



Brooks Senior Living Community

Phase II - Request for Proposal

Vision Statement

A San Antonio Community attracting local, national and international investment to achieve world-class opportunities that transform the campus, surrounding neighborhoods and the region, while respecting our rich and vibrant history.

Mission Statement

Our mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brand Statement

Brooks is a dynamic San Antonio community, rich in history and strategically located where you can Live, Work, Learn, Play & Stay.

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**REQUEST FOR PROPOSAL (RFP)
FOR
BROOKS SENIOR LIVING COMMUNITY**

I. GENERAL INFORMATION

Brooks Development Authority (Brooks) is a redevelopment authority and political subdivision of the state of Texas, formed under Chapter 379B of the Local Government Code of the state of Texas. Brooks oversees the redevelopment of approximately 1,300 acres of land located in Bexar County, Texas within the current boundaries of the City of San Antonio. Brooks’ mission is to promote and develop a vibrant, sustainable community that serves as a catalyst for progressive economic development and regional prosperity.

Brooks is releasing this Request for Proposal (RFP) as the second phase to deliver a Senior Living Development to the Brooks Campus (Campus) under an anticipated development agreement that offers the development profile of the site and financial offer to Brooks. Brooks’ overall objective is to facilitate a development that aligns with Brooks’ development goals for the Campus and delivers the most value to the area.

II. VENDOR CONTACT INFORMATION

Provide the following information regarding the Respondent:

VENDOR NAME:			
REMIT TO ADDRESS:		CITY:	STATE:
ZIP:	PHONE:	FAX:	CONTACT NAME:
FEDERAL ID NUMBER (PROVIDE COPY OF W9):			

III. SCOPE OF SERVICES

For the following scope of services, respondents will incorporate Brooks’ *core values* as a guidance tool to develop an ongoing program that addresses:

- **Know it is bigger than us.**
- **Think big and fantastic**
- **Stop. Collaborate & Listen.**
- **Own it.**
- **Get it done.**

The Campus currently has approximately 350 acres of land available for development, which means there are multiple sites that could be developed for the Senior Living Community. Brooks anticipates utilizing a nine (9) acre tract of land for an Age-Restricted Multifamily Community (ARMC). An ARCM includes traditional forms of housing that do not provide ancillary services but offer hospitality services such as coordinated activities and transportation. The age restriction is set at 55 years and older.

Within the 350 acres of land available for development, Brooks has selected two site options for the Senior Living Community. Respondent may choose to provide a proposal for one of the selected site options or propose an alternate site (the site options and the Brooks site map of available land is posted on the Brooks website).

The proposal shall adhere to the Brooks Development Vision Guidelines as outlined in the Design Guidelines & Development Standards available on the website. The overall design and number of rooms shall be outlined in the proposal.

Respondent acknowledges that all representations made in the RFQ, dated 8/17/2018, are hereby party to this contract.

IV. CRITERIA

There are three (3) criteria for this RFP. It is important that the proposals contain enough information to allow the Evaluation Team to address the scoring criteria(s).

CRITERIA	WEIGHTS
Overall Design	30 Points
Price	50 Points
Small Business Economic Development Advocacy	20 Points

Overall Design

(30 Points)

Does the development adhere to the Brooks Design Guidelines & Development Standards?

Price

(50 Points)

- A. Brooks is a public-private development, which creates opportunity with unique incentives and partnerships that are simply not available in other locations.
 - 1. **Tax-Free Land.** The campus is exempt from property tax so long as Brooks retains fee simple title to the property. Brooks works with developers to build projects that take maximum advantage of this benefit.
 - 2. **Flexible Financing.** As the owner and potential co-developer, Brooks can structure project financing in a variety of ways, ensuring a project structure that makes the most financial sense for each project.
 - 3. **Build-to-Suit.** Brooks offers over 350 acres of land for development.

4. **Established Design and Development Standards.** The Brooks design and development standards create a clear strategy for development on the campus, which gives an added layer of confidence to new project development.

B. Various ownership models can be considered. Respondents must define whether they plan to finance this project, or if they plan to co-develop the project with Brooks. Respondent to provide details of the capital stack.

Small Business Economic Development Advocacy (SBEDA)

(20 Points)

A. *It is the policy of Brooks to encourage involvement of qualified Small, Woman, Minority-Owned Business Enterprises (SWMBE) and Local Business Enterprises in soliciting and awarding competitive contracts in accordance with the specific goals adopted by the Brooks’ Board of Directors.*

B. **Brooks has established the following overall contracting goals:**

- | | |
|---|------|
| 1. SBE (Small Business Enterprise) | 50% |
| 2. MBE (Minority Owned Business) | 31% |
| 3. WBE (Women-Owned Business) | 10% |
| 4. AABE (African-American Owned Business) | 2.2% |

C. Identify all solicited contracting areas, actual or anticipated. (Use additional sheets as needed).

COMPANY NAME & TRADE AREA	EST. PERCENTAGE/DOLLAR AMOUNT	DBE (Y/N)	SCTRCA M/WBE CERTIFICATION NUMBER

Please note: Only companies certified by the South Central Texas Regional Certification Agency (SCTRCA) can be counted towards the contracting goals. If not certified, please call the SCTRCA at (210) 227-4722, or Lucynda Massey at 210-678-3322. Proof of certification must be submitted utilizing, in part or in whole, a SWMBE firm.

V. SCHEDULE

The proposal phase schedule is as follows:

Task	Date and Time
Release RFP	Wednesday, January 2, 2019
*Non-Mandatory Pre-Proposal Conference	Wednesday, January 16, 2019
**All Questions/Alternates Due	10:00 am, Wednesday, January 23, 2019
Post Questions/Answers	4:00 pm, Tuesday, January 29, 2019
Proposals Due	10:00 am, Wednesday, February 6, 2019

*A Non-Mandatory Pre-Proposal Conference (Conference) will be held providing Respondents an opportunity to visit the sites and ask clarifying questions. The Conference will be held at the Brooks Main Office (3201 Sidney Brooks, San Antonio, TX 78235).

**All questions shall be submitted in writing to Lucynda Massey at facsimile (210) 678-3338 or by email to lucynda @livebrooks.com.

VI. PROCEDURES FOR SUBMISSION

1. Respondent must submit one original hard copy of the proposal in a three ring binder and one copy on a USB Drive. The original set of documents must be signed by a person with the ability to bind the Respondent to a legal document. It is the responsibility of the bidder to ensure that all copies are readable and not corrupt. The proposal must be submitted in a sealed envelope prior to 10:00 am on February 6, 2019 (**SUBMISSIONS WILL NOT BE ACCEPTED AFTER THIS DEADLINE. SUBMISSIONS TRANSMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED**), marked on the outside as follows:

Brooks Proposal #01022019-002
Attn: Procurement Manager
3201 Sidney Brooks
San Antonio, Texas 78235

2. Brooks reserves the right to reject any or all Proposals and reserves the right to issue a subsequent RFP or cancel the entire RFP process. Brooks reserves the right to contact any Respondent for clarification after responses are opened and/or to further negotiate with any Respondent if such clarification is deemed desirable by Brooks. Brooks reserves the right to evaluate the responses submitted, to waive any informalities and irregularities therein, or to reject any or all submittals should it be deemed in Brooks' best interest. Brooks reserves the right to negotiate with any, all or none of the Respondents.
3. All Proposals and any related documents received in response to this RFP shall become the property of Brooks without any restriction on usage and are non-returnable. Respondent may maintain a copy of any such material for their records. Brooks shall own the entire copyright of whatever nature or extent and in all media whatsoever to any documents (records) produced through the expenditure of public funds as provided by Section 201.005, Texas Local Government Code.

VII. ADDITIONAL INFORMATION (ATTACHMENTS)

In addition to responding to the criteria, the Respondent must include the following attachments with their bid:

1. Attachment I - W9;
2. Attachment II - Insurance and Bonding Requirements with a copy of the Respondents Certificate of Insurance;
3. Attachment III - Indemnification Requirements; and
4. Attachment IV - Certificate of Interested Parties

VIII. POST AWARD

Upon award of a contract, the awarded respondent must complete and agree to the terms of the following documents:

1. Contractor's Vendor Profile
2. Debarment and Suspension Certification
3. Confidentiality Statement
4. Good Faith Effort Plan
5. Ethics Ordinance Required Disclosure
6. Conflict of Interest