

REQUEST FOR QUALIFICATIONS

Commercial Real Estate Brokerage Services (RFQ# 24PS-0005)

Submittals Due: April 29, 2024

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I. <u>INTRODUCTION AND PURPOSE</u>

This Request for Qualifications (RFQ) is issued by the Port Authority of San Antonio (the "Port" or "Port San Antonio"), a Texas defense base development authority and political subdivision of the State of Texas, ¹ located at 907 Billy Mitchell Blvd, Suite 120, San Antonio, Texas 78226, and provides qualified professionals with sufficient information to enable them to prepare and submit a Statement of Qualifications to provide Commercial Real Estate Brokerage Services for Port San Antonio.

The Port reserves the right to select one or more, or none of the Respondents to provide the services described herein. Final approval of a selected Respondent may be subject to the action of the Port Board of Directors.

A. About Port San Antonio

Port San Antonio is redeveloping the former Kelly Air Force Base to its highest and best use, creating the conditions that maintain and grow quality jobs. The 1,900-acre site consists of an industrial airport, railport and mixed use-development. The Port is home to over 80 private and public organizations and 15,000 workers centered in the aerospace, logistics, manufacturing, government/military and other key industries. The Port has almost 8 million square feet of leased facilities that include hangars, workshops, warehouses, offices, educational/training centers and workforce housing. Future development areas include 360 acres of build-to-suit sites with access to Kelly Field,

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¹ Pursuant to Texas Local Government Code § 379B.

the Port's industrial airport featuring the region's longest runway, and over 150 acres for build-to-suit rail-served sites at East Kelly Railport, with access to Union Pacific and BNSF Railway trains supporting logistics and manufacturing operations.

Additional information about Port San Antonio can be found on the Port's website (www.portsanantonio.us) and at the following links:

 $\underline{https://www.portsanantonio.us/sites/default/files/Publications/Tech\%\,20Port\%\,20bifold\%\,20converted\%\,201-24-pages.pdf}$

https://www.portsanantonio.us/Tech-Port-Vision-22

https://artsandculture.google.com/story/kwWxjQvyEwSViA

https://artsandculture.google.com/story/YAXB1E0cOE6TRg

B. <u>Project Summary</u>:

- Respondent to provide qualifications for commercial real estate brokerage services for landlord representation of any combination of the following types of properties: office, industrial, or retail.
- Services include, but are not limited to, the following:
 - 1) Providing a marketing plan for the lease of listed properties with local and national exposure
 - 2) Providing market comparable and proposed rental rents (including NNN and other operating expenses)
 - 3) Showing available space(s) to qualified prospects
 - 4) Providing lease proposals to qualified prospects
 - 5) Obtaining background information for credit assessment on qualified prospects that are provided lease proposals
 - 6) Negotiating terms on new leases
 - 7) Cooperating with other licensed real estate brokers
 - 8) Assignment of one primary Texas licensed real estate broker/salesperson and one back-up Texas licensed real estate broker/salesperson for the listed properties
 - 9) Tracking activity in the Port's Customer Relationship Management software and providing monthly activity reports in a format agreeable to the Port
- Unless requested by Port San Antonio, transactions involving existing tenants at Port San Antonio will be excluded from the Listing Agreement and no support services will be required for leases for these tenants.
- The proposed term of the listing agreement(s) is 12 months with four (4) options to extend the term for an additional 12 months each.
- An inventory of currently available space and current conceptual development plans are attached as Exhibit
 A.

C. Contact Information, Questions and Answers

During the solicitation period, the Procurement team member identified below shall be the sole contact for any inquiries from prospective Respondents. Any inquiries from Respondents shall be submitted via electronic mail.

Wyndie Applewhite Contracting Director contractinginfo@portsanantonio.us (210) 362-7800 – phone

D. Restrictions on Communications

Other than the Procurement team member identified above, Respondents are prohibited from communicating with Port employees, representatives, staff, or Board Members regarding this RFQ during the period in which Qualification submittals have been solicited or are being evaluated. Restricted communication includes, but is not limited to, "thank you" letters, phone calls, emails, texts, verbal discussion, and any contact that results in the direct or indirect discussion of the RFQ. Violation of this provision by Respondents or their agents may lead to disqualification of Respondent's Statement of Qualifications.

II. INSTRUCTIONS & FORMAT OF SUBMITTALS

Respondent understands and agrees that this RFQ is issued predicated on anticipated requirements for Commercial Real Estate Brokerage Services at Port San Antonio, and that the Port has made no representation, written or oral, that any such requirements be furnished under a Contract arising from this RFQ. Furthermore, Respondent recognizes and understands that any cost borne by the Respondent which arises from Respondent's performance hereunder shall be at the sole risk and responsibility of Respondent.

Conditions

Firms are required to submit their Statement of Qualifications upon the following express conditions: Firms shall thoroughly examine the Request for Qualifications; Firms shall make all investigations necessary to thoroughly inform themselves regarding site location, site conditions, plant and facilities for delivery of services and material, and other conditions as required by this RFQ; and the selected firm agrees that while in the performance of duties, obligations and covenants under a contract it shall comply with all applicable federal, state and local laws, rules and regulations.

To arrange a site tour, interested firms or individuals can simply submit a tour request to contractinginfo@portsanantonio.us by 4:00 PM CT, March 22, 2024. You may schedule site tours for March 25 through 27, 2024.

Inquiries/Questions

Inquiries related to this RFQ may be submitted electronically to <u>contractinginfo@portsanantonio.us</u> no later than **4:00 p.m.** (Central time), April 5, 2024. Be sure to include the title of this RFQ in all communications related to this RFQ.

Responses to inquiries communicated in writing shall be included in an addendum document to be posted to the Port's website no later than **4:00 p.m.** (Central time), April **12**, **2024**. Respondents are required to consider and acknowledge receipt of all addenda received when responding to this RFQ.

Submittals

Interested firms must submit an electronic, text-searchable Statement of Qualifications consisting of a maximum of twenty-five (25) single-sided pages (excluding the cover, a transmittal letter (no more than two pages), table of contents, dividers, and resumes (limited to two pages each)) on letter sized documents **prior to 4:00 p.m.** (Central time), April 29, 2024, to: contractinginfo@portsanantonio.us. Hard copies and proposals sent by facsimile will not be accepted. Each submittal shall include the requirements identified below with each section divided by tabs and indexed.

Be sure to include the title of this RFQ, "Commercial Real Estate Brokerage Services," in all communications when inquiring and responding to this RFQ.

III. SCHEDULE OF EVENTS

Deadline for Submission of Questions	April 5, 2024, at 4:00 p.m. (CT)
Deadline for Answers to Questions Addendum	April 12, 2024, at 4:00 p.m. (CT)
Statements of Qualifications due	April 29, 2024, at 4:00 p.m. (CT)
Interviews, if necessary	April 30 – May 3, 2024

IV. SUBMITTAL DOCUMENT REQUIREMENTS & SELECTION CRITERIA

The Port will conduct a comprehensive, fair and impartial evaluation of all responses received in response to this RFQ. Responses will be evaluated by the appropriate Port staff for the purpose of seeking the proposal that provides the best overall value to the Port. The criteria for evaluation of responses, and selection of the qualified respondent(s), will be based on the factors listed below. If the Port elects to conduct interviews, Respondents may be interviewed and re-scored based upon these same criteria. The Port may also request additional information from Respondents at any time prior to final approval of a selected Respondent. Respondents are requested to submit a complete response to each of the following criteria. Responses requiring additional space should be brief and submitted as an attachment to your submittal package. Please reference each response by its corresponding item number. *The Port reserves the right to select one, more, or none of the Respondents to provide the services.* Final approval of a selected Respondent may be subject to the action of the Port's Board of Directors.

Considerations for selection in priority order are as follows:

1. Qualifications and Experience (weight – 50 points)

- a. Company Business Profile. Respondent shall provide evidence of sufficient resources necessary to manage, staff, and successfully perform the work contemplated for the Project. Provide a brief profile/portfolio of the Respondent, describing the organization and operation of the business (include an organizational structure diagram), the year founded, number and location of offices, number of employees, and the qualifications of key personnel. Identify any condition (bankruptcy, pending merger, pending litigation, planned office closures, or others) that may enhance or impede the Respondent's ability to perform the contract services.
- b. Relative Experience. Include descriptions of at least three (3) representative projects or clients within the last five (5) years. Include at least three (3) professional references with full contact information. Relative experience includes examples of experience relatively similar to the scope of work represented herein this RFQ. The evaluation will be a subjective assessment of Respondent's description of similarities in project complexity, magnitude, and type of project. It will not be based on absolute standards of performance. The Port reserves the right to consider all aspects of any Firm's performance history but will attribute more significance to brokerage experience that was similar in nature, magnitude, and complexity to the services which might be ordered under the contract described in this solicitation. Relative experience assessment will be weighted in accordance with how closely the work correlates with the pertinent experience requirements, and how recently the work was performed.

Respondent should be able to demonstrate experience as follows:

• Experience in generating prospects for space in a building where the target market is one or more specific sectors and the goal is to create additional employment for the San Antonio metro area. (i.e., being able to generate prospects who do not currently have existing operations in the San Antonio metro area).

- Experience obtaining and understanding Tenant Programming Requirements (including SCIF and other requirements typically associated with cyber security and IT Security operations) and negotiating Tenant Improvement Allowances taking into consideration the Tenant's Programming Requirements and Landlord's typical Tenant Improvement Allowance.
- Experience in negotiating leasing where the contracting party working on behalf of the Tenant is the General Services Administration (GSA), the Army Corps of Engineers, the Air Force Civil Engineering Center, the State of Texas, or another Governmental authority.
- For firms with experience in the office product type, experience marketing availabilities of first generation class A office space in "to be constructed" multi-tenant full service office buildings to both local and national prospect and tenant broker audiences with the goal of being able to obtain specified pre-leasing commitments in an agreed upon time period.
- c. <u>Team Experience</u>. Include resumes (limited to two-pages each) of each team member assigned to this effort. Please include brief resumes or descriptions of the individual(s) / partner companies who you anticipate to lead/manage/participate in this project. Provide details to support team members role and responsible for project examples provided.
 - *Lead Broker Resume*. The Respondent must provide a comprehensive resume, including previous real estate brokerage experience for the Lead Broker listed in the submittal.
 - Subcontractors. Additionally, Respondent shall submit resumes including detailed experience of each proposed subcontractor, if applicable. All Services, goods, or software furnished by a subcontractor in lieu of the Respondent shall be so stated in the Respondent's Qualification Submittal.
 - Multiple Parties. If applicable, Proposals that include a joint venture, partnership, affiliated business arrangement, or consortium with other vendor applications or with subcontractors, should contain the following information relating to each proposed participating member: company name, business address, telephone number, year company was established, ownership of company, and a description of participation in Respondent's Proposal.
- d. Resource Availability. In a general fashion, describe the Respondent's availability of resources currently available to provide the Services, including a description of all resources that will be used. Resources may include field or shop personnel as well as company owned/rented equipment or facilities.

2. Marketing Plan (weight – 40 points)

The Respondent shall provide a clear plan to market various types of facilities and lease spaces to local and national audiences, including outreach efforts, advertising, and proposed marketing materials. Please include a schedule for implementation of the marketing plan.

3. Local, Small, Minority and Woman Owned Businesses and Certification (maximum weight – 10 points as outlined below)

It is the policy of Port San Antonio to encourage involvement of qualified Minority or Woman Owned Business Enterprises and Small and/or Local Business Enterprises in soliciting and awarding competitive contracts in accordance with the specific aspirational goals. The Aspirational Goal policy is a method implored by Port San Antonio to ensure that all businesses, including minority or woman owned businesses and small and/or local businesses have the opportunity to compete for procurements funded by Port San Antonio. The Aspirational Goals are not mandates or quotas but simply Port San Antonio's goals in obtaining diversity in its awarding of Contracts.

To the extent Contractor uses subcontractors to perform any of the Services, Contractor will make a good faith effort to meet Port San Antonio's Local, Small, Minority and Woman Owned Business Enterprise aspirational goals, which are attached hereto as Attachment 5 and which may be modified from time to time.

Contractor to provide certifications as a Local, Small, Minority or Woman owned business enterprise. Contractor is also to provide certifications of subcontractors or suppliers.

- a. Firms that meet the definition of Local and/or Small Business shall be a awarded a maximum of five (5) selection points.
- b. Firms that meet the definition of as a Minority or Woman Owned Business Enterprise shall be awarded a maximum of five (5) selection points.
- c. Firms that do not meet the definition of a Small, or Local, or certified Minority or Woman Owned Business Enterprise but partner or subcontract with an entity that is a Small, or Local, or certified Minority or Woman Owned Business Enterprise shall be awarded points based on the relative participation (percent of contract) awarded to these partners or subcontractors.

Below is the Evaluation Criteria Summary:

Evaluation Criteria	Maximum Points
Qualifications & Experience	50
Marketing Plan	40
Local & SMWBE	10
Total Maximum Points	100

V. <u>CONTRACT DOCUMENTS</u>

The award under this RFQ does not in and of itself create a binding agreement between the Port and the successful Respondent. An agreement including all terms, conditions, pricing, exhibits, and attachments must be executed by both the Port and the successful Respondent in order to create a binding enforceable agreement between the parties.

VI. AWARD OF CONTRACT & RESERVATION OF RIGHTS

- A. The Port reserves the right to award one, more than one or no contract(s) in response to this RFQ.
- B. The Port may accept any proposal in whole or in part.
- C. The Port reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFQ and to waive informalities and irregularities in any proposal received. The Port also reserves the right to terminate this RFQ, reissue a subsequent solicitation and/or remedy technical errors in the RFQ process.
- D. This RFQ does not commit the Port to enter to an agreement or award any services related to this RFQ, nor does it obligate the Port to pay any costs incurred by Respondent in the preparation or submission of a response or in anticipation of a contract.
- E. If the Port determines, in its sole discretion, that the number of Qualification Submittals submitted exceeds the number at which an efficient competition can be conducted, the Port may elect to short list the Qualification Submittals to a pool of the most highly rated submissions to permit an efficient competition.
- F. Respondent understands, accepts and agrees, if selected, it and all persons designated by it to provide services in connection with a contract, is/are and shall be deemed to be an Independent Contractor(s), responsible for its/their respective acts or omissions, that the Port shall in no way be responsible for Respondent's actions and that none of the parties to this award shall have authority to bind the other or to hold out to third parties that it has such authority.
- G. The Port reserves the right to verify any and all information submitted by Respondents at any time during the solicitation/evaluation process.

- H. All submittals become the property of the Port upon receipt and shall not be returned. Any information deemed to be confidential by Respondent clearly should be noted on the page(s) where confidential information is contained; however, the Port cannot guarantee that it shall not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law or pursuant to a Court order.
- I. <u>Preservation of Contract Information</u>. If this solicitation results in an award of a contract, the award and contract may be subject to Texas Government Code, Chapter 552, Subchapter J.
- J. <u>Brand Identifier & Press</u>. Neither party may use the other party's name, logo, trade or service marks, or similar branding indicia (each a "Brand Identifier") without the other party's prior written consent. Respondent shall not make representations regarding a relationship between the parties as part of a press release or publication without the prior written consent of Port San Antonio.



ATTACHMENT 1 – Declaration

Entities submitting qualification statements shall execute by signature the attached Declaration of Non-Collusion, Non-Conflict of Interest, and Anti-Lobbying and return the signed declaration with their response. The Declaration form follows:



ENTITY'S DECLARATION OF NON-COLLUSION. NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING **FOR**

Commercial Real Estate Brokerage Services

- 1. Neither I nor any of my officers, partners, owners, agents, representatives, employees, or parties in interest, have in any way colluded, conspired, or agreed, directly or indirectly, with any person, firm, corporation or other entity submitting a qualification statement on this project or potential participant in this procurement action in regard to the terms or conditions of this qualification statement. I have not paid or agreed to pay, directly or indirectly any person, firm, corporation or other entity submitting a qualification statement on this project or potential participant in this procurement action, any money or anything of value in return for assistance in obtaining or attempting to obtain the contract anticipated to result from this procurement action. I will not pay any money or anything of value in the future for that purpose.
- None of the deciding factors set forth in the Request for Qualifications (RFQ) or in the subsequent agreement were my idea or the idea of anyone representing my company, unless the suggestion was made at a public
- 3. No officer or stockholder of my company is an employee of the Port, or is related to any employee or elected official of the Port that will exercise authority in the selection of the project consultant.
- 4. My agents, representatives, sub-consultants and I will not undertake any activities or actions to promote or advertise my proposal to any member of any technical evaluation team reviewing the proposals, member of the Port Board or Port Staff except in the course of Port-sponsored inquiries, briefings, interviews or presentations between the qualification/proposal statement submission date and award by the Port.

Signature	1/2	Date	
Printed Name			
Title			
Firm/Entity Name			
Tax ID No.	_		

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ATTACHMENT 2 – Insurance Requirements

Prior to the commencement of any work under this Contract, consultant shall furnish a completed Certificate of Insurance to the Contracting Office, 907 Billy Mitchell Blvd, Suite 120, San Antonio TX 78226 or contractinginfo@portsanantonio.us. The Certificate of Insurance shall be completed by an agent authorized to bind the named underwriter(s) and their company to the coverage, limits, and termination provisions shown thereon, and which shall furnish and contain all required information referenced or indicated thereon. The Port shall have no duty to pay or perform under this Contract until such certificate shall have been delivered to the Contracting Office, and no officer or employee shall have authority to waive this requirement.

The Port reserves the right to review the insurance requirements of this Article during the effective period of this Contract and any extension or renewal hereof and to modify insurance coverage and their limits when deemed necessary and prudent by the Authority's Contracting Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Contract, but in no instance, will the Port allow modification whereupon the Port may incur increased risk.

A consultant's financial integrity is of interest to the Port therefore, subject to consultant's right to maintain reasonable deductibles in such amounts as are approved by the Port, consultant shall obtain and maintain in full force and effect for the duration of this Contract, and any extension hereof, at consultant's sole expense, insurance coverage written on an occurrence basis, by companies authorized and admitted to do business in the State of Texas and rated A- or better by A.M. Best Company and/or otherwise acceptable to the Port, in the following types and amounts:

Professional Liability

- \$1,000,000.00 each occurrence
- \$1,000,000.00 per claim to pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages by reason of any act, malpractice, error, or omission in professional services and if written on a claims made basis shall provide coverage for an additional 24 months after completion date of contract.

Worker's Compensation – Statutory Amount

Employer's Liability - \$500,000.00

Commercial General Liability

Personal injury and property damage:

- \$1,000,000.00 combined single limit each occurrence and
- \$2,000,000.00 aggregate

Business Automobile Liability for all vehicles (owned/leased vehicles; non-owned vehicles; hired vehicles)

Bodily injury and property damage:

• \$1,000,000.00 combined single limit any one accident.

Umbrella Liability

\$1,000,000.00

Employment practices liability

• \$1,000,000.00 claims relating to the employment practices of Contractor

Rev Date: Page 10 of 16 The Port shall be entitled, upon request and without expense, to receive copies of the policies and all endorsements thereto as they apply to the limits required by the Port, and may make a reasonable request for deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). Upon such request by the Port, the consultant shall exercise reasonable efforts to accomplish such changes in policy coverage, and shall pay the cost thereof.

Consultant agrees that with respect to the above required insurance, all insurance Contracts and Certificate(s) of Insurance will contain the following required provisions.

- Name the Port, the Port and its officers, employees, and elected representatives as additional insured's with respect to operations and activities of, or on behalf of, the named insured performed under Contract with the Port, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to the Port where the Port is an additional insured shown on the policy;
- Workers' compensation and employers' liability policy will provide a waiver of subrogation in favor of the Port.

Consultant shall notify the Port in the event of any notice of cancellation, non-renewal or material change in coverage and shall give such notices not less than seven (7) days prior to the change, or ten (10) day notice for cancellation due to non-payment of premiums, which notice must be accompanied by a replacement Certificate of Insurance. All notices shall be given to the Port at the following address:

Port Authority of San Antonio 907 Billy Mitchell Blvd, Suite 120 San Antonio, Texas 78226-1802

If consultant fails to maintain the aforementioned insurance, or fails to secure and maintain the aforementioned endorsements, the Port may obtain such insurance, and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement; however, procuring of said insurance by the Port is an alternative to other remedies the Port may have, and is not the exclusive remedy for failure of consultant to maintain said insurance or secure such endorsement. In addition to any other remedies the Port may have upon consultant's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the Port shall have the right to order consultant to stop work hereunder, and/or withhold any payment(s) which become due, to consultant hereunder until consultant demonstrates compliance with the requirements hereof.

Nothing herein contained shall be construed as limiting in any way the extent to which consultant may be held responsible for payments of damages to persons or property resulting from consultant's or its sub-consultants' performance of the work covered under this Contract.

ATTACHMENT 3 – General Information (Form A)

Project Name:
Business General Information:
Name of Business:
Doing business as:
Contact Person & title:
Mailing address:
Headquarters address:
Telephone number:
Business email:
Tax I.D. No.:
State or Country of business formation:
Professional Registration / Lice <mark>nse</mark> No.:
(i.e., architect's license, engineer's license)
Business Classification / Type:
(i.e., individual, partnership, LLC, corporation, governmental entity) Number of Years in Business:
Name and Date of Predecessor Organization(s):
Local Presence:
If your company maintains an office in the San Antonio area, please provide the following: Address:
Total number of local employees:
Number of years in the San Antonio area:
Office Personnel
List principals and titles:
Total number of employees in firm:
NAICS Codes:
Primary NAICS Code(s):
If the NAICS Code is unknown, please refer to www.sba.gov/size or provide a description of your materials and/or services:

Joint Venture: Attach a letter from each joint venturer on the proposed team, confirming that they have been contacted and are prepared to participate in this project. If joint venture, provide the name of participating firms & percentage of control. Firm Name: **Sof Control**:
Subcontractors / Subconsultant: If known, attach a letter from each subcontractor / subconsultant on the proposed team, confirming that they have been contacted and are prepared to provide services for this project. Each subcontractor / subconsultant should complete this form as well. If subcontractor / subconsultant is engaged, provide the name of participating firms and the % work anticipated by subcontractor / subconsultant. Firm Name: **Gof work**
SMWBE Certification of Prime Firm, Joint Venture, or Subcontractor: Attach copy(ies) of current SMWBE certificates and provide certification numbers of the prime firm, joint venture participants, or subcontractors. All certifications will be verified.
Insurance Is Firm able to secure insurance coverage as described in the proposed contract? Yes No □ □
Other Considerations: Describe the quantity and nature of any work, interest in work, partnership interest, land ownership or other interest in any project, property or business dealing within the proposed project area or past or current business relationship which may give rise to a potential conflict of interest for your firm or associated firms in the execution of this project.

ATTACHMENT 4 – Aspirational Goals Local, Small, Minority and Woman Owned Business Enterprise Aspirational Goals

Percentages represented below are percentages of contract dollar values for prime and sub-prime firms:

Port San Antonio Aspirational Goals					
Category Description of Business Enterprise	Construction Services, Professional Services, General Services & Materials/Equipment				
Local	85%				
Minority Owned ² / Woman Owned	30%				
Small	30%				

Definitions

Disadvantaged Business Enterprise (DBE): A business that is certified in accordance with 49 C.F.R. Part 26. DBEs are forprofit small business concerns where socially and economically disadvantaged individuals own at least a 51% interest and also control management and daily business operations.

Emerging Small Business Enterprise (ESBE): a sole proprietorship, partnership or corporation owned, operated and controlled by individuals that are citizens of or legally residing in the United States or its territories, whose annual revenues and number of employees is no greater than 25% of the small business size standards for its industry as established by the U.S. Small Business Administration.

Historically Underutilized Business (HUB): A business that is certified as a historically underutilized business. A HUB is a for-profit business owned, operated, and controlled by one or more persons that is a woman, minority and/or service-disabled veteran, who have a total of at least 51% ownership of the business.

Local Business (LB): a corporation, partnership, sole proprietorship, a veteran owned business, or other legal entity, which is headquartered within Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, or Wilson County for at least six (6) months. For a branch office of a non-headquartered business to qualify as a LB (a "Local Office"), the branch office must be located in one of the above-mentioned counties for at least six (6) months and must employ a minimum of five (5) FTE (full time equivalent) residents of the respective county for use at the local branch office.

Minority Business Enterprise (MBE): a sole proprietorship, partnership or corporation owned, operated, and controlled by a minority group member(s) who has at least 51% ownership. The minority group member(s) must have operational and managerial control, interest in capital, expertise and earnings commensurate with the percentage of ownership and be legal residents or citizens of the United States or its territories.

- (A) Group Member(s) There are five ethnic categories into which group members may fall in accordance with the Small Business Administration's identifiers. {(Small Business Act 2(f)(1)(A)(B)(C)} They are African Americans, Hispanic Americans, Asian Americans, and Native Americans legally residing in or that are citizens of the United States of America or its territories. Within these categories, the following classifications are recognized in this region through the Regional Certification Agency:
 - <u>African-American</u>: Persons having origins in any of the black racial groups of Africa as well as those identified as Jamaican, Trinidadian or West Indian.
 - <u>Hispanic-American</u>: Persons of Mexican, Puerto Rican, Cuban, Spanish or Central or South American origin.

² Includes: African American BE, Asian-Pacific American BE, Asian-Indian American BE, Hispanic American BE, and Native American BE.

- <u>Asian-Pacific American</u>: Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands.
- <u>Asian-Indian American</u>: Persons whose origins are from India, Pakistan, Bangladesh, Sri Lanka, Maldives Islands, Bhutan, or Nepal.
- <u>Native American</u>: Persons having no less than 1/16 percentage origin in any other American Indian
 Tribes, as recognized by the United States Department of the Interior, Bureau of Indian Affairs and as
 demonstrated by possession of personal tribal role documents, to include persons who are Eskimos,
 Aleuts, or Native Hawaiians.

Minority/Woman Owned Business Enterprise (M/WBE): A business that is 51% owned, controlled and managed by one or more women and/or an ethnic minority. The minority/woman group member(s) must have operational and managerial control, interest in capital, expertise and earnings commensurate with the percentage of ownership and be legal residents or citizens of the United States or its territories.

Small Business Enterprise (SBE): a business structure that is formed with the purpose of making a profit, which is independently owned and operated and which meets the United States Small Business Administration (SBA) size standard for a small business (refer to http://sba.gov/size click table), and maintains a certification designation from an authorized certification agency as a Small Business Enterprise or an Emerging Small Business Enterprise.

Woman Owned Business Enterprise (WBE): A sole proprietorship, partnership or corporation owned, operated, and controlled by one or more women who have a total of at least 51% or more ownership.

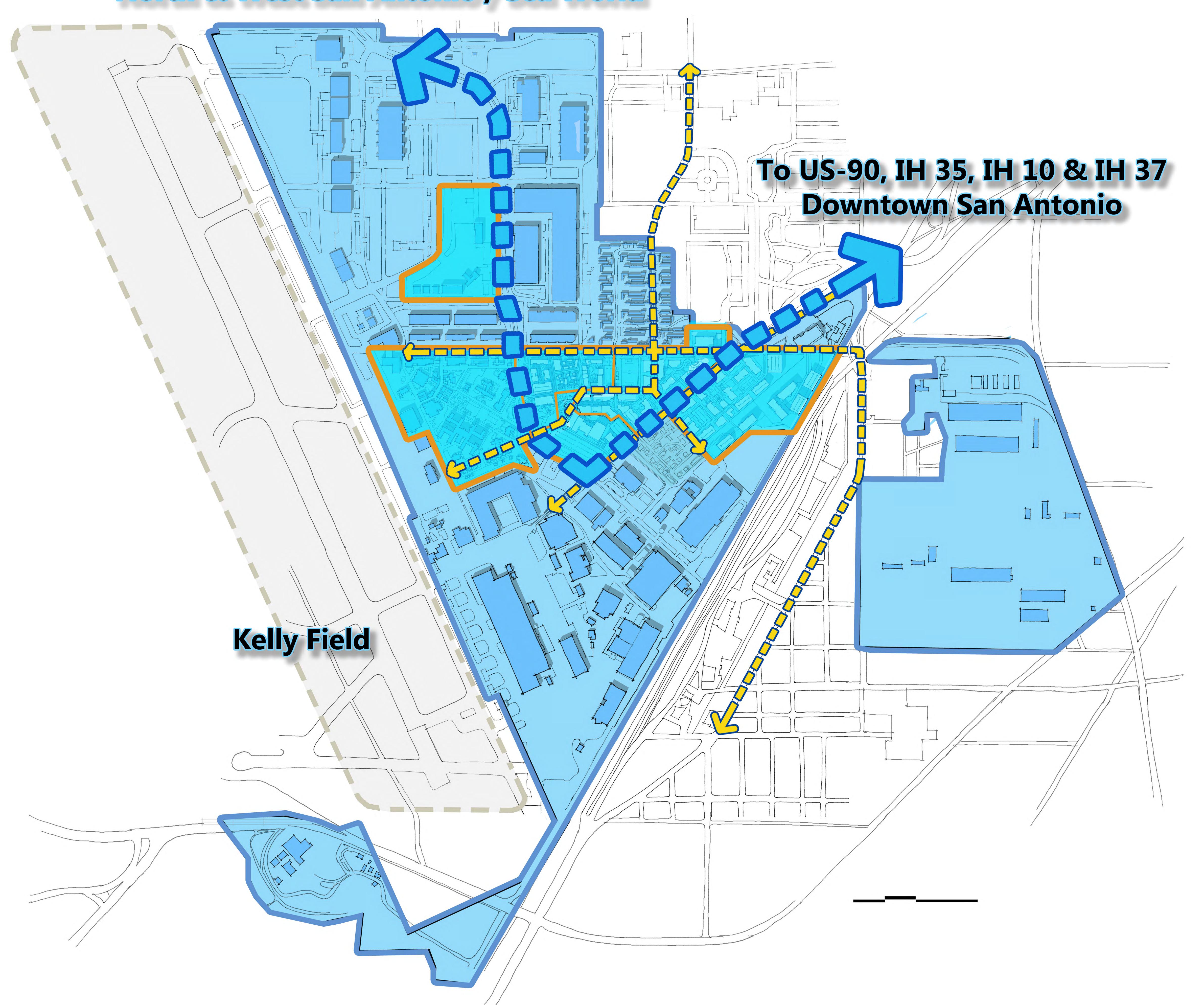


EXHIBIT "A"





To US-90 / TX 151
North & West San Antonio / Sea World













Port San Antonio-Space Availability

March 2024

Picture	Asset name	Address	Space	Size	Туре	Availability	Listing Description
	Building 1470	201 N. Frank Luke	1470	94,252	Industrial	5/1/2024	Dock High Warehouse with Airfield access - 2nd Generation office space
	Building 919	919 Billy Mitchell Blvd	108	8,544	Office / Flex	Immediate	1st and 2nd Generation office flex space
	Building 930	639 Billy Mitchell Blvd	1	14,415	Office / Flex	Immediate	Offices Custom Finished to Suit 40 Column 277/480 Volts 3 Phase 2.6 - 5/1,000 Parking
	Building 940	638 Davy Crockett	120, 135, 140, 155	70,000	Office / Flex	Immediate	1st Generation - Dark Shell Condition
	Building 1537	3902 SW 36th Street	110	42,597	Industrial / Flex	Immediate	2nd Generation Office space
	Building 1538	3606 SW 36th Street	1538-A	79,947	Industrial / Warehouse	Immediate	Dock High Warehouse with
			1538-B	53,537	Industrial / Warehouse	Immediate	10,000 SF Office

Port San Antonio-Space Availability

March 2024

Picture	Asset name	Address	Space	Size	Туре	Availability	Listing Description
I date	Building 1575	709 Raymond Medina	135 (G)	12,994	Industrial / Warehouse	Immediate	Grade Level Warehouse 150 KvA 17' Clear Height
	Building 1979		В	12,971	Industrial / Warehouse	Immediate	
The state of the s	Building 1637	401 Lombard Drive	105	1,525	Office	Immediate	Multi-Tenant Office Building 2nd Generation
	Building 3757	202 Red Horse Drive	1	10,817	Office	Immediate	Single Tenant Office Building 2nd Generation
pronter of colors of the color	Paul Roberson Building	3133 General Hudnell	301	1,225	Office	Immediate	Multi-Tenant Office Building 2nd Generation
	Innovation Tower	230 Billy Mitchell Blvd	TBD	295,000	Office	Q1 2027	Class A+ Multi-Tenant Office Building Offices Built to Suit