



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** October 17, 2024

**In Control:** City Council A Session

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**DEPARTMENT:** Center City Development & Operations

**DEPARTMENT HEAD:** John Jacks

**COUNCIL DISTRICTS IMPACTED:** District 1

**SUBJECT:**

Ordinance authorizing a lease agreement with Casa Guipzot, LLC for the use of 820 square feet located at La Villita.

**SUMMARY:**

This ordinance authorizes a lease agreement with Casa Guipzot, LLC for the use of 820 square feet in Building 2 located at 418 Villita Street for Center City Development and Operations. The initial term of the lease agreement will be for the period of November 1, 2024, through October 31, 2029, with an option for a two, two-year renewal upon City Council approval. Total revenue for the lease term of \$147,321.95 will be deposited into the City's General Fund.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action is a proposal submitted by Casa Guipzot, LLC to lease Building 2 at the La Villita Historic Arts Village located a 418 La Villita.

The City issued a Request for Qualifications (RFQ) for "Retail Space Vacancy at La Villita" (RFQ 24-068; 610017754) on March 25, 2024, with a submission deadline of May 10, 2024. The RFQ was advertised in the HartBeat, TVSA channel, the City's Bidding & Contracting Opportunities Website, the San Antonio e-Procurement System and an email notification was released to a list

of potential respondents. Six proposals were received, and all six proposals were deemed responsive for evaluation.

The evaluation committee consisted of representatives from Center City Development and Operations and the Office of Historic Preservation. The Finance Department, Procurement Division assisted by ensuring compliance with the City's Procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 40 points allotted for experience, background, and qualifications; 35 points allotted for proposed plan; 5 points were allotted for the Small Business Enterprise (SBE) Prime Contract Program; 5 points were allotted for Minority Women Business Enterprise (M/WBE) Prime Contract Program, up to 10 preference points were allotted for Local Preference Program; and 5 preference points were allotted for the Veteran-Owned Small Business Preference Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss and score the six proposals on July 1, 2024. The top ranked firm was Casa Guipzot, LLC and is recommended for award.

#### **ISSUE:**

Approval of this item is consistent with City policy to lease La Villita buildings under regulations established in Chapter 22, Article I, sections 22-23 of the City's Municipal Code. Approving this ordinance requires passage by City Council.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program. Casa Guipzot, LLC is a small, minority and woman-owned firm that received 10 evaluation points as they are located within the San Antonio Metropolitan Statistical Area.

The Local Preference Program applied to this contract and the recommended firm is a local business.

The Veteran-Owned Small Business Preference Program applied to this contract; however, the recommended firm is not a Veteran-Owned Small Business.

#### **ALTERNATIVES:**

Should this contract not be approved, the Center City Development Operations Department will continue to have a vacant building at the La Villita Historic Arts Village. The City will not be collecting revenue for potential lease space in Building 2.

#### **FISCAL IMPACT:**

This ordinance authorizes a lease agreement with Casa Guipzot, LLC for the use of 820 square feet in Building 2 located at 418 Villita Street for Center City Development and Operations. The

initial term of the lease agreement will be for the period of November 1, 2024, through October 31, 2029, with an option for a two, two-year renewal upon City Council approval.

As a result of this agreement, additional revenue of \$147,321.95 over the initial five year term will be received by the City and deposited into the City's General Fund.

<b>Lease Year</b>	<b>Yearly Total<sup>1</sup></b>
1	\$28,266.99
2	\$28,853.31
3	\$29,451.88
4	\$30,062.96
5	\$30,686.81
<b>Total</b>	<b>\$147,321.95</b>

<sup>1</sup>Yearly total reflects rental abatement provided in April due to Night in Old San Antonio (NIOA).

**RECOMMENDATION:**

Staff recommends approval of this ordinance.

This contract was procured by means of Request for Qualifications and a Contracts Disclosure Form is required.