



City of San Antonio

Agenda Memorandum

File Number:20-6981

Agenda Item Number: 18.

Agenda Date: 12/17/2020

In Control: City Council A Session

DEPARTMENT: Center City Development and Operations Department

DEPARTMENT HEAD: John Jacks

COUNCIL DISTRICTS IMPACTED: 1

SUBJECT:

Lease Agreement in Historic La Villita

SUMMARY:

This ordinance authorizes the approval of a new lease agreement with the San Antonio African American Community Archive and Museum.

BACKGROUND INFORMATION:

On June 29, 2020, a Request for Proposals (RFP) was issued seeking proposals from qualified respondents interested in leasing building 20 in the La Villita Historic Arts Village. The City requested proposals be submitted in one of four acceptable categories identified as, 1) Working Artist Studio Gallery, 2) Creative Artisanal Retail Shop, 3) Art, Historical, or Cultural Experience, or 4) Artisanal Culinary Business. The RFP was advertised in the San Antonio Express-News, City of San Antonio's e-Procurement System (SAePS), City's Bidding and Contracting opportunities website, TVSA, and outreach notices were sent notifying potential respondents of the RFP and how to apply. The City held a Pre-Submittal Conference on July 6, 2020 and conducted individual site visits on July 7, 2020. On August 12, 2020, a total of five proposals were received in response to the RFP. Three (3) responses were submitted for the Working Artist Studio Gallery category, and two (2) responses received for the Art, Historical, or Cultural Experience category. No responses were received for the Creative Artisanal Retail Shop or the Artisanal Culinary Business categories.

On September 14, 2020, the proposals received were evaluated by a five member Evaluation Committee composed of representatives from the City of San Antonio's Center City Development and Operations

Department, Department of Arts and Culture, the San Antonio Riverwalk Association, and the San Antonio Conservation Society. The Committee scored all proposals in the respective categories. When the top ranked firm in each category was compared against each other, the proposal from the San Antonio African American Community Archive and Museum (SAAACAM) for the Art, Historical or Cultural Experience category, was the overall top-ranked organization. As such, CCDO recommends awarding SAAACAM a lease for building 20.

ISSUE:

Approval of this ordinance is consistent with the City’s practice of leasing City-owned property in support of downtown retail activity.

While evaluating vendors for building 20, the evaluation committee considered the respondent’s Experience, Background and Qualification (25 points), Proposed Plan (40 points), and Price Schedule (10 points). The evaluation was based on a total of 100 points as described in the attached RFP Score Matrix. This included the application of 10 points for the Small Business Economic Development Advocacy Program (SBEDA), 10 points for the Local Preference Program (LPP), and 5 points for the Veteran-Owned Small Business Preference Program (VOSB). The agreement will be awarded in compliance with the Small Business Economic Development Advocacy Program (SBEDA) and the Local Preference Program (LPP). There were no proposals submitted from veteran-owned small business respondents for this contract, therefore, the Veteran-Owned Small Business Program was not applied.

ALTERNATIVES:

The City may elect not to approve this lease agreement with SAAACAM, resulting in building 20 remaining vacant or requiring an additional competitive process.

FISCAL IMPACT:

The proposed lease agreement with SAAACAM is for an initial three-year term for the use of 731.78 square feet in Building 20 located at 418 Villita Street. The lease is effective January 1, 2021 and provides for two, one-year renewal options.

The total amount to be received by the lease agreement and deposited into the General Fund is summarized below:

Fiscal Year	Total
2021	\$9,991.72
2022	13,672.09
2023	13,989.68
2024	3,644.26
Total	\$41,297.76

RECOMMENDATION:

Staff recommends approval of the La Villita Lease Agreement with the San Antonio African American Community Archive and Museum.

The contract was procured by means of Request for Proposals and the Contracts Disclosure Form is attached.