

**Exhibit A**  
**Project Scope**

**Bond for Creative Space Procurement, Submittal Evaluation, and Selection Recommendation**

The Center for Alternative Finance and Procurement (“CAP”) will consult with the City of Austin (“COA”) to assist in fulfilling the project scope, detailed below, including assistance in selection from the available TFC Consultants, as provided in Exhibit B. CAP will provide monitoring and oversight of the selected financial consultant as required for by TFC’s vendor reporting requirements.

After selection of the TFC Consultant(s), the proposed scope of work includes the following:

The selected TFC Consultant(s) will assist the City of Austin with the development and implementation of a competitive process to solicit, evaluate, and select ~~a one or more~~ cultural and creative arts and/or music facility~~ies~~ at ~~one or more~~ property~~ies~~ that will be appropriately secured, purchased and/or renovated. TFC Consultant(s) will also assist in the evaluation of potential site operators for the facility or facilities.

A comprehensive solicitation package will be developed by the TFC Consultant(s), who will provide technical advisory, quality control and quality assurance for the information assembled for a ~~multi-step~~ process consisting of: ~~Step 1: (1)~~ Request for Information (currently underway lead by the City of Austin); ~~Step 2: (2)~~ Evaluation of Sites; ~~Step 3: and~~ Evaluation of Operator(s) for acquired Site(s) including the potential for partnerships; and ~~Step 4 (3) :- Acquisition of~~ Securing Site(s) and/or Partnership(s).

All tasks will be developed and coordinated with, and approved by, the City of Austin Purchasing Office and Economic Development Department. Consultation with CAP will be available as needed. The development of a fair, transparent and timely transaction is the joint responsibility of the selected TFC Consultant(s) and the City’s Economic Development Department and will consist of the following tasks:

**TASK 1. Project Delivery Planning**

Meet with stakeholders to define project goals, preferred facility types, project schedule, and roles and responsibilities. ~~-~~

Review and finalize project delivery method for the property acquisition and operator selection process.

Develop identification and evaluation criteria for both Sites and Operators. ~~-~~

The City of Austin may during this process create an economic development organization (EDO) operating as agent of the Economic Development Department. The EDO could be used as a resource to facilitate the processes / transactions. Should that opportunity arise, the Economic Development Department and Texas Facility Commission will work with consultants to adjust

processes as helpful and appropriate to facilitate the overall goals, schedule and integrity of the process. **TASK 2: Request for Information Process**

Support as needed the development of a ~~Develop~~ Request for Information (RFI) to be undertaken by the City of Austin for distribution to potential facility and programmatic operators, provided that the support does not delay the RFI release beyond August 14, 2020. The RFI is intended to focus market interest in the project; gauge operators' level of interest in different types of facilities and assess potential City-Operator business terms. Support and coordination of this effort already in progress will ensure smooth integration of this task with the overall procurement processes.

TFC Consultants will participate in the reviewing and analyzing responses in order to incorporate the findings into an RFP process informed by the RFI responses.

### **TASK 3. Qualified Management Services Request for Proposals Package Development**

Coordinate with City Staff to develop the Operator selection schedule and criteria.

### **TASK 4. Pre-Proposal Support**

Support drafting of responses to questions during the RFP phase and review any resulting addenda to be issued.

Prepare the response evaluation framework, to include the selection criteria and the scoring system to be utilized during the evaluation process.

Support pre-submittal conference by drafting a presentation and agenda and coordinating logistics with City staff.

Provide site information and tours of down-selected properties as necessary to potential operators.

Develop scoring sheets and evaluation templates to be used by the Site and Operator selection teams as well as coordinate, prepare and facilitate evaluation team preparation meetings.

### **TASK 5. Response Submittal Evaluation Down-Selection**

For potential Sites, review and evaluate potential properties for acquisition with a focus on viability for the proposed cultural uses, reasonable renovation costs, and alignment with potential Operator financial plans.

For potential Operators, perform an evaluation of all programmatic and financial aspects of the proposals, in accordance with established Operator evaluation criteria.

**TASK 6. Property Acquisition**

Act as liaison between the City, Site owners, and potential Operators in the site negotiation process(es). TFC Consultants will represent the City as Broker to complete real estate transaction(s) and will provide all necessary support during acquisition negotiations.

Review securing real estate ~~acquisition~~ and renovation transaction documents, which will ~~likely~~ include, but are not limited to: letters of intent (LOI), Purchase and Sale Agreement (PSA), ~~and~~ ground lease, or long term lease, or other appropriate arrangements. Provide recommendations for the City to negotiate with real estate sellers, to ensure that transaction aligns with project delivery strategy.

**Exhibit B**  
**List of P3 Consultants**

<b>Contractor</b>	<b>TFC Contract No.</b>
Alvarez & Marsal Public Sector Services	17-071-000
Arup Advisory Inc.	17-070-000
Jones Lang LaSalle, Americas, Inc.	17-099-000
P3 Point Corporation	17-074-000
PFM Financial Advisors LLC	17-069-000