBJECTIVES OF THE SA TOMORROW COMPREHENSIVE PLAN, IN THE AMOUNT NOT TO EXCEED \$300,000.

* * * * *

WHEREAS, the City Council adopted the SA Tomorrow Comprehensive Plan on August 11, 2016 to provide a functional framework to guide in the development and implementation of policies to promote the future Vision for the City; and

WHEREAS, the SA Tomorrow Comprehensive Plan recommends the development of a series of sub-area plans (Regional Centers, Community Areas, and Corridors) to provide a more coordinated, efficient and effective structure for neighborhood planning; and

WHEREAS, the City Council adopted Comprehensive Land Use Categories on October 11, 2018, to be used in the development of Regional Center, Community Area, and Corridor Plans as a means of implementing the goals and objectives of the SA Tomorrow Comprehensive Plan; and

WHEREAS, as currently written, Chapter 35, Unified Development Code of the City Code of San Antonio, Texas does not include development regulations that thoroughly accommodate the types of development encouraged in the adopted Comprehensive Land Use Categories and subsequent sub-area plans; and

WHEREAS, the City Council has determined that it would be in the best interest of the City to hire an independent firm to provide consulting services to assist in the assessment of existing regulations and development of amendment recommendations; **NOW THEREFORE**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The City Manager or designee is hereby authorized to execute an agreement with Able City, LLC, for consultant services to develop a Diagnostic Report and Code Amendment Recommendations for Chapter 35, Unified Development Code of the City Code of San Antonio, Texas, to further implement the goals and objectives of the SA Tomorrow Comprehensive Plan, in the amount not to exceed \$300,000, with substantially the same terms and conditions as those set out in the draft agreement attached hereto as “**Attachment I**”.

SG/lj

06/20/2019

Item No. 35

SECTION 2: If a contract can be finally executed, within sixty (60) days, in substantial compliance with the terms of **Attachment I**, the City Manager or designee is authorized to execute such a contract without further City Council action. Should a contract be finally negotiated which varies from the standard terms, the contract must be considered through a subsequent ordinance.


SECTION 3: Funding in the amount of \$300,000.00 for this ordinance is available in Fund 11001000, Cost Center 5002000001 and General Ledger 5201040 as part of the Fiscal Year 2019 budget.

SECTION 4: Payment not to exceed the budgeted amount is authorized to Able City, LLC for consultant services to develop a Diagnostic Report and Code Amendment Recommendations for Chapter 35, Unified Development Code of the City Code of San Antonio, Texas.

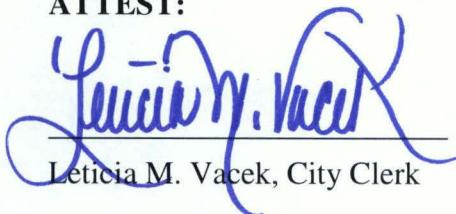
SECTION 5: The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance

SECTION 6. This Ordinance shall be effective immediately upon passage by eight or more affirmative votes; otherwise, it shall be effective on the tenth day after passage.

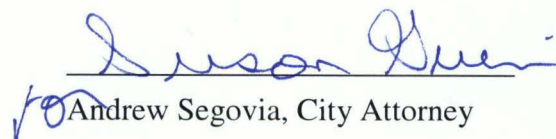
PASSED AND APPROVED this 20th day of June, 2019.


M A Y O R
Ron Nirenberg

ATTEST:


Leticia M. Vacek, City Clerk

APPROVED AS TO FORM:


for Andrew Segovia, City Attorney

Agenda Item:	35 (in consent vote: 4, 5, 6, 7, 8, 9, 10A, 10B, 11A, 11B, 12, 13, 14, 16, 17, 18, 19A, 19B, 20, 21, 22, 23, 24, 25, 27, 28, 29, 30, 31, 32, 33, 34, 35, 38A, 38B, 39A, 39B, 39C, 39D, 41, Z-2)
Date:	06/20/2019
Time:	10:19:52 AM
Vote Type:	Motion to Approve
Description:	Ordinance approving a professional services agreement with Able City, LLC for consultant services to develop a Diagnostic Report and Code Amendment Recommendations for Chapter 35, Unified Development Code of the City Code of San Antonio, Texas, to further implement the goals and objectives of the SA Tomorrow Comprehensive Plan, in the amount not to exceed \$300,000.00. Funding for this expense is included in the FY 2019 Adopted Budget. [Lori Houston, Assistant City Manager; Bridgett White, Director, Planning]
Result:	Passed

Voter	Group	Not Present	Yea	Nay	Abstain	Motion	Second
Ron Nirenberg	Mayor		x				
Roberto C. Treviño	District 1		x				
Jada Andrews-Sullivan	District 2		x				
Rebecca Viagran	District 3		x				x
Dr. Adriana Rocha Garcia	District 4		x				
Shirley Gonzales	District 5		x				
Melissa Cabello Havrda	District 6		x				
Ana E. Sandoval	District 7		x				
Manny Pelaez	District 8		x				
John Courage	District 9		x			x	
Clayton H. Perry	District 10		x				

**PROFESSIONAL SERVICES AGREEMENT
FOR
UNIFIED DEVELOPMENT CODE DIAGNOSTIC REPORT AND CODE AMENDMENT
RECOMMENDATIONS**

STATE OF TEXAS §
 §
COUNTY OF BEXAR §

This Agreement is entered into by and between the City of San Antonio, a Texas Municipal Corporation ("City") acting by and through its City Manager, pursuant to Ordinance No. 2019-06-20-_____ passed and approved on the 20th day of June, 2019 and Able City, LLC by and through its Vice President/Partner, Mario Peña ("Consultant"), both of which may be referred to herein collectively as the "Parties".

The Parties hereto severally and collectively agree, and by the execution hereof are bound, to the mutual obligations herein contained and to the performance and accomplishment of the tasks hereinafter described.

I. DEFINITIONS

As used in this Agreement, the following terms shall have meanings as set out below:

- 1.1 "City" is defined in the preamble of this Agreement and includes its successors and assigns.
- 1.2 "Consultant" is defined in the preamble of this Agreement and includes its successors.
- 1.3 "Director" shall mean the director of City's Planning Department.

II. TERM

- 2.1 Unless sooner terminated in accordance with the provisions of this Agreement, the term of this Agreement shall commence on July 1, 2019 and terminate on June 30, 2020. The City Manager or designee is authorized to amend the Agreement by extending the term for a period of up to one year in accordance with Article XVI. Amendments.
- 2.2 If funding for the entire Agreement is not appropriated at the time this Agreement is entered into, City retains the right to terminate this Agreement at the expiration of each of City's budget periods, and any additional contract period beyond the initial term set forth in 2.1 is subject to and contingent upon subsequent appropriation.

III. SCOPE OF SERVICES

- 3.1 Consultant agrees to provide the services described in this Article III entitled Scope of Services in exchange for the compensation described in Article IV. Compensation.

- 3.2 The objective of this scope of work is to develop a Diagnostic Report of and Code Amendment Recommendations for the City of San Antonio's Unified Development Code (UDC), which is Chapter 35 of the City's Code.
- 3.3 The scope of work shall include the following tasks: Project Chartering and Public Engagement Strategy, Assessment of Existing Code and Comprehensive Planning Documents, Approaches and Solutions, UDC Diagnostic Report and Code Amendment Recommendations, and Public Engagement.

3.3.1 Project Chartering, Public Engagement Strategy, and Initial Public Education

3.3.1.A Project Chartering and Public Engagement Strategy

Consultant will host a workshop with City staff to review the proposed project plan, goals, and schedule, as well as to solidify the approach, identify team roles and responsibilities, review base information needs, identify stakeholders, and strategize on the public involvement process. Planning Department staff will be responsible for logistics including securing meeting locations, inviting participants, and providing refreshments, as needed.

Consultants and City staff will develop a public engagement strategy consistent with the City's Guiding Principles for Public Participation (Resolution 2019-01-17-0005R, attached as Exhibit I). Consultant team will utilize modern means of communication to assist in creating awareness and gathering wide and meaningful input. In collaboration with the Planning Department, the Consultant will engage the public via Facebook, Instagram, and Twitter to drive an effective digital campaign and input gathering effort in both English and Spanish. All in-person interactions between the Consultant team and the public will include at least one fluent Spanish-speaking consultant.

3.3.1.B Initial Public Education

As a primer for community input, the Consultant team will prepare infographics and short-format videos that illustrate the following:

- Key objectives of the UDC Diagnostic Report;
- Key Principles of the Comprehensive Plan and its benefits; and,
- Opportunities for improvement in community equity, mobility, quality of place, quality of life, and access to economic opportunity that are made possible by the implementation of SA Tomorrow.

The information will be distributed via social media and physical media by the Consultant team in coordination with the Planning Department. This pre-engagement education both activates and prepares the community for participation. All materials will include links to the City's project website. Consultant

will design other project-related templates such as flyers, mailers, and social media materials to be used for public engagement events throughout the project.

Deliverables

- Up to one (1) day of chartering workshops lead by Consultant
- Public Engagement Strategy to be implemented throughout the project
- As many as four (4) Infographics and two (2) promotional videos to be used in promotional materials

3.3.2 Assessment of Existing Code and Comprehensive Planning Documents, Related Public Engagement, and Assessment Report

3.3.2.A Document Review

Consultant team will review initial documents relating to City development regulations and policy, including but not limited to the existing Unified Development Code (UDC), the SA Tomorrow Plans, the Water Policy Study, the Parks System Plan, and adopted Sub-Area Plans and related land use memorandum developed through the sub-area planning process. Consultant will work with Planning Staff to identify other relevant documents to be included in this review process.

3.3.2.B Standardized Assessment Tool

Before conducting stakeholder interviews and public outreach, Consultant team will develop a standardized tool for the interviews, focus groups, and public outreach, to objectively compare comments and responses. Consultant will identify and organize the factors in an Excel spreadsheet and summarize the results in the Assessment Report described in subsections 3.3.2.D and 3.3.2.E. Consultant team will provide the Assessment Tool to the Planning Department's project manager for review and comment, and will revise it in response to the comments received.

Deliverables

- Development of Standardized Assessment Tool with one-round of review and consolidated comments by Planning Department staff
- Final Standardized Assessment Tool to be utilized in analyzing input from all public engagement activities

3.3.2.C Stakeholder Interviews, Focus Groups, and Public Engagement

Consultant team will conduct a series of initial interviews and focus group discussions with key City staff and stakeholders to obtain an initial understanding of positive aspects of the UDC and challenges related to the administration of the UDC. Participants will be identified by the Planning Department during Project Chartering and will include:

- City department representatives;
- Development-related boards and commissions;

- Mayor's Office and City Council offices, as deemed possible; and
- Staff of external agencies such as VIA Metropolitan Transit (VIA), San Antonio Water System (SAWS), Alamo Area Metropolitan Planning Organization (AAMPO), Alamo Area Council of Governments (AACOG), Edwards Aquifer Authority (EAA), San Antonio Housing Authority (SAHA), and San Antonio River Authority (SARA);
- Representatives of the development and real estate community; and
- Other organizations, agencies, and interest groups organized around key topics such as mobility, housing, economic development, land development, health, education, biking, and public transportation, as identified during project chartering.

Before the interviews and focus groups, Consultant will provide a list of potential questions to the Planning Department project manager for review and comment in order to finalize and ensure standardization of the questions. Focus group discussions may include interactive activities like moderated brainstorming sessions and community design vignettes, to create effective, goal- and action-oriented discussions that build community support.

Planning Department staff will work with the Consultant team to schedule the stakeholder and focus group interviews within a meeting window consisting of three consecutive days. Planning Department staff will be present for each meeting, and will be responsible for logistics including securing meeting locations, inviting participants, and providing refreshments, as needed.

Consultant team will prepare an online bilingual community survey to gather input and commentary regarding the concerns with current UDC and desired outcomes of the amendment process. This survey, along with all other in-person comments, will serve as a measure of the community's readiness for implementation and a guide for creating effective strategies for potential code amendments. Consultant team will prepare the draft survey in terms of overall format, graphics, and accompanying text. Based on one consolidated set of electronic comments from Planning Department staff, the Consultant team will finalize the survey and upload it to the Planning Department website and distribute it through the Department's social media accounts and email distribution lists. Consultant team will provide a summary of key findings and data tables representing the full set of responses. Open-ended comments will be provided as written by respondents.

Deliverables

- Materials and questions to be used in Stakeholder Interviews, with one round of review and consolidated comments from Planning Department staff
- Up to 12 stakeholder interviews and 6 focus group meetings over three consecutive days, with all input documented for future review and analysis
- One online bilingual community survey, with full and summarized responses

3.3.2.D Draft Assessment Report

Consultant team will prepare a draft Assessment Report that provides an initial evaluation of the UDC, along with a summary of the input received during the public engagement in subsection 3.3.2.C.

The draft Assessment Report will analyze the current UDC, including its strengths and weaknesses relating to consistency with the SA Tomorrow Comprehensive Plan, Sub-Area Plans, and the SA Corridors Strategic Framework Plan, including:

- **Structure:** the deployment of use patterns, form-based zoning districts, and conventional zoning districts as organizational frameworks for development standards and processes.
- **Effectiveness in communication:** document organization, language clarity, ability to find useful information, and graphics.
- **Metrics and standards:** zoning district dimensional standards (lot size, density, setbacks, frontage, lot width, height, coverage, and maximum building size), parking, landscaping, and other substantive requirements.
- **Processes:** including general processes (such as notice and completeness review), planning-level decisions (comprehensive plan amendments, master development plans, pedestrian circulation plans, and sub-area plans), zoning processes such as rezoning, conditional zoning, specific use permits, and ministerial zoning determinations, subdivision plats, appeals and variances, enforcement, submittal requirements, special zoning districts and overlays, and tree preservation and landscaping considerations.
- **Definitions and Rules of Interpretation.**

Consultant team will provide the draft Assessment Report to the Planning Department project manager for review, who will provide a consolidated set of comments, along with the City's direction to the Consultant. Consultant and Planning Department staff will conduct up to two (2) conference or video conference calls with key City staff to review and discuss feedback on the draft and revised draft Assessment Report, and to discuss direction for the final Assessment Report in subsection 3.3.2.E.

Deliverables

- Draft Assessment Report with one round of review and consolidated comments by Planning Department staff
- Revised draft Assessment Report to be shared with and reviewed by City staff and stakeholders
- Up to two (2) conference or video calls to discuss revisions and direction for final Assessment Report

3.3.2.E Final Assessment Report

Based on the City's review and feedback, Consultant team will produce a final Assessment Report. The final Assessment Report will include case studies as

examples of issues and possible alternatives, such as regulatory language from other communities, descriptions of projects built under other regulations, and/or local examples of projects built under current regulations. Consultant team will provide a first draft of the final Assessment Report, and Planning Department staff will provide a consolidated set of comments and/or participate in another conference or video call to discuss final revisions for the report and direction related to creation of the Presentation and Memorandum described in subsection 3.3.2.F. Consultant team will produce the final Assessment Report based on feedback and direction from Planning Department staff.

Deliverables

- First draft of the final Assessment Report, with one round of review and consolidated comments by Planning Department staff
- One conference or video call to discuss final revisions for the final Assessment Report, and direction for the Presentation and Memorandum
- Final Assessment Report in native and Microsoft Word formats

3.3.2.F Presentation and Memorandum

Consultant will produce a Microsoft PowerPoint presentation that summarizes the final Assessment Report, including speaker notes in the notes section of the PowerPoint slides, for presentation by Planning Department staff. The presentation will include a layout approved by the Planning Department's project manager, with slides that emphasize graphics with minimal text.

Consultant will also produce an Assessment Memorandum that highlights the key findings of the Assessment Report to be shared with City Leadership.

Deliverables

- One (1) PowerPoint Presentation, with graphics and speaker notes
- Assessment Memorandum in native and Microsoft Word formats

3.3.3 Approaches and Solutions, Related Public Engagement, and Regulatory Approaches Report

3.3.3.A Assess feasibility of scope and rate-of-changes to the UDC

The Consultant team will conduct a thorough assessment of market appetite, understanding, and receptiveness to potential development regulations that are consistent with the goals, policies, and placemaking principles of the SA Tomorrow Comprehensive Plan, as well as the Comprehensive Land Use Categories and Plan Framework recommendations from SA Tomorrow Sub-Area Plans. The point of view and preparedness of stakeholder groups, such as City of San Antonio administration and City Council, the civil engineering fields, and private development companies will be assessed from input received through engagement activities described in subsection 3.3.2.C.

The goal of this exercise is to develop a strategy for the successful adoption of proposed UDC amendments. Any proposed strategy will assume that the current UDC will be updated and not replaced.

The Consultant shall develop a memo detailing potential approaches and specific solutions to address the existing deficiencies in the current UDC that builds upon and responds to the Assessment Report (subsection 3.3.2.E). While the Assessment Report will focus on issues, this report will focus on the feasibility of specific solutions. This proposal shall include a review and analysis of best practices in major peer cities and innovative zoning and land use practices.

3.3.3.B Alternative Approaches White Paper

The Consultant team will provide a comprehensive White Paper that describes various approaches to organizing the UDC, including conventional zoning, form-based codes and transects, and hybrid approaches such as composite or modular zoning, to include the relevance of each approach to San Antonio's UDC. The white paper will consider the feedback received in the public engagement in subsections 3.3.2.C and 3.3.3.A in order to demonstrate an iterative policy development process. The Consultant team will also provide an assessment of regulatory solutions to issues identified in the Assessment Report. The White Paper will be used as a basis for discussion in public engagement activities of subsection 3.3.3.C. The Consultant team will provide an initial draft White Paper, and will revise the draft based on comments from the Planning Department's project manager. Consultant and Planning Department staff will conduct one conference or video conference call with key City staff to review and discuss feedback on the draft White Paper, and to discuss direction for the public engagement in subsection 3.3.3.C.

Deliverables

- First draft of the Alternative Approaches White Paper with one round of review and consolidated comments by Planning Department staff
- One (1) conference or video call to discuss final revisions to the White Paper and direction for public engagement
- Final Alternative Approaches White Paper in native and Microsoft Word formats

3.3.3.C Stakeholder Interviews, Focus Groups, and Public Engagement

Consultant team will facilitate a second series of interviews and focus groups with the community stakeholders described in subsection 3.3.2.C, to discuss alternative approaches to the issues presented in the Assessment Report. Consultant team will prepare an initial list of questions for interviews and focus groups, along with a PowerPoint presentation that describes the UDC update process, and summarizes key points from the Feasibility Assessment in subsection 3.3.3.A and the Alternative Approaches White Paper in 3.3.3.B.

Planning Department staff will work with the Consultant team to schedule the stakeholder and focus group interviews within a meeting window consisting of three consecutive days. Planning Department staff will be present for each meeting, and will be responsible for logistics including securing meeting locations, inviting participants, and providing refreshments, as needed.

Consultant team will assist Planning Department staff in developing an online bilingual community survey to gather input and commentary related to potential regulatory approaches. The survey will utilize the same overall format as the first online survey in subsection 3.3.2.C. The Consultant team will work with Planning Department staff to upload the survey to the Planning Department website, and distribute it through the Department's social media accounts and email distribution lists. The Planning Department's project manager will take the lead in assembling responses to the survey, and provide the full set of responses to the Consultants to be incorporated into the Regulatory Approaches Report described in subsection 3.3.3.D.

Deliverables

- Materials and questions to be used in Stakeholder Interviews and Focus Groups, with one round of review and consolidated comments from Planning Department staff
- Up to 12 stakeholder interviews and 6 focus group meetings over three consecutive days, with all input documented for future review and analysis
- One online bilingual community survey to inform the Draft Regulatory Approaches Report in subsection 3.3.3.D

3.3.3.D Draft Regulatory Approaches Report

Consultant will prepare a draft Regulatory Approaches Report that provides alternative solutions to the issues identified in the Assessment Report and the feedback received from the public engagement in subsections 3.3.2.C and 3.3.3.C. The draft Regulatory Approaches Report will include:

- Approaches to structuring the revised UDC in a way that implements the SA Tomorrow Comprehensive Plan and Sub-Area Plans.
- Resolution of specific issues identified in the Assessment Report relating to metrics, processes, and other related issues.
- Communication of the UDC, including common ways to draft and illustrate development regulations and concepts.
- Summarize the Public Outreach (subsection 3.3.3.C) comments in Appendices to the draft Regulatory Approaches Report.

Consultant team will provide the draft Regulatory Approaches Report to the Planning Department's project manager for review, who will provide a consolidated set of comments, along with the City's direction for the final report. Consultant and Planning Department staff will conduct up to two (2) conference or video

conference calls with key City staff to review and discuss feedback on the draft and revised draft Regulatory Approaches Report, and to discuss direction for the final Regulatory Approaches Report in subsection 3.3.3.E.

Deliverables

- Draft Regulatory Approaches Report with one round of review and consolidated comments by Planning Department staff
- Revised draft Regulatory Approaches Report to be shared with and reviewed by City staff and stakeholders
- Up to two (2) conference or video calls to discuss revisions and direction for the final Regulatory Approaches Report

3.3.3.E Final Regulatory Approaches Report

Based on the City's review and feedback, Consultant team will produce a final Regulatory Approaches Report, which will include:

- Revisions to existing zoning districts, and potential new zoning districts, with related development regulations, and amended zoning district "statements of purpose" to reflect the goals and policies of the SA Tomorrow Comprehensive Plan;
- Subdivision standards including lot and block layout, street design, environmental protection and sensitive areas, sidewalks and trails, open space, school and park design and dedication;
- Triggers for the analysis of water, wastewater, traffic, drainage, noise, wildlife habitat, floodplains, and fire issues;
- Provisions to enforce the subdivision standards through development agreements, improvement agreements, or similar mechanisms; and
- Coordination with the International Building Code as to building separation, definitions, and similar requirements.

Consultant team will provide a first draft of the final Regulatory Approaches Report, and Planning Department staff will provide a consolidated set of comments and/or participate in another conference or video call to discuss final revisions for the report and direction related to creation of the Presentation described in subsection 3.3.3.F. Consultant team will produce the final Regulatory Approaches Report based on feedback and direction from Planning Department staff.

Deliverables

- First draft of the final Regulatory Approaches Report, with one round of review and consolidated comments by Planning Department staff
- One conference or video call to discuss final revisions for the final Regulatory Approaches Report, and direction for the Presentation
- Final Regulatory Approaches Report in native and Microsoft Word formats

3.3.3.F Presentation

Consultant team will produce a Microsoft PowerPoint presentation that summarizes the final Regulatory Approaches Report, including speaker notes in the notes section in the PowerPoint slides, for presentation by Planning Department staff. The presentation will include a layout approved by the Planning Department's project manager, with slides that emphasize graphics with minimal text.

Deliverables

- One (1) PowerPoint Presentation, with graphics and speaker notes

3.3.4. Development of Code Amendment Recommendations, Related Public Engagement, and the Final UDC Diagnostic Report and Code Amendment Recommendations

3.3.4.A Draft UDC Diagnostic Report and Code Amendment Recommendations

Consultant team will provide a draft UDC Diagnostic Report and Code Amendment Recommendations that assembles the diagnostic documents in subsections 3.3.2.E and 3.3.3.E into a more succinct and user-friendly format, along with specific code amendment drafts. The draft UDC Diagnostic Report and Code Amendment Recommendations will be used as the basis for discussion in final public engagement activities (subsection 3.3.4.B).

Consultant team will provide the draft UDC Diagnostic Report and Code Amendment Recommendations to the Planning Department's project manager for review, who will provide a consolidated set of comments and the City's direction for the final document to the Consultant. Consultant will revise the draft based on comments from the Planning Department's project manager. Consultant and Planning Department staff will conduct one (1) conference or video call to discuss the draft UDC Diagnostic Report and Code Amendment Recommendations and direction for the public engagement activities in subsection 3.3.4.B.

Deliverables

- Draft UDC Diagnostic Report and Code Amendment Recommendations with one round of review and consolidated comments by Planning Department staff
- One (1) conference or video call to discuss revisions and direction for public engagement

3.3.4.B Stakeholder Interviews, Focus Groups, and Public Engagement

Consultant team will facilitate a final series of interviews and focus groups with the community stakeholders described in subsections 3.3.2.C and 3.3.3.C, to discuss the draft UDC Diagnostic Report and Code Amendment Recommendations. Consultant team will prepare an initial list of questions for interviews and focus groups, along with a PowerPoint presentation that describes the UDC update process, and

summarizes key points from the Regulatory Approaches Report in subsection 3.3.3.E.

Planning Department staff will work with the Consultant team to schedule the stakeholder and focus group interviews within a meeting window consisting of three consecutive days. Planning Department staff will be present for each meeting, and will be responsible for logistics including securing meeting locations, inviting participants, and providing refreshments, as needed.

Consultant team will assist Planning Department staff in developing an online comment function, to gather input and commentary related to the draft UDC Diagnostic Report and Code Amendment Recommendations. The comment tool will allow open-ended comments that will be collected, tracked, and responded to by Planning Department staff throughout the UDC Amendment process. The Consultant team will work with Planning Department staff to incorporate the comment function into the Planning Department website, and promote it through the Department's social media accounts and email distribution lists. The Planning Department's project manager will take the lead in assembling responses, and provide the full set of responses to the Consultants to be incorporated, as needed, into the revised draft UDC Diagnostic Report and Code Amendment Recommendations described in subsection 3.3.4.C.

Deliverables

- Materials and questions to be used in Stakeholder Interviews and Focus Groups, with one round of review and consolidated comments from Planning Department staff
- Up to 12 stakeholder interviews and 6 focus group meetings over three consecutive days, with all input documented for future review and analysis
- Online comment function to collect comments and input to inform the revised draft UDC Diagnostic Report and Code Amendment Recommendations described in subsection 3.3.4.C

3.3.4.C Revised Draft UDC Diagnostic Report and Code Amendment Recommendations

Consultant team will prepare a revised draft UDC Diagnostic Report and Code Amendment Recommendations that includes both complete and summarized version of the proposed UDC amendments and their rationale. All proposed amendments to the UDC shall follow the City's guidelines to track new and deleted text, as specified in Information Bulletin 558 (attached as Exhibit II).

Consultant team will provide the revised draft UDC Diagnostic Report and Code Amendment Recommendations to the Planning Department's project manager for review, who will provide a consolidated set of comments to the Consultant. Consultant and Planning Department staff will conduct up to two (2) conference or video conference calls with key City staff to review and discuss feedback on the

revised draft UDC Diagnostic Report and Code Amendment Recommendations, and to discuss direction for the final UDC Diagnostic Report and Code Amendment Recommendations in subsection 3.3.4.D and Presentation in 3.3.4.E.

Deliverables

- Revised draft UDC Diagnostic Report and Code Amendment Recommendations, with one round of review and consolidated comments by Planning Department staff
- Two (2) conference or video calls to discuss final revisions for the final UDC Diagnostic Report and Code Amendment Recommendations, and direction for the Presentation

3.3.4.D Final Diagnostic Report and Code Amendment Recommendations

Consultant will produce the final UDC Diagnostic Report and Code Amendment Recommendations, based on the review and feedback. The proposed code amendments will comply with the City's Informational Bulletin 558, including tracked changes.

Deliverables

- Final UDC Diagnostic Report and Code Amendment Recommendations, in native and Microsoft Word formats

3.3.4.E Presentation

Consultant team will produce a Microsoft PowerPoint presentation that summarizes the revised UDC Diagnostic Report and Code Amendment Recommendations, including speaker notes in the notes section in the PowerPoint slides, for presentation by Planning Department staff. The presentation will include a layout approved by the Planning Department's project manager, with slides that emphasize graphics with minimal text.

Consultant will co-deliver this formal presentation with City staff at briefings to the stakeholders described in subsections 3.3.2.C, 3.3.3.C, and 3.3.4.B, as well as to the Planning Commission and their Technical Advisory Committee, Zoning Commission, City Council and any relevant Council sub-committees.

Deliverables

- One (1) PowerPoint Presentation, with graphics and speaker notes
- Provide support to the Planning Department staff at a final stakeholder briefing
- Provide support to the Planning Department staff at briefings to Planning Commission, Zoning Commission, City Council, and associated sub-committee meetings

3.4 The following shall apply to all tasks specified in Article III. Scope of Services.

- 3.4.1 All work performed by Consultant hereunder shall be performed to the satisfaction of Director. The determination made by Director shall be final, binding, and conclusive on all Parties hereto. City shall be under no obligation to pay for any work performed by Consultant, which is not satisfactory to Director. City shall have the right to terminate this Agreement, in accordance with Article VII. Termination, in whole or in part, should Consultant's work not be satisfactory to Director; however, City shall have no obligation to terminate and may withhold payment for any unsatisfactory work, as stated herein, even should City elect not to terminate. City shall notify Consultant in writing of any decision to withhold payment. Should City elect to terminate, it will do so in accordance with the provisions for Defaults with Opportunity for Cure contained in subsection 7.4 of this Agreement.
- 3.4.2 Consultant shall have a reasonable right to rely upon the accuracy and completeness of information provided by the City.
- 3.4.3 Consultant shall not be responsible for delays in meeting deliverable deadlines that may result due to causes beyond Consultants reasonable control, provided Consultant notifies City in writing at least 15 days prior to any such deadline. The City may authorize additional calendar days or make adjustments to the Task schedule and related deliverables, within the existing scope of this Agreement, upon mutual agreement in writing between the Director and Consultant, as to the reasonableness of said additional time or adjustment.

IV. COMPENSATION TO CONSULTANT

- 4.1 In consideration of Consultant's performance in a satisfactory and efficient manner, as determined solely by Director, services and activities set forth in this Agreement, City agrees to pay Consultant an amount not to exceed \$300,000.00 as total compensation, to be paid to Consultant as follows:
- 4.2 Invoices shall be submitted monthly for work performed. Invoice shall be accompanied by progress report of accomplishments and work products within the period. If progress is satisfactory within each period, according to the Work Plan and Compensation Schedule attached as "Exhibit IV," payment will be issued.
- 4.3 Consultant shall submit invoices to City, in a form acceptable to City, which City shall pay within 30 days of receipt and approval by Director. Invoices shall be submitted to: City of San Antonio, Accounts Payable, P.O. Box 839976, San Antonio, Texas 78283-3976, with a copy to City of San Antonio, Planning Department, Attention: Rudy Niño, P.O. Box 839966, San Antonio, Texas 78283-3966.
- 4.4 No additional fees or expenses of Consultant shall be charged by Consultant nor be payable by City. The parties hereby agree that all compensable expenses of Consultant have been provided for in the total payment to Consultant as specified in section 4.1 above. Total payments to Consultant cannot exceed that amount set forth in section 4.1 above, without

prior approval and agreement of all parties, evidenced in writing in accordance with Article XVI. Amendments.

- 4.5 Final acceptance of work products and services require written approval by City. The approving official shall be Director. Payment will be made to Consultant following written approval of the final work products and services by Director. City shall not be obligated or liable under this Agreement to any party, other than Consultant, for the payment of any monies or the provision of any goods or services.

V. OWNERSHIP OF DOCUMENTS

- 5.1 Any and all writings, documents, or information in whatsoever form and character produced by Consultant pursuant to the provisions of this Agreement is the exclusive property of City without limitation; and no such writing, document, or information shall be the subject of any copyright or proprietary claim by Consultant.
- 5.2 Consultant understands and acknowledges that as the exclusive owner of any and all such writings, documents and information, City has the right to use all such writings, documents and information as City desires, without restriction.
- 5.3 City shall own all right, title and interest in all intellectual property delivered by the Consultant under this Agreement, including, without limitation, all text, drawings, graphs, tables, photographs, illustrations and other content in fulfillment of this Agreement and related documentation developed by the Consultant for the City (collectively, "Work Product"). All such Work Product shall be considered "Works Made for Hire" (as such are defined under the U.S. Copyright Laws) and, as such, shall be owned by and for the benefit of City. Consultant hereby assigns to City for no additional consideration, all worldwide right, title, and interest that it may possess in such Work Product including, but not limited to, all intellectual property rights thereto and Consultant shall execute such further assurances evidencing such assignment as City may require from time to time. Upon request, Consultant will take such steps as are reasonably necessary to enable City, at City's cost and expense, to carry out the intent of the above assignment and to record such assignment.

VI. RECORDS RETENTION

- 6.1 Consultant and its subcontractors, if any, shall properly, accurately and completely maintain all documents, papers, and records, and other evidence pertaining to the services rendered hereunder (hereafter referred to as "documents"), and shall make such materials available to the City at their respective offices, at all reasonable times and as often as City may deem necessary during the Agreement period, including any extension or renewal hereof, and the record retention period established herein, for purposes of audit, inspection, examination, and making excerpts or copies of same by City and any of its authorized representatives.
- 6.2 Consultant shall retain any and all documents produced as a result of services provided hereunder for a period of four (4) years (hereafter referred to as "retention period") from

the date of termination of the Agreement. If, at the end of the retention period, there is litigation or other questions arising from, involving or concerning this documentation or the services provided hereunder, Consultant shall retain the records until the resolution of such litigation or other such questions. Consultant acknowledges and agrees that City shall have access to any and all such documents at any and all times, as deemed necessary by City, during said retention period. City may, at its election, require Consultant to return the documents to City at Consultant's expense prior to or at the conclusion of the retention period. In such event, Consultant may retain a copy of the documents at its sole cost and expense.

- 6.3 Consultant shall notify City, immediately, in the event Consultant receives any requests for information from a third party, which pertain to the documentation and records referenced herein. Consultant understands and agrees that City will process and handle all such requests.

VII. TERMINATION

- 7.1 For purposes of this Agreement, "termination" of this Agreement shall mean termination by expiration of the Agreement term as stated in Article II. Term, or earlier termination pursuant to any of the provisions hereof.

- 7.2 Termination Without Cause. This Agreement may be terminated by City without cause upon 30 calendar days' written notice, which notice shall be provided in accordance with Article VIII. Notice.

- 7.3 Termination For Cause. Upon written notice, which notice shall be provided in accordance with Article VIII. Notice, City may terminate this Agreement as of the date provided in the notice, in whole or in part, upon the occurrence of one (1) or more of the following events, each of which shall constitute an Event for Cause under this Agreement:

7.3.1 The sale, transfer, pledge, conveyance, or assignment of this Agreement without prior approval, as provided in Article XII. Assignment and Subcontracting; or

7.3.2 Any material breach of the terms of this Agreement, as determined solely by City.

- 7.4 Defaults With Opportunity for Cure. Should Consultant default in the performance of this Agreement in a manner stated in this section 7.4 below, same shall be considered an event of default. City shall deliver written notice of said default specifying such matter(s) in default. Consultant shall have 30 calendar days after receipt of the written notice, in accordance with Article VIII. Notice, to cure such default. If Consultant fails to cure the default within such 30 day cure period, City shall have the right, without further notice, to terminate this Agreement in whole or in part as City deems appropriate, and to contract with another consultant to complete the work required in this Agreement. City shall also have the right to offset the cost of said new Agreement with a new consultant against Consultant's future or unpaid invoice(s), subject to the duty on the part of City to mitigate its losses to the extent required by law.

- 7.4.1 Failure to comply with the terms and conditions stated in Article XIV. SBEDA;
- 7.4.2 Bankruptcy or selling substantially all of company's assets;
- 7.4.3 Failing to perform or failing to comply with any covenant herein required; or
- 7.4.4 Performing unsatisfactorily.
- 7.5 Termination By Law. If any state or federal law or regulation is enacted or promulgated which prohibits the performance of any of the duties herein, or, if any law is interpreted to prohibit such performance, this Agreement shall automatically terminate as of the effective date of such prohibition.
- 7.6 Regardless of how this Agreement is terminated, Consultant shall effect an orderly transfer to City or to such person(s) or firm(s) as the City may designate, at no additional cost to City, all completed or partially completed documents, papers, records, charts, reports, and any other materials or information produced as a result of or pertaining to the services rendered by Consultant, or provided to Consultant, hereunder, regardless of storage medium, if so requested by City, or shall otherwise be retained by Consultant in accordance with Article VI. Records Retention. Any record transfer shall be completed within thirty (30) calendar days of a written request by City and shall be completed at Consultant's sole cost and expense. Payment of compensation due or to become due to Consultant is conditioned upon delivery of all such documents, if requested by City.
- 7.7 Within forty-five (45) calendar days of the effective date of completion, or termination or expiration of this Agreement, Consultant shall submit to City its claims, in detail, for the monies owed by City for services performed under this Agreement through the effective date of termination. Failure by Consultant to submit its claims within said forty-five (45) calendar days shall negate any liability on the part of City and constitute a **Waiver** by Consultant of any and all right or claims to collect moneys that Consultant may rightfully be otherwise entitled to for services performed pursuant to this Agreement.
- 7.8 Upon the effective date of expiration or termination of this Agreement, Consultant shall cease all operations of work being performed by Consultant or any of its subcontractors pursuant to this Agreement.
- 7.9 Termination not sole remedy. In no event shall City's action of terminating this Agreement, whether for cause or otherwise, be deemed an election of City's remedies, nor shall such termination limit, in any way, at law or at equity, City's right to seek damages from or otherwise pursue Consultant for any default hereunder or other action.

VIII. NOTICE

Except where the terms of this Agreement expressly provide otherwise, any election, notice or communication required or permitted to be given under this Agreement shall be in writing and

deemed to have been duly given if and when delivered personally (with receipt acknowledged), or three (3) days after depositing same in the U.S. mail, first class, with proper postage prepaid, or upon receipt if sending the same by certified mail, return receipt requested, or upon receipt when sent by a commercial courier service (such as Federal Express or DHL Worldwide Express) for expedited delivery to be confirmed in writing by such courier, at the addresses set forth below or to such other address as either party may from time to time designate in writing.

If intended for City, to:

Rudy Niño
City of San Antonio
Planning Department
PO Box 839966
San Antonio, Texas 78233

If intended for Consultant, to:

Mario Peña
Able City LLC
118 Broadway, Suite 529
San Antonio, Texas 78205

IX. NON-DISCRIMINATION

Non-Discrimination. As a party to this contract, Consultant understands and agrees to comply with the Non-Discrimination Policy of the City of San Antonio contained in Chapter 2, Article X. of the City Code and further, shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age, or disability, unless exempted by state or federal law, or as otherwise established herein.

X. INSURANCE

- 10.1 Prior to the commencement of any work under this Agreement, Consultant shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to the City's Planning Department, which shall be clearly labeled "Unified Development Code Diagnostic Report and Code Amendment Recommendations" in the Description of Operations block of the Certificate. The 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 a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) 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 Department. No officer or employee, other than the City's Risk Manager, shall have authority to waive this requirement.
- 10.2 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 whereby City may incur increased risk.
- 10.3 A Consultant's financial integrity is of interest to the City; therefore, subject to Consultant's

right to maintain reasonable deductibles in such amounts as are approved by the City, Consultant shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Consultant's sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, 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>INSURANCE TYPE</u>	<u>LIMITS</u>
1. Workers' Compensation	Statutory
2. Employers' Liability	\$1,000,000/\$1,000,000/\$1,000,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury d. Contractual Liability	For Bodily Injury and Property Damage of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage
4. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence
5. Professional Liability (Claims-Made Coverage)	\$1,000,000 per claim damages by reason of any act, malpractice, error, or omission in professional services. Coverage to be maintained and in effect for no less than two years subsequent to the completion of the professional services

10.4 Consultant agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the same categories of insurance coverage required of Consultant herein, and provide a certificate of insurance and endorsement that names the Consultant and the City as additional insureds. Consultant shall provide the City with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by City's Risk Manager, without subsequent City Council approval, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by City's Risk Manager, which shall become a part of the contract for all purposes.

10.5 As they apply to the limits required by the City, the City shall be entitled, upon request and without expense, to receive copies of the policies, declaration page, and all endorsements thereto 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). Consultant 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. Consultant shall pay any costs incurred resulting from said changes.

City of San Antonio
Planning Department
Attn: Rudy Niño
P.O. Box 839966
San Antonio, Texas 78283-3966

- 10.6 Consultant 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 insureds 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, employers' liability, general liability, and automobile 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.
- 10.7 Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Consultant shall provide a replacement Certificate of Insurance and applicable endorsements to City. City shall have the option to suspend Consultant'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.
- 10.8 In addition to any other remedies the City may have upon Consultant'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 Consultant to stop work hereunder, and/or withhold any payment(s) which become due to Consultant hereunder until Consultant demonstrates compliance with the requirements hereof.
- 10.9 Nothing herein contained shall be construed as limiting in any way the extent to which Consultant may be held responsible for payments of damages to persons or property resulting from Consultant's or its subcontractors' performance of the work covered under this Agreement.
- 10.10 It is agreed that Consultant'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.

- 10.11 It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of the City shall be limited to insurance coverage provided.
- 10.12 Consultant and any subcontractors are responsible for all damage to their own equipment and/or property.

XI. INDEMNIFICATION

- 11.1 **CONSULTANT 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 CONSULTANT'S activities under this Agreement, including any acts or omissions of CONSULTANT, any agent, officer, director, representative, employee, consultant or subcontractor of CONSULTANT, 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, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT CONSULTANT 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.**
- 11.2 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. CONSULTANT shall advise the CITY in writing within 24 hours of any claim or demand against the CITY or CONSULTANT known to CONSULTANT related to or arising out of CONSULTANT's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at CONSULTANT's cost. The CITY shall have the right, at its option and at its own expense, to participate in such defense without relieving CONSULTANT of any of its obligations under this paragraph.
- 11.3 Defense Counsel - City shall have the right to select or to approve defense counsel to be retained by CONSULTANT in fulfilling its obligation hereunder to defend and indemnify City, unless such right is expressly waived by City in writing. CONSULTANT shall retain City approved defense counsel within seven (7) business days of City's written notice that City is invoking its right to indemnification under this Agreement. If CONSULTANT fails to retain

Counsel within such time period, City shall have the right to retain defense counsel on its own behalf, and CONSULTANT shall be liable for all costs incurred by City. City shall also have the right, at its option, to be represented by advisory counsel of its own selection and at its own expense, without waiving the foregoing.

- 11.4 Employee Litigation – In any and all claims against any party indemnified hereunder by any employee of CONSULTANT, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation herein provided shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for CONSULTANT or any subcontractor under worker's compensation or other employee benefit acts.

XII. ASSIGNMENT AND SUBCONTRACTING

- 12.1 Consultant shall supply qualified personnel as may be necessary to complete the work to be performed under this Agreement. Persons retained to perform work pursuant to this Agreement shall be the employees or subcontractors of Consultant. Consultant, its employees, or its subcontractors shall perform all necessary work.
- 12.2 It is City's understanding and this Agreement is made in reliance thereon, that Consultant intends to use the following subcontractors in the performance of this Agreement: Moore Iacofano Goltsman, Inc. (MIG) and White & Smith, LLC. Any deviation from this subcontractor list, whether in the form of deletions, additions, or substitutions shall require written approval by the Director in accordance with Article XVI. Amendments, prior to the provision of any services by said subcontractor.
- 12.3 Any work or services approved for subcontracting hereunder shall be subcontracted only by written contract and, unless specific waiver is granted in writing by the City, shall be subject by its terms to each and every provision of this Agreement. Compliance by subcontractors with this Agreement shall be the responsibility of Consultant. City shall in no event be obligated to any third party, including any subcontractor of Consultant, for performance of services or payment of fees. Any references in this Agreement to an assignee, transferee, or subcontractor, indicate only such an entity as has been approved by the Director.
- 12.4 Except as otherwise stated herein, Consultant may not sell, assign, pledge, transfer or convey any interest in this Agreement, nor delegate the performance of any duties hereunder, by transfer, by subcontracting or any other means, without the written consent of the Director. As a condition of such consent, if such consent is granted, Consultant shall remain liable for completion of the services outlined in this Agreement in the event of default by the successor Consultant, assignee, transferee, or subcontractor.
- 12.5 Any attempt to transfer, pledge or otherwise assign this Agreement without said written approval, shall be void ab initio and shall confer no rights upon any third person. Should Consultant assign, transfer, convey, delegate, or otherwise dispose of any part of all or any part of its right, title or interest in this Agreement, City may, at its option, cancel this Agreement and all rights, titles and interest of Consultant shall thereupon cease and

terminate, in accordance with Article VII. Termination, notwithstanding any other remedy available to City under this Agreement. The violation of this provision by Consultant shall in no event release Consultant from any obligation under the terms of this Agreement, nor shall it relieve or release Consultant from the payment of any damages to City, which City sustains as a result of such violation.

XIII. INDEPENDENT CONTRACTOR

Consultant covenants and agrees that he or she is an independent contractor and not an officer, agent, servant or employee of City; that Consultant shall have exclusive control of and exclusive right to control the details of the work performed hereunder and all persons performing same, and shall be responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors and consultants; that the doctrine of “respondeat superior” shall not apply as between City and Consultant, its officers, agents, employees, contractors, subcontractors and consultants, and nothing herein shall be construed as creating the relationship of employer-employee, principal-agent, partners or joint venturers between City and Consultant. The parties hereto understand and agree that the City shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by the Consultant under this Agreement and that the Consultant has no authority to bind the City.

XIV. SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA)

14.1 **SBEDA Program.** The CITY has adopted a Small Business Economic Development Advocacy Ordinance (Ordinance No. 2016-05-19-0367 and as amended, also referred to as “SBEDA” or “the SBEDA Program”), which is posted on the City’s Economic Development Department (EDD) website page and is also available in hard copy format upon request to the CITY. The SBEDA Ordinance Compliance Provisions contained in this section of the Agreement are governed by the terms of the SBEDA Ordinance, as well as by the terms of the SBEDA Ordinance Policy & Procedure Manual established by the CITY pursuant to this Ordinance, and any subsequent amendments to this referenced SBEDA Ordinance and SBEDA Policy & Procedure Manual that are effective as of the date of the execution of this Agreement. Unless defined in a contrary manner herein, terms used in this section of the Agreement shall be subject to the same expanded definitions and meanings as given those terms in the SBEDA Ordinance and as further interpreted in the SBEDA Policy & Procedure Manual.

14.2 Definitions.

14.2.1 **Affirmative Procurement Initiatives (API)** – Refers to various S/M/WBE Program tools and Solicitation Incentives that are used to encourage greater prime and subcontract participation by S/M/WBE firms, including bonding assistance, evaluation preferences, subcontracting goals and joint venture incentives. (For full descriptions of these and other S/M/WBE Program tools, see Section III.D of Attachment A to the SBEDA Ordinance). To be eligible for the benefits of race- and gender-conscious APIs as provided in the SBEDA Ordinance, M/WBE firms must also satisfy the size standards for being a Small Business Enterprise or SBE as defined herein.

- 14.2.2 **Annual Aspirational Goal** – a non-mandatory annual aspirational percentage goal for overall M/WBE Prime and subcontract participation in City of San Antonio contracts is established each year for Construction, Architectural & Engineering, Professional Services, Other Services, and Goods & Supplies contract Industry Categories. This Annual Aspirational Goal is to be set (and thereafter adjusted) by the Goal Setting Committee (GSC) based upon the M/WBE availability by industry in accordance with the City's 2015 Disparity Study findings, along with relative M/WBE availability data to be collected by the City through its CVR system, and the utilization of M/WBEs. Any adjusted Annual Aspirational Goals for a given industry should not exceed the Expected Availability for award dollar weights as found in the 2015 Disparity Study. Annual Aspirational Goals are not to be routinely applied to individual contracts, but are intended to serve as a benchmark against which to measure the overall effectiveness of the S/M/WBE Program on an annual basis, and to gauge the need for future adjustments to the mix and to the aggressiveness of remedies being applied under the Program. Percentage Goals for S/M/WBE participation may be established by the GSC on a contract-by-contract basis based upon similar data and analysis for the particular goods and services being purchased in a given contract.
- 14.2.3 **Award** – the final selection of a Respondent for a specified Prime Contract or subcontract dollar amount. Contract awards are made by the City to Prime Contractors or vendors and by Prime Contractors or vendors to Subcontractor or sub-vendors, usually pursuant to a solicitation process. (Contract awards are to be distinguished from contract payments in that they only reflect the anticipated dollar amounts instead of actual dollar amounts that are paid to a contractor under an awarded contract).
- 14.2.4 **Best Value Contracting** – a purchasing solicitation process through which the Originating Department may evaluate factors other than price. Evaluation criteria for selection may include a Respondent's previous experience and quality of product or services procured, and other factors identified in the applicable statute.
- 14.2.5 **Centralized Vendor Registration System (CVR)** – a mandatory electronic system of hardware and software programs by which the City recommends all prospective respondents and subcontractors that are ready, willing and able to sell goods or services to the City to register. All businesses awarded a City contract shall be required to register in the CVR. The CVR system assigns a unique identifier to each registrant that is then required for the purpose of submitting solicitation responses and invoices, and for receiving payments from the City. The CVR-assigned identifiers are also used by the Goal Setting Committee for measuring relative availability and tracking utilization of SBE and M/WBE firms by Industry or commodity codes, and for establishing Annual Aspirational Goals and Contract-by-Contract Subcontracting Goals.

- 14.2.6 **Certification** – the process by which the Small Business Office (SBO) staff determines a firm to be a bona-fide small, minority-, women-owned, or emerging small business enterprise. Emerging Small Business Enterprises (ESBEs) are automatically eligible for Certification as SBEs. Any firm may apply for multiple Certifications that cover each and every status category (e.g., SBE, ESBE, MBE, or WBE) for which it is able to satisfy eligibility standards. The SBO staff may contract these services to a regional Certification agency or other entity. For purposes of Certification, the City may accept any firm that is certified by local government entities and other organizations identified herein that have adopted Certification standards and procedures similar to those followed by the SBO, provided the prospective firm satisfies the eligibility requirements set forth in this Ordinance in Section III.E.6.
- 14.2.7 **City** – refers to the City of San Antonio, TX.
- 14.2.8 **Commercially Useful Function** – an S/M/WBE firm performs a Commercially Useful Function when it is responsible for execution of the work of the contract and is carrying out its responsibilities by actually performing, staffing, managing and supervising the work involved. To perform a Commercially Useful Function, the S/M/WBE firm must also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quantity and quality, ordering the material, and installing (where applicable) and paying for the material itself. To determine whether an S/M/WBE firm is performing a Commercially Useful Function, an evaluation must be performed of the amount of work subcontracted, normal industry practices, whether the amount the S/M/WBE firm is to be paid under the contract is commensurate with the work it is actually performing and the S/M/WBE credit claimed for its performance of the work, and other relevant factors. Specifically, an S/M/WBE firm does not perform a Commercially Useful Function if its role is limited to that of an extra participant in a transaction, contract or project through which funds are passed in order to obtain the appearance of meaningful and useful S/M/WBE participation, when in similar transactions in which S/M/WBE firms do not participate, there is no such role performed.
- 14.2.9 **Control** – the authority of a person or business owner to sign responses to solicitations and contracts, make price negotiation decisions, sell or liquidate the business and have the primary authority to direct the day-to-day management and operation of a business enterprise without interference from others.
- 14.2.10 **Economic Inclusion** – efforts to promote and maximize commercial transactions within, between and among all segments of the business population, regardless of race or gender, within the Relevant Marketplace.
- 14.2.11 **Emerging SBE (ESBE)** – a certified SBE corporation, partnership, sole proprietorship or other legal entity for the purpose of making a profit, which is independently owned and operated by Individuals legally residing in, or that are

citizens of, the United States or its territories whose annual revenues and number of employees are no greater than 25% of the small business size standards for its industry as established by the U.S. Small Business Administration, and meets the Significant Business Presence requirements as defined herein.

- 14.2.12 **Emerging M/WBE** – a certified M/WBE firm whose annual revenues and number of employees are no greater than 25% of the small business size standards for its industry as established by the U.S. Small Business Administration, and meets the Significant Business Presence requirements as defined herein.
- 14.2.13 **Evaluation Preference** – an API that may be applied by the Goal Setting Committee to Construction, Architectural & Engineering, Professional Services, Other Services, and Goods and Supplies contracts that are to be awarded on a basis that includes factors other than lowest price, and wherein responses that are submitted to the City by S/M/WBE firms may be awarded additional Points in the evaluation process in the scoring and ranking of their proposals against those submitted by other prime Respondents.
- 14.2.14 **Formal Solicitation** – an invitation for bids, request for proposals, request for qualifications or other solicitation document issued by a City department for a contract that requires City Council approval, in accordance with the procurement rules adopted by the City Manager or designee through a memorandum issued by the City Manager or designee, an Administrative Directive or a procurement manual issued under the authority of the City Manager or designee, and/or pursuant to statutory requirements.
- 14.2.15 **Goal Setting Committee (GSC)** – a committee, or series of committees, appointed and chaired by the City Manager or designee from the Executive Team that includes, at a minimum, the EDD Director or designee, and the Director of Finance or Director of Transportation and Capital Improvements (TCI) or their designees, the Director or designee of the Originating Department (if the Originating Department is neither Finance nor TCI,) all without duplication of designees and two citizens appointed by City Council who are eligible to vote during the goal setting committee on contracts valued at \$3,000,000 and above. The City Manager or designee may also appoint two ex-officio members of the Small Business Advocacy Committee to serve on any GSC purely in an advisory and non-voting capacity. The GSC establishes S/M/WBE Program Goals for the City of San Antonio (e.g., Annual Aspirational Goals, Contract-by-Contract Subcontracting Goals, and determining which M/WBE segments are eligible for Segmented Subcontracting Goals annually) based upon Industry Categories, vendor availability, project-specific characteristics, and M/WBE utilization. The GSC also makes determinations about which Affirmative Procurement Initiatives (APIs) are to be applied to specific contracts based upon various criteria.
- 14.2.16 **Good Faith Efforts** – documentation of the Respondent's intent to comply with S/M/WBE Program Goals and procedures including, but not limited to, the

following: (1) documentation as stated in the solicitation reflecting the Respondent's commitment to comply with SBE or M/WBE Program Goals as established by the GSC for a particular contract; or (2) documentation of efforts made toward achieving the SBE or M/WBE Program Goals (e.g., solicitations of bids/proposals/qualification statements from all qualified SBE or M/WBE firms listed in the Small Business Office's directory of certified SBE or M/WBE firms; correspondence from qualified SBE or M/WBE firms documenting their unavailability to perform SBE or M/WBE contracts; documentation of efforts to subdivide work into smaller quantities for subcontracting purposes to enhance opportunities for SBE or M/WBE firms; documentation of a Prime Contractor's posting of a bond covering the work of SBE or M/WBE Subcontractors; documentation of efforts to assist SBE or M/WBE firms with obtaining financing, bonding or insurance required by the Respondent; and documentation of consultations with trade associations and contractors that represent the interests of SBE and/or M/WBEs in order to identify qualified and available SBE or M/WBE Subcontractors.)

- 14.2.17 **HUBZone Firm** – a business that has been certified by U.S. Small Business Administration for participation in the federal HUBZone Program, as established under the 1997 Small Business Reauthorization Act. To qualify as a HUBZone firm, a small business must meet the following criteria: (1) it must be owned and Controlled by U.S. citizens; (2) at least 35 percent of its employees must reside in a HUBZone; and (3) its Principal Place of Business must be located in a HUBZone within the San Antonio Metropolitan Statistical Area. [See 13 C.F.R. 126.200 (1999).]
- 14.2.18 **Independently Owned and Operated** – ownership of an SBE firm must be direct, independent and by Individuals only. Ownership of an M/WBE firm may be by Individuals and/or by other businesses provided the ownership interests in the M/WBE firm can satisfy the M/WBE eligibility requirements for ownership and Control as specified herein in Section III.E.6. The M/WBE firm must also be Independently Owned and Operated in the sense that it cannot be the subsidiary of another firm that does not itself (and in combination with the certified M/WBE firm) satisfy the eligibility requirements for M/WBE Certification.
- 14.2.19 **Individual** – an adult person that is of legal majority age.
- 14.2.20 **Industry Categories** – procurement groupings for the City of San Antonio inclusive of Construction, Architectural & Engineering, Professional Services, Other Services, and Goods & Supplies (i.e., manufacturing, wholesale and retail distribution of commodities). This term may sometimes be referred to as “business categories.”
- 14.2.21 **Joint Venture Incentives** – an API that provides inducements for non-SBE and non-M/WBE firms to collaborate with SBE or M/WBE partners in responses to solicitations and performing a Prime Contract to supply goods to, or to perform non-Construction services on behalf of, the City. Joint ventures are manifested by

written agreements between two or more Independently Owned and Controlled business firms to form a third business entity solely for purposes of undertaking distinct roles and responsibilities in the completion of a given contract. Under this business arrangement, each joint venture partner shares in the management of the joint venture and also shares in the profits or losses of the joint venture enterprise commensurately with its contribution to the venture. Incentives under this API may include Evaluation Preferences that are tied to the percentage of SBE or M/WBE participation in the joint venture, expedited issuance of building permits and extra contract option years in certain Other Services and Goods & Supplies contracts.

- 14.2.22 **Minority/Women Business Enterprise (M/WBE)** – firm that is certified as either a Minority Business Enterprise or as a Women Business Enterprise, and which is at least fifty-one percent (51%) owned, managed and Controlled by one or more Minority Group Members and/or women, and that is ready, willing and able to sell goods or services that are purchased by the City of San Antonio.
- 14.2.23 **M/WBE Directory** – a listing of M/WBEs that have been certified for participation in the City’s M/WBE Program APIs.
- 14.2.24 **M/WBE Subcontracting Program** – an API in which Prime Contractors or vendors are required to make Good Faith Efforts to subcontract a specified percentage of the value of prime contract dollars to certified M/WBE firms. Such subcontracting goals may be set and applied by the GSC on a contract-by-contract basis to those types of contracts that provide subcontract opportunities for performing Commercially Useful Functions wherein:
- (1) There have been ongoing disparities in the utilization of available M/WBE Subcontractors; or
 - (2) Race-Neutral efforts have failed to eliminate persistent and significant disparities in the award of prime contracts to M/WBEs in a particular Industry Category or industry segment (e.g., Construction contracts, Professional Services contracts, and Architectural and Engineering contracts), and subcontract opportunities are limited outside of City contracts.

When specified by the GSC, the M/WBE Subcontracting Program may also be required to reflect Good Faith Efforts that a Prime Contractor or vendor has taken (or commits to taking in the case of solicitations that do not include a detailed scope of work or those in which price cannot be considered a factor in evaluation), toward attainment of subcontracting goals for M/WBE firms.

- 14.2.25 **M/WBE Evaluation Preference** – an API that the City may apply to requests for proposals or qualifications (RFPs or RFQs) on City Construction, Architectural & Engineering, Professional Services, Other Services, and Goods & Supplies contracts that are issued pursuant to a Best Value Contracting method or other methods of procurement wherein criteria other than lowest price are factored into the

selection process. M/WBEs that submit responses for these kinds of solicitations are awarded additional Points in the scoring of their responses when evaluating and ranking their responses against those submitted by non-minority firms. Where specified in contract specifications as approved by the Goal Setting Committee, the M/WBE Evaluation Preference may be limited to Emerging M/WBE firms.

14.2.26 **Minority Business Enterprise (MBE)** – any legal entity, except a joint venture, that is organized to engage in for-profit transactions, which is certified as being at least fifty-one percent (51%) owned, managed and Controlled by one or more Minority Group Members, and that is ready, willing and able to sell goods or services that are purchased by the City. To qualify as an MBE, the enterprise shall meet the Significant Business Presence requirement as defined herein. Unless otherwise stated, the term “MBE” as used in the SBEDA Ordinance is not inclusive of women-owned business enterprises (WBEs).

14.2.27 **Minority Group Members** – African-Americans, Hispanic Americans, Asian Americans and Native Americans legally residing in, or that are citizens of, the United States or its territories, as defined below:

African-Americans: Persons with origins in any of the black racial groups of Africa.

Hispanic-Americans: Persons of Mexican, Puerto Rican, Cuban, Spanish or Central and South American origin.

Asian-Americans: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.

Native Americans: Persons having no less than 1/16th percentage origin in any of the Native American Tribes, as recognized by the U.S. Department of the Interior, Bureau of Indian Affairs and as demonstrated by possession of personal tribal role documents.

14.2.28 **Originating Department** – the City department or authorized representative of the City which issues solicitations or for which a solicitation is issued.

14.2.29 **Payment** – dollars actually paid to Prime Contractors and/or Subcontractors and vendors for City contracted goods and/or services.

14.2.30 **Points** – the quantitative assignment of value for specific evaluation criteria in the vendor selection process used in some Construction, Architectural & Engineering, Professional Services, Other Services, and Goods & Supplies contracts (e.g., up to 20 points out of a total of 100 points assigned for S/M/WBE participation as stated in response to a Request for Proposals).

- 14.2.31 **Prime Contractor** – the vendor or contractor to whom a purchase order or contract is issued by the City of San Antonio for purposes of providing goods or services for the City.
- 14.2.32 **Race-Conscious** – any business classification or API wherein the race or gender of business owners is taken into consideration (e.g., references to M/WBE programs and APIs that are listed herein under the heading of “Race-Conscious”). To be eligible for the benefits of race- and gender-conscious APIs as provided in this Ordinance, M/WBE firms must also satisfy the size standards for being a Small Business Enterprise or SBE as defined herein.
- 14.2.33 **Race-Neutral** – any business classification or API wherein the race or gender of business owners is not taken into consideration (e.g., references to SBE programs and APIs that are listed herein under the heading of “Race-Neutral”).
- 14.2.34 **Relevant Marketplace** – the geographic market area affecting the S/M/WBE Program as determined for purposes of collecting data for the 2015 Disparity Study, and for determining eligibility for participation under various programs established by the SBEDA Ordinance, is defined as the San Antonio Metropolitan Statistical Area (SAMSAs), currently including the counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson.
- 14.2.35 **Respondent** – a vendor submitting a bid, statement of qualifications, or proposal in response to a solicitation issued by the City.
- 14.2.36 **Responsible** – a firm which is capable in all respects to fully perform the contract requirements and has the integrity and reliability which will assure good faith performance of contract specifications.
- 14.2.37 **Responsive** – a firm’s submittal (bid, response or proposal) conforms in all material respects to the solicitation (Invitation for Bid, Request for Qualifications, or Request for Proposal) and shall include compliance with S/M/WBE Program requirements.
- 14.2.38 **San Antonio Metropolitan Statistical Area (SAMSAs)** – also known as the Relevant Marketplace, the geographic market area from which the City’s 2015 Disparity Study analyzed contract utilization and availability data for disparity (currently including the counties of Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina and Wilson).
- 14.2.39 **Segmented M/WBE Goals** – the application of multiple goals for M/WBE participation within Annual Aspirational Goals or for M/WBE Subcontracting Goals on an individual City contract wherein an overall combined M/WBE goal is accompanied by subsets of one or more smaller goals. Such segmented goals specifically target the participation of a particular segment of business enterprises owned and Controlled by WBEs or certain Minority Group Members (e.g., African-

Americans or Hispanic-Americans) based upon relative availability and significantly greater patterns of underutilization and disparity within an industry as compared to other gender and Minority Group Member categories of M/WBEs. The application of Segmented M/WBE Goals is intended to ensure that those segments of M/WBEs that have been most significantly and persistently underutilized receive a fair measure of remedial assistance.

- 14.2.40 **SBE Directory** – a listing of small businesses that have been certified for participation in the City's SBE Program APIs.
- 14.2.41 **Significant Business Presence** – to qualify for this Program, a S/M/WBE must be headquartered or have a *significant business presence* for at least one year within the Relevant Marketplace, defined as: an established place of business in one or more of the eight counties that make up the San Antonio Metropolitan Statistical Area (SAMSA), from which 20% of its full-time, part-time and contract employees are regularly based, and from which a substantial role in the S/M/WBE's performance of a Commercially Useful Function is conducted. A location utilized solely as a post office box, mail drop or telephone message center or any combination thereof, with no other substantial work function, shall not be construed to constitute a significant business presence.
- 14.2.42 **Small Business Enterprise (SBE)** – a corporation, partnership, sole proprietorship or other legal entity for the purpose of making a profit, which is Independently Owned and Operated by Individuals legally residing in, or that are citizens of, the United States or its territories, and which meets the U.S. Small Business Administration (SBA) size standard for a small business in its particular industry(ies) and meets the Significant Business Presence requirements as defined herein.
- 14.2.43 **Small Business Office (SBO)** – the office within the Economic Development Department (EDD) of the City that is primarily responsible for general oversight and administration of the S/M/WBE Program.
- 14.2.44 **Small Minority Women Business Enterprise Program (S/M/WBE Program)** – the combination of SBE Program and M/WBE Program features contained in this Ordinance.
- 14.2.45 **Solicitation Incentives** – additional inducements or enhancements in the solicitation process that are designed to increase the chances for the selection of S/M/WBE firms in competition with other firms. Such inducements and enhancements may include such terms as additional contract option years, increased quantities in supply contracts, and evaluation preferences, where not prohibited by law. These solicitation incentives may be applied as appropriate to solicitations, contracts, and letter agreements for Construction, Architecture and

Engineering services, Professional Services, Other Services, and Goods & Supplies contracts, including change orders and amendments.

- 14.2.46 **Subcontractor** – any vendor or contractor that is providing goods or services to a Prime Contractor in furtherance of the Prime Contractor's performance under a contract or purchase order with the City. A copy of the binding agreement between the Prime Contractor and the Subcontractor shall be submitted prior to the City's issuance of a notice to proceed.
- 14.2.47 **Suspension** – the temporary stoppage of an SBE or M/WBE firm's beneficial participation in the City's S/M/WBE Program for a finite period of time due to cumulative contract payments the S/M/WBE firm received during a fiscal year that exceed a certain dollar threshold as set forth in Section III.E.7, or pursuant to the Penalties and Sanctions set forth in Section III.E.13.
- 14.2.48 **Subcontractor/Supplier Utilization Plan** – a binding part of this contract agreement which states the Consultant's commitment for the use of Joint Venture Partners and / or Subcontractors/Suppliers in the performance of this contract agreement, and states the name, scope of work, and dollar value of work to be performed by each of Consultant's Joint Venture partners and Subcontractors/Suppliers in the course of the performance of this contract, specifying the S/M/WBE Certification category for each Joint Venture partner and Subcontractor/Supplier, as approved by the SBO Manager. Additions, deletions or modifications of the Joint Venture partner or Subcontractor/Supplier names, scopes of work, of dollar values of work to be performed requires an amendment to this agreement to be approved by the EDD Director or designee.
- 14.2.49 **Women Business Enterprises (WBEs)** - any legal entity, except a joint venture, that is organized to engage in for-profit transactions, that is certified for purposes of the SBEDA Ordinance as being at least fifty-one percent (51%) owned, managed and Controlled by one or more non-minority women Individuals that are lawfully residing in, or are citizens of, the United States or its territories, that is ready, willing and able to sell goods or services that are purchased by the City and that meets the Significant Business Presence requirements as defined herein. Unless otherwise stated, the term "WBE" as used in this Ordinance is not inclusive of MBEs.

- 14.3 **SBEDA Program Compliance – General Provisions.** As Consultant acknowledges that the terms of the City's SBEDA Ordinance, as amended, together with all requirements, guidelines, and procedures set forth in the City's SBEDA Policy & Procedure Manual are in furtherance of the City's efforts at economic inclusion and, moreover, that such terms are part of Consultant's scope of work as referenced in the City's formal solicitation that formed the basis for contract award and subsequent execution of this Agreement, these SBEDA Ordinance requirements, guidelines and procedures are hereby incorporated by reference into this Agreement, and are considered by the Parties to this Agreement to be material terms. Consultant voluntarily agrees to fully comply with these SBEDA program terms as a

condition for being awarded this contract by the City. Without limitation, Consultant further agrees to the following terms as part of its contract compliance responsibilities under the SBEDA Program:

- 14.3.1 Consultant shall cooperate fully with the Small Business Office and other City departments in their data collection and monitoring efforts regarding Consultant's utilization and payment of Subcontractors, S/M/WBE firms, and HUBZone firms, as applicable, for their performance of Commercially Useful Functions on this contract including, but not limited to, the timely submission of completed forms and/or documentation promulgated by SBO, through the Originating Department, pursuant to the SBEDA Policy & Procedure Manual, timely entry of data into monitoring systems, and ensuring the timely compliance of its subcontractors with this term;
- 14.3.2 Consultant shall cooperate fully with any City or SBO investigation (and shall also respond truthfully and promptly to any CITY or SBO inquiry) regarding possible non-compliance with SBEDA requirements on the part of Consultant or its Subcontractors or suppliers;
- 14.3.3 Consultant shall permit the SBO, upon reasonable notice, to undertake inspections as necessary including, but not limited to, contract-related correspondence, records, documents, payroll records, daily logs, invoices, bills, cancelled checks, and work product, and to interview Subcontractors and workers to determine whether there has been a violation of the terms of this Agreement;
- 14.3.4 Consultant shall notify the SBO, in writing on the Change to Utilization Plan form, through the Originating Department, of any proposed changes to Consultant's Subcontractor / Supplier Utilization Plan for this contract, with an explanation of the necessity for such proposed changes, including documentation of Good Faith Efforts made by Consultant to replace the Subcontractor / Supplier in accordance with the applicable Affirmative Procurement Initiative. All proposed changes to the Subcontractor / Supplier Utilization Plan including, but not limited to, proposed self-performance of work by Consultant of work previously designated for performance by Subcontractor or supplier, substitutions of new Subcontractors, terminations of previously designated Subcontractors, or reductions in the scope of work and value of work awarded to Subcontractors or suppliers, shall be subject to advanced written approval by the Originating Department and the SBO.
- 14.3.5 Consultant shall immediately notify the Originating Department and SBO of any transfer or assignment of its contract with the City, as well as any transfer or change in its ownership or business structure.
- 14.3.6 Consultant shall retain all records of its Subcontractor payments for this contract for a minimum of four years or as required by state law, following the conclusion of this contract or, in the event of litigation concerning this contract, for a minimum of four years or as required by state law following the final determination of litigation, whichever is later.

14.3.7 In instances wherein the SBO determines that a Commercially Useful Function is not actually being performed by the applicable S/M/WBE or HUBZone firms listed in a Consultant's Subcontractor / Supplier Utilization Plan, the Consultant shall not be given credit for the participation of its S/M/WBE or HUBZone Subcontractor(s) or joint venture partner(s) toward attainment of S/M/WBE or HUBZone firm utilization goals, and the Consultant and its listed S/M/WBE firms or HUBZone firms may be subject to sanctions and penalties in accordance with the SBEDA Ordinance.

14.3.8 Consultant acknowledges that the City will not execute a contract or issue a Notice to Proceed for this project until the Consultant for this project has registered and/or maintained active status in the City's Centralized Vendor Registration System (CVR), and Consultant has represented to City which primary commodity codes each Subcontractor will be performing under for this contract. City recommends all Subcontractors to be registered in the CVR.

14.4 SBEDA Program Compliance – Affirmative Procurement Initiatives. The City has applied the following contract-specific Affirmative Procurement Initiatives to this contract. Consultant hereby acknowledges and agrees that the selected API requirement shall also be extended to any change order or subsequent contract modification and, absent SBO's granting of a waiver, that its full compliance with the following API terms and conditions are material to its satisfactory performance under this Agreement:

14.4.1 SBE Prime Contract Program. In accordance with the SBEDA Ordinance, Section III. D. 5. (a), this contract is being awarded pursuant to the SBE Prime Contract Program, and as such, CONSULTANT affirms that if it is presently certified as an SBE (see Small Business Enterprise definition), CONSULTANT agrees not to subcontract more than 49% of the contract value to a non-SBE firm, and

14.4.2 M/WBE Prime Contract Program. In accordance with the SBEDA Ordinance, Section III. D. 6. (d), this contract is being awarded pursuant to the M/WBE Prime Contract Program and as such, CONSULTANT affirms that if it is presently certified as an M/WBE (see Minority/Women Business Enterprise definition), CONSULTANT agrees not to subcontract more than 49% of the contract value to a non-M/WBE firm, and

14.4.3 M/WBE Subcontracting Program. In accordance with SBEDA Ordinance Section III. D. 6. (b), this contract is being awarded pursuant to the M/WBE Subcontracting Program. CONSULTANT agrees to subcontract or self-perform at least **ten percent (10%)** of its prime contract value to certified M/WBE firms headquartered or having a Significant Business Presence within the San Antonio Metropolitan Statistical Area (SAMS). If the Prime CONSULTANT is a certified M/WBE firm, then the CONSULTANT is allowed to self-perform up to the entire M/WBE subcontracting goal amount with its own forces. To the extent that the certified M/WBE Prime CONSULTANT does not self-perform a portion of the M/WBE subcontracting goal, it shall be responsible for complying with all other requirements of this API for that portion of work that is subcontracted.

The Subcontractor/Supplier Utilization Plan which CONSULTANT submitted to City with its response for this contract (or, as appropriate, that it agrees to submit during the price proposal negotiation phase of this contract), and that contains the names of the certified M/WBE Subcontractors to be used by CONSULTANT on this contract, the respective percentages of the total prime contract dollar value to be awarded and performed by each M/WBE Subcontractor, and documentation including a description of each M/WBE Subcontractor's scope of work and confirmation of each M/WBE Subcontractor's commitment to perform such scope of work for an agreed upon dollar amount is hereby attached and incorporated by reference into the material terms of this Agreement.

In the absence of a waiver granted by the SBO, failure of a Prime CONSULTANT to attain this M/WBE subcontracting goal as required in the solicitation shall render its response non-Responsive. Also, in the absence of a waiver granted by the SBO, failure of a Prime CONSULTANT to attain subcontracting goal(s) for M/WBE participation in the performance of its contract or otherwise comply with the provisions of this API shall be considered a material breach of contract, grounds for termination of that contract with the City and shall be subject to any penalties and sanctions available under the terms of the SBEDA Ordinance, its contract with the City or by law.

14.4.4 Subcontractor Diversity: The City of San Antonio strongly encourages each bidder to be as inclusive as possible, and to reach out to all segments of the M/WBE community in its efforts to exercise good faith in achieving the M/WBE subcontracting goal(s) of 10% respectively, that has been established for this contract. While the relative availability of ready, willing, and able firms within various ethnic and gender categories will vary significantly from contract to contract based upon the particular trades that are involved, overall in the San Antonio Professional Services industry, as reflected in the City's Centralized Vendor Registration system for the month of January 2019, African-American owned firms represent approximately 2.91% of available subcontractors, Hispanic-American firms represent approximately 7.14%, Asian-American firms represent approximately 0.69%, Native American firms represent approximately 0.14%, and Women-owned firms represent approximately 3.88% of available Professional Services subcontractors.

14.5 Commercial Nondiscrimination Policy Compliance. As a condition of entering into this Agreement, the Consultant represents and warrants that it has complied with throughout the course of this solicitation and contract award process, and will continue to comply with, the City's Commercial Nondiscrimination Policy, as described under Section III. C. 1. of the SBEDA Ordinance. As part of such compliance, Consultant shall not discriminate on the basis of race, color, religion, ancestry or national origin, sex, age, marital status, sexual orientation or, on the basis of disability or other unlawful forms of discrimination in the solicitation, selection, hiring or commercial treatment of Subcontractors, vendors, suppliers, or commercial customers, nor shall the company retaliate against any person for reporting

instances of such discrimination. The company shall provide equal opportunity for Subcontractors, vendors and suppliers to participate in all of its public sector and private sector subcontracting and supply opportunities, provided that nothing contained in this clause shall prohibit or limit otherwise lawful efforts to remedy the effects of marketplace discrimination that have occurred or are occurring in the City's Relevant Marketplace. The company understands and agrees that a material violation of this clause shall be considered a material breach of this Agreement and may result in termination of this Agreement, disqualification of the company from participating in City contracts, or other sanctions. This clause is not enforceable by or for the benefit of, and creates no obligation to, any third party. Consultant's certification of its compliance with this Commercial Nondiscrimination Policy as submitted to the City pursuant to the solicitation for this contract is hereby incorporated into the material terms of this Agreement. Consultant shall incorporate this clause into each of its Subcontractor and supplier agreements entered into pursuant to City contracts.

- 14.6 Prompt Payment. Upon execution of this contract by Consultant, Consultant shall be required to submit to City accurate progress payment information with each invoice regarding each of its Subcontractors, including HUBZone Subcontractors, to ensure that the Consultant's reported subcontract participation is accurate. Consultant shall pay its Subcontractors in compliance with Chapter 2251, Texas Government Code (the "Prompt Payment Act") within ten days of receipt of payment from City. In the event of Consultant's noncompliance with these prompt payment provisions, no final retainage on the Prime Contract shall be released to Consultant, and no new City contracts shall be issued to the Consultant until the City's audit of previous subcontract payments is complete and payments are verified to be in accordance with the specifications of the contract.
- 14.7 Violations, Sanctions and Penalties. In addition to the above terms, Consultant acknowledges and agrees that it is a violation of the SBEDA Ordinance and a material breach of this Agreement to:
- 14.7.1 Fraudulently obtain, retain, or attempt to obtain, or aid another in fraudulently obtaining, retaining, or attempting to obtain or retain Certification status as an SBE, MBE, WBE, M/WBE, HUBZone firm, Emerging M/WBE, or ESBE for purposes of benefitting from the SBEDA Ordinance;
 - 14.7.2 Willfully falsify, conceal or cover up by a trick, scheme or device, a material fact or make any false, fictitious or fraudulent statements or representations, or make use of any false writing or document, knowing the same to contain any false, fictitious or fraudulent statement or entry pursuant to the terms of the SBEDA Ordinance;
 - 14.7.3 Willfully obstruct, impede, or attempt to obstruct or impede any authorized official or employee who is investigating the qualifications of a business entity which has requested Certification as an S/M/WBE or HUBZone firm;

14.7.4 Fraudulently obtain, attempt to obtain or aid another person fraudulently obtaining or attempting to obtain public monies to which the person is not entitled under the terms of the SBEDA Ordinance; and

14.7.5 Make false statements to any entity that any other entity is, or is not, certified as an S/M/WBE for purposes of the SBEDA Ordinance.

Any person who violates the provisions of this section shall be subject to the provisions of Section III. E. 13. of the SBEDA Ordinance and any other penalties, sanctions and remedies available under law including, but not limited to:

1. Suspension of contract;
2. Withholding of funds;
3. Rescission of contract based upon a material breach of contract pertaining to S/M/WBE Program compliance;
4. Refusal to accept a response or proposal; and
5. Disqualification of Consultant or other business firm from eligibility for providing goods or services to the City for a period not to exceed two years (upon City Council approval).

XV. CONFLICT OF INTEREST

15.1 The Charter of the City of San Antonio and the City of San Antonio Code of Ethics prohibit a City officer or employee, as those terms are defined in Section 2-52 of the Code of Ethics, from having a direct or indirect financial interest in any contract with the City. An officer or employee has a "prohibited financial interest" in a contract with the City or in the sale to the City of land, materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale:

- a City officer or employee; his or her spouse, sibling, parent, child or other family member within the first degree of consanguinity or affinity;
- an entity in which the officer or employee, or his or her parent, child or spouse directly or indirectly owns (i) 10 percent or more of the voting stock or shares of the entity, or (ii) 10 percent or more of the fair market value of the entity; or
- an entity in which any individual or entity listed above is (i) a subcontractor on a City contract, (ii) a partner or (iii) a parent or subsidiary entity.

15.2 Pursuant to the subsection above, Consultant warrants and certifies, and this Agreement is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of the City. Consultant further warrants and certifies that it has tendered to the City a Contracts Disclosure Statement in compliance with the City's Ethics Code.

XVI. AMENDMENTS

- 16.1 Except where the terms of this Agreement expressly provide otherwise, any alterations, additions, or deletions to the terms hereof, shall be effected by amendment, in writing, executed by both City and Consultant, and subject to approval by the City Council, as evidenced by passage of an ordinance.
- 16.2 Notwithstanding the subsection above, the City Manager or designee may authorize the following amendments, in writing and executed by both the City and Consultant, without further action by the City Council:
- 16.2.1 An extension of the term of this Agreement for a period of up to 1 year, in accordance with Article II. Term; and/or,
- 16.2.2 An amendment or extension that will cause the amendment expenditure to be no more than \$50,000. Any such amendment shall be subject to and contingent upon appropriation of funds for any increase in expenditures by the City.
- 16.3 Notwithstanding the subsections above, the Director may authorize an addition, deletion, or substitution of a subconsultant, in accordance with Article XII. Assignment and Subcontracting, in writing and executed by both the City and Consultant, without further action by the City Council.

XVII. SEVERABILITY

If any clause or provision of this Agreement is held invalid, illegal or unenforceable under present or future federal, state or local laws, including but not limited to the City Charter, City Code, or ordinances of the City of San Antonio, Texas, then and in that event it is the intention of the parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this Agreement shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein; it is also the intention of the parties hereto that in lieu of each clause or provision of this Agreement that is invalid, illegal, or unenforceable, there be added as a part of the Agreement a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

XVIII. LICENSES/CERTIFICATIONS

Consultant warrants and certifies that Consultant and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

XIX. COMPLIANCE

Consultant shall provide and perform all services required under this Agreement in compliance with all applicable federal, state and local laws, rules and regulations.

XX. NONWAIVER OF PERFORMANCE

Unless otherwise specifically provided for in this Agreement, a waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option. In fact, no waiver, change, modification or discharge by either party hereto of any provision of this Agreement shall be deemed to have been made or shall be effective unless expressed in writing and signed by the party to be charged. In case of City, such changes must be approved by the City Council, as described in Article XVI. Amendments. No act or omission by a Party shall in any manner impair or prejudice any right, power, privilege, or remedy available to that Party hereunder or by law or in equity, such rights, powers, privileges, or remedies to be always specifically preserved hereby.

XXI. LAW APPLICABLE & LEGAL FEES

- 21.1 **THIS AGREEMENT SHALL BE CONSTRUED UNDER AND IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS AND ALL OBLIGATIONS OF THE PARTIES CREATED HEREUNDER ARE PERFORMABLE IN BEXAR COUNTY, TEXAS.**
- 21.2 Any legal action or proceeding brought or maintained, directly or indirectly, as a result of this Agreement shall be heard and determined in the City of San Antonio, Bexar County, Texas.
- 21.3 The Parties hereto expressly agree that, in the event of litigation, each party hereby waives its right to payment of attorneys' fees.

XXII. LEGAL AUTHORITY

The signer of this Agreement for Consultant represents, warrants, assures, and guarantees that he has full legal authority to execute this Agreement on behalf of Consultant and to bind Consultant to all of the terms, conditions, provisions and obligations herein contained.

XXIII. PARTIES BOUND

This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for herein.

XXIV. CAPTIONS

The captions contained in this Agreement are for convenience of reference only, and in no way limit or enlarge the terms and/or conditions of this Agreement.

XXV. INCORPORATION OF EXHIBITS

Each of the Exhibits listed below is an essential part of the Agreement, which governs the rights and duties of the parties, and shall be interpreted in the order of priority as appears below, with this document taking priority over all exhibits:

Exhibit IV: Work Plan and Compensation Schedule

Exhibit II: Information Bulletin 558

Exhibit I: Resolution 2019-01-17-0005R – Guiding Principles for Public Participation

Exhibit III: Council Consideration Request dated August 25, 2018

XXVI. ENTIRE AGREEMENT

This Agreement, together with its authorizing ordinance and its exhibits, if any, constitute the final and entire agreement between the parties hereto and contain all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto, unless same be in writing, dated subsequent to the date hereto, and duly executed by the parties, in accordance with Article XVI. Amendments.

XXVII. PROHIBITION ON CONTRACTS WITH COMPANIES BOYCOTTING ISRAEL

- 27.1 Texas Government Code §2270.002 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it:
- (1) does not boycott Israel; and
 - (2) will not boycott Israel during the term of the contract.
- 27.2 "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.
- 27.3 "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.
- 27.4 By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott Israel, and will not boycott Israel during

the term of the contract. City's hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

XXVIII. [Reserved]

EXECUTED and **AGREED** to as of the dates indicated below.

CITY OF SAN ANTONIO

CONSULTANT

Able City, LLC

(Signature)

(Signature)

Printed Name: Lori Houston

Title: Assistant City Manager

Date: _____

Printed Name: Mario Peña

Title: Vice President/Partner

Date: _____

Approved as to Form:

Assistant City Attorney

EXHIBIT I
Resolution 2019-01-17-0005R – Guiding Principles for Public Participation

RESOLUTION 2019-01-17-0005R

**SUPPORTING THE PUBLIC PARTICIPATION GUIDING PRINCIPLES OF THE CITY
OF SAN ANTONIO**

* * * * *

WHEREAS, engaged residents and public participation are fundamental to the health of City government; and

WHEREAS, the City defines public participation as “any process that obtains and considers public input in a decision prior to taking action”; and

WHEREAS, the successful development of policy and implementation of City programs depends on meaningful public participation, which engenders trust and accountability between the community and the government that serves it; and

WHEREAS, in February of 2018, Councilwoman Ana Sandoval filed a Council Consideration Request to develop principles and standards for each City campaign to follow in order to create consistency, clear expectations, and ample opportunity for the public to provide input prior to Council action; and

WHEREAS, the City’s Government & Public Affairs Department (GPA) lead the effort to respond to the CCR, and assessed the City’s current public participation techniques utilized by departments; convened a cross-departmental working group to establish guiding principles; reviewed Citizens to be Heard; and developed a tool for updating the community on specific issues; and

WHEREAS, the GPA proposed ten (10) public participation guidelines to the Community Health and Equity Council Committee on November 26, 2018, and the council committee members passed a motion to propose a resolution in support of the public participation guidelines, **NOW THEREFORE:**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The City of San Antonio commits to following these guiding principles in public participation efforts:

MEANINGFUL - Ensure that public input is appropriately considered in the decision-making process; use public participation to improve City programs, policies and ordinances.

TRANSPARENT - Be open and clear by communicating the decision-making process to the public, including the role of public in the process, what type of input is sought and how the input will be used; provide a public record of the input received and the range of views and ideas expressed.

RESPECTFUL - Consider all input received, including differing viewpoints, while balancing the interests of all stakeholders

INCLUSIVE - Engage a broad range of stakeholders, with particular emphasis on those who do not normally take part in City public participation processes; make every effort to ensure that stakeholder groups do not feel left out of the process. Be deliberate identifying those who will be impacted.

ACCESSIBLE - Ensure that anyone who wants to participate in the process can provide input; overcome barriers to participation, whether they are geographical, physical, socioeconomic or language barriers.

INFORMATIVE - Educate through public participation; use the opportunity to help people understand how the City organization works and to enhance both the public's and the City's understanding of issues, policies and challenges; strive to ensure that opinions are informed with facts. Present balanced and necessary information so the individual can provide informed input.

RESPONSIVE - Communicate outcomes to all who participated and provided input. Acknowledge input received and communicate how that input is being used in a timely manner.


TIMELY - Seek public input well ahead of key decisions; engage the public proactively and with ample notice.

CONVENIENT - Make it easy to engage with the City; provide multiple opportunities for the public to provide input; when possible, meet people where they are and provide alternatives in addition to a public meeting; utilize the power of digital communications while being mindful of technology gaps.

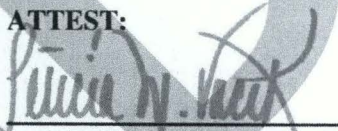
CONTINUOUS - Treat every input provided by the public as another step toward a more engaged community by developing the infrastructure to foster sustained participation; residents who make the effort to participate should be continually engaged in future efforts; residents who want to share an opinion with their City organization should be able to do so at any given time.

SECTION 2. This Resolution is effective upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

PASSED AND APPROVED on the 17th day of January, 2019.

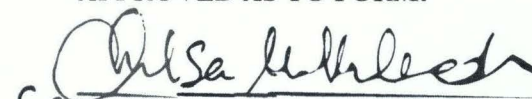

M A Y O R
Ron Nirenberg

ATTEST:



Leticia M. Vacek, City Clerk

APPROVED AS TO FORM:



for Andrew Segovia, City Attorney

Agenda Item:	24						
Date:	01/17/2019						
Time:	12:21:08 PM						
Vote Type:	Motion to Approve						
Description:	Resolution adopting guiding principles that enhance public participation in the City of San Antonio. [Carlos Contreras, Assistant City Manager; Jeff Coyle, Director, Government & Public Affairs]						
Result:	Passed						
Voter	Group	Not Present	Yea	Nay	Abstain	Motion	Second
Ron Nirenberg	Mayor		x				
Roberto C. Treviño	District 1		x				
Art A. Hall	District 2		x				
Rebecca Viagran	District 3		x				x
Rey Saldaña	District 4	x					
Shirley Gonzales	District 5		x				
Greg Brockhouse	District 6		x				
Ana E. Sandoval	District 7		x			x	
Manny Pelaez	District 8		x				
John Courage	District 9		x				
Clayton H. Perry	District 10		x				

EXHIBIT II
Information Bulletin 558



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



TO: Development Services Customers

SUBJECT: **INFORMATION BULLETIN # 558**
Unified Development Code (UDC) Amendment Process

DATE: February 25, 2016

CREATED BY: Policy Administration Section, Land Development Division

Purpose:

As a customer service initiative, the Department created this Information Bulletin (IB) to inform our customers of the UDC Amendment Process.

Scope:

Pursuant to 35-111 of the UDC, amendments to the UDC may come during either the once-every-five-year update process or through initiation of a City Council Consideration Request (CCR). Updates to the UDC are inherently of public interest, and the Development Services Department prides itself on having an extensive interaction with both the general public and the development community. This IB will guide both internal and external customers who submit UDC amendments during the 5-year update process.

Note: The term “Policy Administrator” shall mean the Development Services Policy Administrator or his/her designee.

1.) Amendment Submittal

The majority of UDC Amendments come during the once-every-five-years UDC update process outlined in Section 35-111 of the UDC.

- The update program occurs in years ending in “0” and “5”
- Amendments may be submitted either
 - internally (city or county staff)
 - externally (citizens, citizen groups, outside agencies)
- External amendments are limited to either editing, clarifying, or rule interpretation amendments
- All amendments must be submitted to the Policy Administrator by May 1 of the year of the update program (example May 1, 2015).



During update program years, the Policy Administrator will coordinate with appropriate DSD staff to update documents to the DSD website, as well as coordinating informational meetings with stakeholder groups.

Additionally, UDC Amendments may be submitted outside of the 5-year update program at any time by a City Council Consideration Request (CCR). CCRs are specific policy requests made by members of the City Council and may be wide-ranging or limited in scope. Review of amendments resulting from CCRs shall follow the internal review process below.

2.) Review of Proposed Amendments

All external requests for UDC amendments shall be submitted to the Policy Administrator by email and shall include the following documents and shall comply with the following formatting:

- ☐ Completed UDC Update Request Application indicating the point of contact name, organization (if applicable), address, phone number, email, signature, date, the basis for update, the reason for the update, and a brief summary of the proposed amendment.
- ☐ Include the entire code section in your submittal. [Example: “35-378(a)(1)” instead of just “(a)(1)”]

Note: Only Chapter 35, the UDC, can be updated through the 5-year update process

- ☐ Language of the proposed changes to the UDC with added language underlined and in blue color (example) and stricken language struck through and in red color (~~example~~)
- ☐ When a portion of a word is proposed to be deleted, delete the entire word. (Example: “example ~~exempt~~” instead of “~~exempt~~ample”)
- ☐ When a word or phrase is proposed to be deleted and replaced with another word or phrase, place the new word or phrase before the deleted word or phrase. (Example: “example ~~exempt~~”)

Once the request for amendment is received and verified to be complete, the Policy Administrator shall assign the amendment proposal an amendment number.

If the request is incomplete, the Policy Administrator will notify the person submitting the amendment by email of what is needed to make the submittal complete.



If the amendment proposal is complete, the Policy Administrator will determine appropriate subject matter experts (SME) - i.e. zoning, platting, infrastructure, storm water, etc. - and forward the amendment to those parties for their review and to solicit any feedback or concerns.

At this time, an in-depth meeting with the applicant and city staff may be scheduled for clarification of amendment request, and to work out any differences in the amendments.

External Amendments

Because External Amendments (those submitted by parties other than City Departments or Bexar County) are limited in scope by the UDC, the Policy Administrator shall schedule external amendments for the first available Technical Advisory Committee (TAC) meeting so that the TAC may provide a recommendation to the Planning Commission. The first TAC meeting should be scheduled no later than the second week of July. The TAC will make one of the following recommendations regarding the external amendment:

- Editing
- Clarifying
- Not Editing or Clarifying, should be sponsored by the Planning Commission
- Not Editing or Clarifying, should not be sponsored by the Planning Commission
- No recommendation

After the TAC has made their initial recommendations, the Policy Administrator shall schedule the amendments to be heard at the next available Planning Commission meeting. The Planning Commission will determine if the external amendment is:

- Editing
- Clarifying
- Not editing or clarifying

Amendments which the Planning Commission determines are “editing” or “clarifying” shall automatically move forward in the process for technical review by the TAC. The Planning Commission, at its discretion, may choose to sponsor any amendment which it deems to be “not editing or clarifying” and that amendment will also move forward in the process for technical review. If the Planning Commission deems an external amendment “not editing or clarifying” and chooses not to sponsor the amendment, then the amendment will not move forward in the amendment process.



Internal Amendments

Internal amendments (those submitted by City Departments or Bexar County) are not required to be evaluated in the same manner as external amendments, and will automatically move forward in the process for technical review.

The Policy Administrator will notify external and internal applicants of the dates and times of these meetings by email, and it is **required** that the applicant, or the applicant's representative be present at the meeting to answer any questions posed.

3.) Technical Review and Revision by the TAC

The Policy Administrator will schedule the first TAC meeting no earlier than July 2, and no later the second full week of July. TAC meetings will occur July through September on a regular basis, and will typically be held on Mondays from 1:30 pm – 5:00 pm until all business related items have been considered. To accommodate workloads, individual TAC meetings may be extended, shortened, or additional meeting days may be added.

The Policy Administrator will all notify applicants by email of the date their submittal will be reviewed by the TAC, and it is **required** that the applicant, or the applicant's representative be present at the TAC meeting to present the amendment and to answer any questions posed by the TAC.

- All TAC meetings are public hearings, and the agenda for the TAC shall be posted with the City Clerk no later than 72 hours prior to the meeting time, in accordance with the state Open Meetings laws.
- The Policy Administrator will ensure that the agenda is posted in a timely manner on the UDC Update webpage.

The Policy Administrator may hold additional stakeholder meetings and revision meetings with applicants during the period that the TAC is meeting in order to clarify and/or consolidate amendment proposals.



4.) Review and Recommendation by Boards and Commissions

The Policy Administrator shall schedule all amendments technically reviewed by TAC no later than October 30. The Policy Administrator shall schedule one or more briefing sessions and one or more consideration sessions with all of the following board or commissions:

- Historic and Design Review Commission (as applicable)
- Board of Zoning Adjustment
- Zoning Commission
- Planning Commission

At each board or commission meeting, the Policy Administrator shall give a brief overview of the UDC update process and highlight any significant amendments which may be relevant to that particular board or commission. Briefings may also be held at extended work sessions for each of the boards or commissions. Boards and Commissions must provide a recommendation no later than December 1.

All Board and Commission meetings are public hearings, and the agenda shall be posted with the City Clerk no later than 72 hours prior to the meeting time, in accordance with the state Open Meetings laws. Additionally, the Policy Administrator will notify all applicants by email of the dates and times of these meetings, and it is **required** that the applicant, or the applicant's representative be present at the meeting to answer any questions posed.

5.) Review by City Council

City Council, including the appropriate City Council Committee (currently the Neighborhoods and Livability Committee), shall be briefed on the amendments package. The Council will take final action in December so that the amendments will become effective on January 1. For example, amendments from the 2015 UDC Update Program became effective on January 1, 2016.

All City Council meetings are public hearings, and the agenda for the TAC shall be posted with the City Clerk no later than 72 hours prior to the meeting time, in accordance with the state Open Meetings laws. Additionally, the Policy Administrator will notify all applicants by email of the dates and times of these meetings, and it is **required** that the applicant, or the applicant's representative be present at the meeting to answer any questions posed.



CITY OF SAN ANTONIO
DEVELOPMENT SERVICES DEPARTMENT
P.O. BOX 839966 | SAN ANTONIO TEXAS 78283-3966



Special Circumstances

It should be noted that there may be special circumstances where the technical review of an amendment takes longer than the timeframes allowed in the UDC. Technical review delays may occur at any point in the amendment review process. Such delays should be limited and should not be the normal course of business.

In the event of a delay, review of the affected amendment will proceed as expeditiously as possible. The Policy Administrator will notify applicants and stakeholders of the delay as soon as it is realized. The Policy Administrator will continue providing communications updates to the interested parties until the delay has been resolved or the amendment has been finally passed.

Prepared by: Tony Felts, AICP, Senior Planner
Reviewed by: Michael Dice, Interim Policy Administrator
Authorized by: Melissa Ramirez, Interim Assistant Director

EXHIBIT III
Council Consideration Request dated August 25, 2018



CITY OF SAN ANTONIO
OFFICE OF THE CITY COUNCIL
COUNCIL CONSIDERATION REQUEST

18 NOV 14 AM 10:32

RECEIVED
CITY OF SAN ANTONIO
CITY CLERK

TO: Mayor and City Council
FROM: Councilman Manny Pelaez, District 8
COPIES TO: Sheryl Sculley, City Manager; Leticia Vacek, City Clerk; Andy Segovia, City Attorney; John Peterrek, Assistant to the City Manager; Christopher Callanen, Assistant to City Council
SUBJECT: Development Regulations Review - CCR
DATE: August 14, 2018

Issue Proposed for Consideration

I ask for your support for the inclusion of the following item on the agenda of the earliest available meeting of the Governance Committee:

Discussion and review of City of San Antonio development regulations and their impact on economic development

Brief Background

As San Antonio continues to undergo unparalleled growth, it is imperative that the regulations this body has placed on the design and construction of new homes, apartments, offices and commercial properties are consistently reviewed and, when necessary, improved.

Development Services Department (DSD) staff is at the forefront of this effort, utilizing tools such as the Unified Development Code (UDC) review process, Rule Interpretation Decisions (RID), Information Bulletins, and stakeholder meetings. Each of these tools plays a critical role to maintain balance and efficiency in the new construction process.

Additionally, since the last UDC amendment review in 2015, new initiatives have been created that are impacting the building community, including the San Antonio Housing Commission to Protect & Preserve Dynamic & Diverse Neighborhoods, SA Tomorrow, and the Mayor's Housing Policy Taskforce (MHPT). Each of these groups is in the process of or has completed recommendations that pertain to regulations on new construction of residences and commercial properties.

Absent from these efforts however is an understanding of how regulations impact economic development and affordability in San Antonio, demonstrated by the recent report from the Mayor's Housing Policy Taskforce.



CITY OF SAN ANTONIO
OFFICE OF THE CITY COUNCIL
COUNCIL CONSIDERATION REQUEST

RECEIVED
CITY OF SAN ANTONIO
18 NOV 14 AM 10:32

This revelation, coupled with the introduction of new groups outside of the DSD who seek to make regulation recommendations, have placed additional pressures on the current review process and directly impact the cost and affordability of new construction at a critical time.

Therefore, I request that a comprehensive review be conducted of the UDC review process, taking into account all bodies that make development regulation recommendations, and to determine the feasibility that each UDC amendment must include an economic impact analysis.

Submitted for Council consideration by:

Councilman Manny Pelaez, District 8

Supporting Councilmembers' Signatures (4 only)

District

1.

2.

3.

4.

10
3
1
5

EXHIBIT IV
Work Plan and Compensation Schedule
UDC Diagnostic Report and Code Amendment Recommendation

UDC Diagnostic Report and Code Amendment Recommendations		Professional Fees Total
3.3.1	Project Chartering, Public Engagement, and Initial Public Education	
3.3.1.A	Project chartering and Public Engagement Strategy	\$10,000
3.3.1.B	Initial public education	\$15,000
Subtotal for Task 3.3.1		\$25,000
3.3.2	Assessment of Existing Code and Comprehensive Planning Documents, Related Public Engagement, and Assessment Report	
3.3.2.A	Document review	\$10,000
3.3.2.B	Standardized assessment tool	\$10,000
3.3.2.C	Stakeholder interviews, focus groups, and public engagement	\$10,000
3.3.2.D	Draft assessment report	\$42,000
3.3.2.E	Final assessment report	\$12,000
3.3.2.F	Presentation and Memorandum	\$12,000
Subtotal for Task 3.3.2		\$96,000
3.3.3	Approaches and Solutions, Related Public Engagement, and Regulatory Approaches Report	
3.3.3.A	Assess feasibility of scope and rate-of-changes to the UDC	\$10,000
3.3.3.B	Alternative approaches white paper	\$24,000
3.3.3.C	Stakeholder interviews, focus groups, and public engagement	\$10,000
3.3.3.D	Draft regulatory approaches report	\$32,000
3.3.3.E	Final regulatory approaches report	\$10,000
3.3.3.F	Presentation	\$3,000
Subtotal for Task 3.3.3		\$89,000
3.3.4	Draft UDC Diagnostic Report and Code Amendment Recommendations	
3.3.4.A	Draft UDC diagnostic report and Code amendment recommendations	\$44,000
3.3.4.B	Stakeholder interviews, focus groups, and public engagement	\$10,000
3.3.4.C	Revised draft UDC diagnostic report and Code amendment recommendations	\$16,000
3.3.4.D	Final diagnostic report and Code amendment recommendations	\$12,000
3.3.4.E	Presentation	\$8,000
Subtotal for Task 3.3.4		\$90,000
TOTAL		\$300,000