**REQUEST FOR QUALIFICATIONS**

**BITTERS ROAD PROPERTY**

**HILL COUNTRY VILLAGE, TEXAS**

**Preface**: The City of Hill Country Village, Texas, (hereinafter referred to as the “City”) is issuing this Request for Qualifications (RFQ) to solicit responses from developers and/or development teams with proven successful track records in planning and developing high quality retails sales and/or other commercial properties. The prospective developer will be required to carefully integrate any proposed development with high consideration of the interests of adjacent and nearby residential property owners.

The site made the subject of this Request consists of approximately fourteen acres of undeveloped land at the northwest corner of the intersection of Bitters Road and South Tower Drive in the City. Respondents to this RFQ will be accorded access to the property for visual inspection upon such terms and conditions as the City establishes.

The City is appreciative of the effort required to respond to this RFQ. Your proposal will be given serious consideration, and the City will exercise the same level of attentiveness to it as you have invested in responding. We thank you for your interest. Further details are set forth in the following pages.

**The City:** The City is a “Type A” general-law municipality founded in 1956 and located in north-central Bexar County, Texas about 20 minutes north of Downtown San Antonio and three miles north of the San Antonio International Airport. The 2.1 square mile city is surrounded by the corporate limits of the City of San Antonio and the Town of Hollywood Park. Although situated in an urban environment, the City’s 985 residents enjoy a rural type of living with minimum property requirements of two or more acres. The City does have a mixed use commercial business district primarily located along the west side of Highway 281 and the north side of Bitters Road. Further information pertaining to the City may be found at its web site at [www.hcv.org](http://www.hcv.org).

**The Opportunity**: The City currently owns the subject site which consists of approximately fourteen (14) acres of undeveloped land located along the northwest corner of the intersection of Bitters Road and South Tower Drive and fronting Bitters Road approximately 1600 feet to Winding Way Road. Properties to the east of the site are primarily commercial in nature. Properties to the west of the site are almost exclusively very high end residential use. Bitters Road is a 4 lane, undivided road with heavy automotive traffic patterns and is a major artery providing access to and from Highway 281.

The City is seeking to creatively work with a visionary developer or team to provide for a commercial signature project that appropriately integrates with the existing environment and vision of the City for this area.

The City is open to participating in a variety of business structures, and we encourage the Respondent to clearly express how your team would creatively approach the concept, business structure, design, and development of the project. The City also has limitations and public disclosure requirements related to Texas State law, and those would need to be factored into any proposed arrangements.

**Development Context & Goals:** Central to the City’s selection process will be the Respondent’s ability to successfully address two of the City’s primary goals.

The first is the City’s need to protect and preserve the integrity and rural environmental qualities enjoyed by all existing residential landowners whose property could be impacted by development of the site. The City will require demonstrable assurance that such landowners will not be adversely impacted by noise, odor, light, traffic and safety. The City further requires that development be of a type and scale consistent with higher end uses.

The second is the City’s desire to generate ongoing streams of revenue from taxable retail or other sales and/or land lease payments.

While the nature of this RFQ allows for a wide variety of approaches to this development, the City expects that the successful development team will assume the primary role in the development and that any role that the City plays will be secondary. The response to the RFQ should address any specific expectations that the Developer has upon the City (however, not including any specific financial and/or pricing expectations which will be negotiated as part of any pre-development or development agreements).

Responses that specifically exclude portions of the property may be rejected at the sole discretion of the City. The City also would give stronger consideration to arrangements that limit the liability of the City.

**Existing Zoning:** The project site is currently zoned for Residential usage. The City recognizes that the developer would need to be granted enough time to gain approval of a request to rezone the site for commercial development.

**Submittal Requirements:** The City is seeking information concerning the Respondent’s financial capabilities; experience and accomplishments, particularly in the development of high end retail sales and/or other commercial ventures. At a minimum, all submissions shall contain the following:

1. A Letter of Introduction to include: name and address of Respondent; a statement whether the Respondent is an individual, partnership, corporation, joint venture, special purpose entity or other type of business entity; identification and contact information of persons authorized to represent the Respondent.
2. Conceptual Approach to include: A description of the type, planned uses, and character of the development project(s) envisioned by the Respondent, including a generalized outline of measures to protect existing residential owners against negative impact of the project.
3. Description of the proposed business structure, if any, currently envisioned by Respondent.
4. A statement of prior experience and qualifications involving projects of similar scope and scale in which the Respondent has participated, describing relationships in these projects (i.e., developed, owned, operated or managed), particularly joint private-public projects; and for each project or relevant experience, provide at least one name and phone number for a contact person familiar with Respondent’s performance on the project.
5. A statement of financial capacity to include: information adequate to fully demonstrate financial ability and readiness to develop or build; demonstrated track record in structuring private-public partnerships that reduce public partner’s capital investment and risk, especially examples of creative deal structuring for private-public partnerships in the past ten years; expected source(s) of both debt and equity financing for each component of the project; and capability to provide the capital to competitively and successfully finance the project(s).

**Pre-Submission Open Meeting**: The City has scheduled a public meeting open to all prospective respondents prior to the date that the submission is due. It will be at City Council Chambers on May 5, 2015 at 4 PM. The purpose of the meeting will be to afford prospective respondents the opportunity to generally discuss and ask questions about the City’s vision, interests, requirements and any other relevant matter. The intent of any meeting is to better facilitate all Respondents in their understanding of this matter such that their submissions will be optimally prepared. After the Pre-Submission Meeting, registered respondents will be given written responses to any questions in the form of an addendum to this RFQ.

**Inquiries, Submittals & Timetable:** Respondents are not permitted to contact (by any means of communication) City staff or other persons affiliated with the City for any reason before or during the selection process except for the express purpose of clarifying the specifics of the Request for Statement of Qualifications. Any such contact shall be directed to the address mentioned below

Inquiries or requests for clarification regarding this Request for Statement of Qualifications shall be directed in writing by one of the following methods, prior to the question deadline:

U.S. Mail to:

City of Hill Country Village

116 Aspen Lane

San Antonio, Texas 78232

Attn: Frank Morales, City Administrator

Re: Bitters Road Property

Electronic Mail to:

 Frank Morales, City Administrator @ fmorales@hcv.org

 Re: Bitters Road Property

Clarifications will be provided in writing as an addendum to this RFQ. If any addendums are issued, acknowledgement of the addendum(s) will be required in the response.

Please submit eight (4) paper copies of the RFQ response documents in 8 ½” X 11” format and one (1) digital version on compact disc in MS Word (.doc) or Portable Document Format (.pdf). If large-format drawings or exhibits are included, copies of these exhibits must be reduced to 8 ½” X 11” format or folded 11” X 17” format.

Sealed Responses to this Request for Statement of Qualifications will be received until **12:00 pm Central Standard Time on May 28, 2015** at:

City of Hill Country Village

116 Aspen Lane

San Antonio, Texas 78232

Attn: Frank Morales, City Administrator

Re: Bitters Road Property

Responses received after this time will not be considered. Responses should be clearly marked “Bitters Road Property.” Proposals received after this time will be returned unopened.

Submissions of Statement of Qualifications once received by the City may not be modified or withdrawn unless specifically requested in writing by the City. A collective listing of participating firms or a listing of selected firms will not be published except where required by law.

In selecting a Respondent, the City will consider any and all factors deemed relevant by the City including, but not limited to, qualifications and experience, financial status, prior experience in similar projects, responsiveness to this RFQ, professional and other references, and reputation.

**Evaluation Criteria**:

Upon receipt of responses, an evaluation Committee made up of City Council members will review the responses and consider the following factors in the evaluation:

40 points Proposed Business arrangement: Description of the benefits risks and responsibilities of the proposed business arrangement, taking into consideration the maximization of retail sales but only if they are done in ways that do not negatively impact nearby landowners, generate excessive traffic on Tower, or generate excessive light, noise, odors, or visual pollution. Understanding of the process and arrangements, recognition and factoring in that the City is a Subdivision of the State of Texas and has Public disclosure and Public Procurement processes that must be followed.

35 Points Financial resources provided and required: Information adequate to fully demonstrate financial ability and readiness to develop or build; demonstrated track record in structuring private-public partnerships that reduce public partner’s capital investment and risk.

20 points Reputation and past performance: A description of proven successful implementation of similar projects. References that can attest to this and detailed experience that is useful in this type of venture.

5 Points Timeline Expected to initiate, design and build the project: Factor in known and unknowns based on your experience. Expectations on when the buildings would be ready for occupancy.

Based on the above criteria: (the initial 100 points) the committee may recommend interviews for the highest ranking firms. This would be an opportunity to clarify the response or provide additional information on the proposed venture. These interviews would be by the committee made up of City council members in a closed, executive session.

If the City, in its sole discretion, considers one or more of the Respondents as most qualified and chooses to move forward with that responder, the City may request to enter into a pre-development agreement, a memorandum of understanding, a letter agreement, or an interim agreement to facilitate further conversations and negotiations. The City will work with the successful responder on the form and content of any future agreements. The City may also request additional information from any Respondent to include personal interviews and meetings. The City reserves the right to: (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the City’s best interest; or (6) cancel the entire process.

The City reserves the right to accept or reject any or all submittals as a result of this RFQ, to negotiate with all qualified sources, or to cancel in part or its entirety if found to be in the best interest of the City. The RFQ does not commit the City to award a contract, issue a purchase order, or pay any costs incurred in the preparation of a response to this RFQ.

**Disclosure**: By submitting a response to this RFQ, respondent certifies that no promise of consideration or arrangement has been made by any city officials regarding how the selection of the developer will be made, or how the various restrictions and limitations on the property would be addressed. This document and corresponding attachments related to this RFQ are for informational use only. Reliance on this information is at your own risk, and City of Hill Country Village assumes no liability for errors, omissions, or inaccuracies.