

Responses to East Manor Development #1 RFP questions from proposers:

Whether the City's requirement that respondents to the RFP submit a "lump-sum fee proposal for the study, inclusive of estimated research and travel expenses," violates the rules of the Texas Board of Professional Engineers and Land Surveyors ("TBPELS")? *The City is not seeking engineering services under this RFP. The City seeks RFPs from the types of firms that produce Feasibility Studies for sports and entertainment, mixed use and the other types of facilities. The City is seeking input from respondents that are typically national real estate firms or industry-specific (event, hospitality, music, corporate site selection, healthcare, etc.) planners and consultants. The items included in the RFP's Scope of Services (see Site Analysis) is for the function of assessing information already available through existing reports such as the metes and bounds survey, topo survey, Phase 1 and Phase 2 ESA the City had completed for the property (which are available upon request) and other readily available floodplain, wetlands and Waters of the US maps. There is no need to conduct any engineering services, nor are such being requested.*

Regarding proposal delivery: The bottom of RFP page 5 states 'The proposal and any attachments should be mailed...' Please confirm that proposers may hand-deliver submittals to City Hall at the address listed on page 6. *Yes, respondents may hand-deliver submittals to City Hall care of Scott Jones.*

Regarding quantity / number of copies: Please confirm that one (1) printed copy and one (1) digital copy on thumb drive is sufficient for the proposal response. *Yes, (1) printed copy and one (1) digital copy on thumb drive is sufficient for the proposal response.*

Regarding Appendix A / required forms: The following forms are mentioned in Appendix A but do not appear to be provided with the RFP. Please confirm whether these items are required with the proposal response or if they will be requested later by the City prior to contract award, and if required in the proposal, please provide the template that proposers should use for each: HB 89 Verification Form, Confidentiality / Non-Disclosure Agreement, Cooperative Governmental Purchasing Notice. *HB 89 is a conglomeration of the anti-boycott provisions that are required by state law which shall be inserted into the final contract with the contractor selected and an HB 89 Verification Form is not required with the submittal of the RFP; a Confidentiality / Non-Disclosure Agreement shall be included as part of the final contract with the contractor selected; the Cooperative Governmental Purchasing Notice is not required with the submittal of the RFP .*

Regarding proposal delivery: The bottom of RFP page 5 states 'The proposal and any attachments should be mailed...' Please confirm that proposers may hand-deliver submittals to City Hall at the address listed on page 6. *Certainly.*

Regarding quantity / number of copies: Please confirm that one (1) printed copy and one (1) digital copy on thumb drive is sufficient for the proposal response. *Sufficient.*

Is it possible to submit our document as a PDF via email instead mailing a physical thumb drive?

(Pg.5). We're opening physical sealed bids so it's not possible to open anything but a sealed document, the thumb drive is backup for my use to forward to our panel.

The cover of the RFP states the submittal is due on March 22 at Noon, but pages 6 and 8 state due at 3pm CST. Also, should that now be CDT rather than CST for either time? *Noon submittal CDT, opening bids at 3pm CDT.*

Do you require any printed/hard copies of the proposal to be included with our submittal? If so, how many copies? **One hard copy is fine, three is appreciated.**

The RFP indicates several forms that are required as part of the submittal:

Are these pages to be included in the 50 page maximum noted on p5? **Just the RFP is the 50 pages.**

Does the City have a specific budget set aside for this project, or a specific not-to-exceed amount for these services? **No budget specified, we want the best project and the best consultant to provide the best, most innovative, and broadest range of options.**

Has the City identified a specific development partner or other key stakeholders that will be part of the analysis process? **No, but the Development Services Director, the Economic Development Director, the Public Works Director and the City Manager all have development, real estate, RFP, consulting, and analysis experience and will handle the process in-house.**

If awarded this preliminary feasibility study engagement, would we be precluded from participating in potential future phases, including, but not limited to design, master planning, construction, engineering, etc.? **No, upon disclosure.**

I was curious if you could clarify if we were to help with this project would it prevent us from being able to pursue future work on the project with the City of Manor and future potential development partners? After this project is over, we would be interested in working on the next steps to help design it in more detail and see it built. Also – we didn't see any community engagement listed in the RFP. Will that be needed or is it strictly for city staff only? What type of audience are you imagining would review the work? . **This is a sealed bid proposal, as the bid for the development partner (preferably P3) will be. Proposing on one does not preclude the other. Manor has a PR firm handling public engagement outside of city staff's ability if necessary to enlist their assistance, is how we planned to handle. The Development Services Director, City Manager and Economic Development Director have experience in development standards, procurement, commercial construction, site development and project finance and plan to review the bids, scope, selection criteria, and project specifics when we get to that stage.**

Has a budget been determined for this project? Do you have an anticipated timeline? City Council is prepared to spend what it takes to develop the property to obtain the best development or mix for the City Council's cumulative desires and secure a premium revenue stream/ROI, so I don't expect them to skimp on the preliminaries. **I expect the study to be awarded by April 19th, per the RFP, then 90 to 120 days for the study results or more, get an RFP out late summer/early fall for a P3 developer to propose on the project, select a developer in the fall, contract and financing early winter, begin site work early spring 2025 and then construction, theoretically.**