



CULTURAL / ENTERTAINMENT DISTRICT



**Request for Solicitation of Interest to Develop an
Indoor Concert Venue in Sugar Land, TX**

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General Information & Requirements

GENERAL INFORMATION & REQUIREMENTS

a. GENERAL INFORMATION

The City of Sugar Land, TX is soliciting statements of interest for selection of a Partner for Development of the City of Sugar Land's Indoor Concert Venue (the Project) to open by January 2013 in accordance with the terms, conditions, and requirements set forth in this Request for Statement of Interest (RSI). This RSI is the first step in a process for selecting a private sector partner for the Project.

The RSI provides the information necessary for interested parties to prepare and submit information for consideration and ranking by the City. Based on the ranking, the City will select a potential partner to interview and initiate a development process. The City has the expectations of executing binding agreements within a specified timeframe with the selected partner. Applicants submitting for consideration acknowledge they understand the City's objectives and agree to working in good faith to accomplish binding agreements within the specified timeline.

GENERAL INFORMATION & REQUIREMENTS

b. OWNER'S REPRESENTATIVE & POINT OF CONTACT

The City's City Manager will serve as the City's representative in conducting the RSI process. Throughout the processes, all communications and work product will be collected, organized and analyzed through the City Manager. The City Manager will make recommendations to the City Council who will make the final decision on selection and proceeding.

The City designates the following person, as its representative and Point-of-Contact for this RSI. Any questions or concerns regarding this RSI shall be directed in writing via e-mail or fax prior to February 12, 2009. All Responses to questions or concerns will be shared with all respondents via posted agenda. All inquiries must be sent to:

The City of Sugar Land
Attn: Allen Bogard
City Manager
ecodev@sugarlandtx.gov
fax: 281-275-2721

c. TYPE OF CONTRACT

The final contract form shall be negotiated between and be mutually acceptable to the City and the Partner. Any contract resulting from this solicitation will be in the form of a public/private partnership and will be negotiated at the sole discretion of the City.

GENERAL INFORMATION & REQUIREMENTS

d. SUBMISSION OF RESPONSES

The City will receive responses at the time and location described below.

February 12, 2010 4:00 PM CST
The City of Sugar Land
Allen Bogard
City Manager
City Hall
2700 Town Center Blvd N
Sugar Land, TX 77479

Submit seven (7) identical copies of your RSI Response plus one (1) CD with a formatted, printable PDF document for reproduction purposes. An original signature must be included on the "Respondent's Statement of Interest" document submitted with each copy.

Responses received after the prescribed delivery time will disqualify the respondent from the evaluation process. The City will not acknowledge or receive responses that are delivered by telephone, fax or email.

Properly submitted responses will not be returned to respondents. Response materials must be enclosed in a sealed envelope (box or container) addressed as stated above. The package must clearly identify the submittal deadline, the Project name, and the name and return address of the respondent.

GENERAL INFORMATION & REQUIREMENTS

e. EVALUATION OF RESPONSES

The evaluation of the Responses shall be based on the information described in this RSI. All properly submitted Responses will be reviewed, evaluated, and ranked by the City.

f. CITY'S RESERVATION OF RIGHTS

The City may evaluate the Responses based on the anticipated completion of all or any portion of the Project. The City reserves the right to reject any and all Responses and re-solicit for new Responses, or to reject any and all Responses and temporarily or permanently abandon the Project. The City makes no representations, written or oral, that it will enter into any form of agreement with any Respondent to this RSI for any project, and no such representation is intended or should be construed by the issuance of this RSI.

g. ACCEPTANCE OF EVALUATION METHODOLOGY

By responding to this RSI, Respondent accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" respondent(s) will require subjective judgments by the City.

GENERAL INFORMATION & REQUIREMENTS

h. NO REIMBURSEMENT OF COSTS

Respondent acknowledges and accepts that any costs incurred from the respondent's participation in this RSI process shall be at the sole risk and responsibility of the respondent. Respondents submit responses at their own risk and expense.

i. ELIGIBLE RESPONDENTS

Only individual firms or lawfully formed business organizations may apply. (This does not preclude a respondent from using consultants.) The City will consider contracting only with the individual firm or formal organization that submits a formal qualifying response.

j. CITY'S DESIRED DEVELOPER QUALIFICATIONS

The City desires to find a partner that can demonstrate the experience and financial capacity in the development ownership and operation of concert venues, amphitheaters, festival sites and other venues which require the ability to manage a facility and attract professional performing artists. The City understands that responding parties may not have experience in all of the disciplines mentioned and welcomes the prospect of strong joint venture responses. Additionally, and equally as important, the City desires to find a Partner that can financially participate in the Project cost from the initial planning phase and throughout the entire project.



Project Background & Overview

PROJECT BACKGROUND & OVERVIEW

a. BACKGROUND & HISTORY

The City of Sugar Land – is one of the fastest growing communities in the State of Texas. A vibrant community located 20 miles southwest of Houston, Sugar Land has been rated as one of the best places to live in the nation and consistently ranks at the top lists for job growth and economic opportunity. With a population of nearly 80,000 within its city limits Sugar Land is also recognized for its low crime rates, outstanding schools and overall quality of life.

Founded in the 19th century as a agricultural center dedicated to cultivating cotton, corn and sugar, the area that is now Sugar Land was first owned by Stephen F. Austin. The area was originally known as “Oakland Plantation” after the variety of oak trees found growing in the area.

The railroad came to the area in the 1850’s and in 1905 Mr. I. H Kempner and Mr. W.T. Eldridge established the Imperial Sugar Company. Kempner and Eldridge then began to build a “Master Planned Community” with the sugar refinery as the core, supported by homes, a school and hospital, stores, a levee system and a variety of community services.

PROJECT BACKGROUND & OVERVIEW

The City of Sugar Land was incorporated in 1959 and celebrates its 50th anniversary this year. Sugar Land today is a diverse community with over 59% of its adult population having earned a bachelor degree or higher. It has also become one of the highest levels of educational attainment in the Houston region. Over the past ten years the City of Sugar Land has become a regional employment center producing a 95% increase in primary sector jobs through the relocation or expansion over 70 companies.

Within the southwest Houston metro area, Sugar Land has also become recognized as a premier destination for shopping, dining and entertainment with over 5,000,000 sf of retail space. Prominent among these attractions are the First Colony Mall, Sugar Land Town Square, Lake Pointe Village and the Houston Museum of Natural Science.

PROJECT BACKGROUND & OVERVIEW

Despite the tremendous success of the community, City leaders have kept their eyes on the future to ensure that Sugar Land remains a competitive and vibrant community in the coming decades. With this in mind, in 2007, City leaders took an inventory of remaining objectives and locations where they may be accomplished. Through this effort, the City Council identified an approximate 1,000 acre area of land located around US 59 and University Boulevard and held between the City, the University of Houston and Newland Communities. The City Council appointed a taskforce of cross section of community stakeholders and land owners to make a recommendation for the City's vision for the development of this property.

Following an intense concentrated work schedule lead by City staff, the Taskforce made a recommendation on a vision for the property. The City Council then reviewed the statement, provided input and adopted the following vision statement for the property

PROJECT BACKGROUND & OVERVIEW

Vision Statement

“This land presents a unique opportunity for collaboration between public & private entities to create an integrated mixed-use urban destination. The development should reflect distinctive architectural character & promote a pedestrian feel in a multi-modal environment. It is envisioned to be a place to live, work, learn, play & visit. This should be a regional employment center with a wide variety of recreational, educational, & entertainment venues for everyone including performing & cultural arts & sports facilities, as well as a conference center with full service hotel amenities. Nature, open space & water help define the development. The plan should also ensure connectivity to other key locations throughout the City.”

PROJECT BACKGROUND & OVERVIEW

Included in this effort to develop a multi-use destination employment and activity center was the development of an entertainment district which is to be comprised of five major components including :

- Minor League Baseball (Triple – A affiliated or independent)
- ~6,500 seat Indoor Concert Venue
- Festival site adjacent to Brazos park
- Full service hotel and adjoining convention center
- Performing arts center

In proceeding with the development of the vision the City decided to focus on three of the five entertainment district areas. Those areas of focus are:

- Minor League Baseball
- Indoor Concert Venue
- Festival Site

The next step in the City's process was to begin to determine site locations, address the feasibility of the proposed ventures and validate community support.

PROJECT BACKGROUND & OVERVIEW

As a part of this effort the City determined to locate the festival site and minor league baseball on ~52 acres of land leased from the University of Houston and adjacent to the Brazos Park. The City determined the best location for the Concert venue would be on the Newland site where it would energize this development, allow for the development of a master land plan and also was where the City had an existing option on 95 acres of land.

In further pursuit of validating the feasibility of its objectives, the City contracted with CSL to conduct a market assessment information of the concert venue market. In summary, the assessment determined the following:

- A void in the Houston marketplace for a facility of up to 6,500 seats;
- Local market demographics favorable to support the proposed project
- Residential & corporate community support for the venue
- Some level of public funding required.

PROJECT BACKGROUND & OVERVIEW

Finally, to ensure the City had the support of residents and to provide greater flexibility in the economic development tools available to achieve a successful project, the City placed ballot propositions in the November 2008 election ballot related to venue taxes and the expansion of legal authority to use funds from the economic development sales tax corporation; the Sugar Land Development Corporation. All of the ballot propositions were passed and the City continued its planning efforts and began the process to attract potential partners

b. GOALS & PROJECT CHARACTERISTICS

The City of Sugar Land wishes to enter into a Public/Private Partnership for the development and operation of an indoor concert venue of approximately 6,500 seats in Sugar Land at a specified location to accomplish the following goals:

- Creates a destination activity center for Sugar Land which provides opportunities for entertainment and recreation for the residents of Sugar Land as well as attracting non-residents from the surrounding area;
- Provides a multi-use facility that supports the opportunity to hold FBISD high school graduations at the facility;
- Energizes the surrounding area developing a synergy for opportunities for surrounding commercial development including corporate recruitment;

PROJECT BACKGROUND & OVERVIEW

To accomplish its goals the City envisions a facility with the following characteristics:

- ~6500 Seats fixed seats including suites and club seats
- Focused on family entertainment with appropriate type and number of amenities including club section, concessions stands, activity centers,...etc;
- Appropriate corporate offices, ticket office, rest rooms, and control area;
- Opportunity for additional amenities such as a fly tower to support theatrical productions;
- Located on parcel of land in the Newland Community Telfair development identified in a conceptual land plan created in conjunction with the developer.

PROJECT BACKGROUND & OVERVIEW

C. CITY DEVELOPMENT PREFERENCES

The City has identified a number of specific project development preferences and anticipated deal points. The selected partner should expect the following points to be a part of the City's expectations in the creation of the project and associated binding agreements.

- The selected partner will contract and build an indoor concert venue in Sugar Land . The City reserves the rights of review and approval on design;
- The location for the indoor concert venue will be Newland Communities Telfair site, specifically on the property identified in the recent conceptual plan and where the City has a purchase option agreement;
- Both the selected partner and the City will make a financial contribution to the construction of the concert venue. The selected partner's contribution will be based on the agreed project financial projects, required rate of return for private investment as well as relevant lending practices and terms;
- The City is open to owning the facility and leasing it back to the partner, however, the City does not want to be an operator of the facility.

PROJECT BACKGROUND & OVERVIEW

C. CITY DEVELOPMENT PREFERENCES (CONTINUED)

- The City will fund its participation in the construction through direct and indirect revenues from the project and with the assistance of general economic development sales taxes
- The City and the selected partner will enter into a lease at an agreed amount with a minimum term of 15 years
- The selected partner will occupy and fully utilize the leased property for the identified uses for the term of the agreement.
- The City in consideration for its investment and ownership of the facility has an expectation of the ability to benefit from an identified and agreed range of City uses of the facility. These uses may include dedication of a suite for City usage, identified number of community events, etc. Such usage will be subject to agreements which will define the terms and conditions of those rights
- The selected partner will be responsible, at their sole cost, for (i) operating the facility continuously in a first-class manner and (ii) keeping the facility in first-class repair, order and condition, including making all necessary capital improvements

PROJECT BACKGROUND & OVERVIEW

d. MILESTONES

Milestone	Anticipated Date
City receives RSI responses:	Feb 12, 2010
City evaluates RSI submissions, selects partner and opens negotiations for Memorandum of Understanding	Feb 2010
City & selected partner execute Memorandum of Understanding	Mar 2010
Parties negotiate development agreement	April - May 2010
Parties execute development agreements	May - June 2010
Parties negotiate other relevant agreements	June 2010 – Feb 2011
Selection of Architect & Engineer	June 2010
Schematic Design & Design Development	June – Oct 2010
Construction Documents	Nov 2010 – Feb 2011
Bid Award	Apr 2011
Construction	May 2011 – Dec 2012
Concert Venue Opening	Jan 2013



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CITY GOVERNMENT & TAXES

FORM OF GOVERNMENT:

- Council-Manager form of government which combines the strong political leadership of elected officials in the form of a council, with the strong managerial experience of an appointed local government manager.

TAXES:

- Current Property Tax Rate = 0.30000
- Over the last 10 years, the city's property tax rate has dropped 40 percent
- Sales & Use Tax Rate = 8.25%

AREA HOUSING & COST OF LIVING

HOUSING OPTIONS

	0-3 Mile	0-5 Mile	0-10 Mile
Single Family Units	17,671	54,158	160,518
Multi-Family Units	2,882	8,963	112,140
Townhomes	526	1,994	12,406
Estimated Median Owner-Occupied Housing Unit Value	\$196,240	\$177,886	\$134,882

Source: Claritas, iXpress 2008 . Projections based on 2000 Census Data

Fort Bend County is home to more master-planned communities than any other county in the state. Fort Bend County accounts for 8% of the regional population yet captured 16% of the new home market share in the CMSA.

The total designed development population for these 49 planned communities is expected to exceed 400,000 persons and 77,000 acres. The population of Fort Bend County is expected to increase from 452,890 in 2007 to 715,990 persons by the year 2020.

COST OF LIVING

OVERALL, SUGAR LAND, TX COST OF LIVING IS 90.77
BASED ON A US AVERAGE OF 100.

Cost of Living	Sugar Land, TX	United States
Overall	91	100
Food	96	100
Miscellaneous	99	100

Source: Sperling's BestPlaces.net

RETAIL

Sugar Land is known throughout the region for high-end retail developments. The City's remarkable demographics have attracted over 5.8 million square feet of retail with more exciting projects on the horizon

■ Sugar Land Town Square

- 32 acre mixed-use development located at the intersection of U.S. 59 and Highway 6. The development includes over 200,000 square feet of upscale retail and restaurants, a 300-room full-service Marriott hotel and conference center, a new 82,000 square-foot City Hall for Sugar Land, 167 mid-rise residential condos, Class A office space, and a 1.4-acre pedestrian plaza.

www.sugarlandtownsquare.com

■ First Colony Mall

- Opened in 1996 and features over 1 million square feet of retail space anchored by Dillard's, Macy's, and JC Penney. A 2006 expansion added an outdoor plaza with a beautifully landscaped courtyard.

www.firstcolonymall.com/html/index2.asp

■ Lake Pointe Town Center

- 186 acre mixed-use development featuring residential, medical, office, and a high-end retail and restaurant component known as Lake Pointe Village. The project is located directly across from Sugar Land Town Square at the crossroads of Highway 6 and US 59.

<http://www.lakepointetexas.com/index.html>

HOTELS, & RESTAURANTS

Hotels, Motels & Extended Stays
Sugar Land Town Square Marriott
Hilton Garden Inn
Best Western Sugar Land Inn
Holiday Inn Express
Drury Inn & Suites
Extended Stay Deluxe Hotel
Hyatt Place Hotel (under construction)
Courtyard/Residence Inn
LaQuinta Inn
Hampton Inn
Comfort Suites

Restaurant Type	#
Asian	34
Bars / Pubs	6
Casual Dining	71
Catering	1
Coffee / Baked Goods	15
Ice Cream / Yogurt	10
Italian	5
Latin	2
Mexican	12
Pizza	17
Seafood	4
Smoothies	5
Specialty Food	4
Steak House	3

CITY AWARDS & RECOGNITIONS

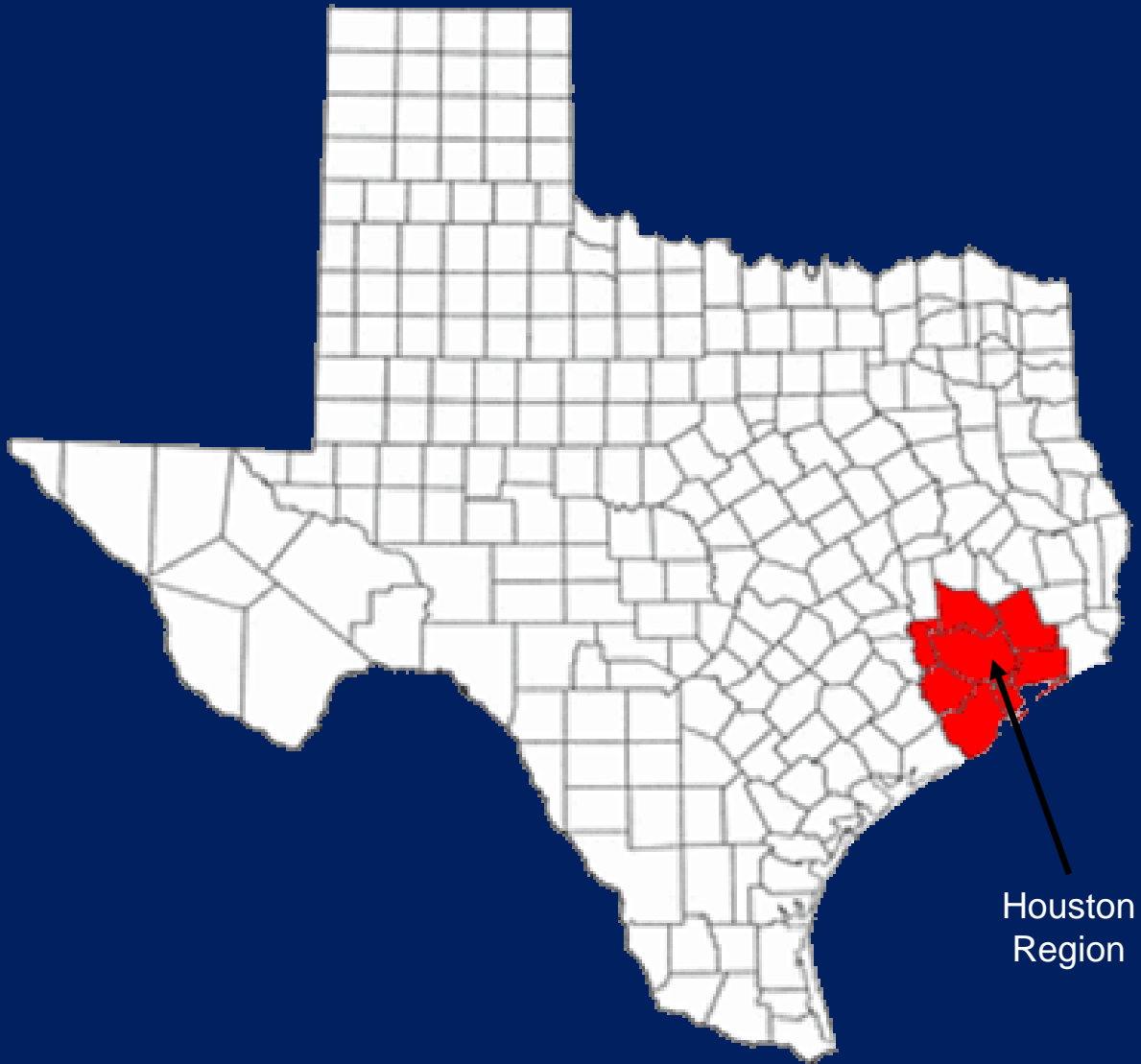
- The Texas Economic Development Council (TEDC) selected Sugar Land to receive its 2008 Community Economic Development Award (CEDA) for cities with a population of 40,001 to 100,000. The award recognizes Sugar Land's overall economic development program in business retention and recruitment and community improvement.
- Sugar Land continues to be included among America's 20 Safest Cities, (#17 for 2008) a distinction based on an analysis of FBI crime statistics.
- MONEY magazine and CNN/Money chose Sugar Land as one of the 100 Best Place to Live in the nation. (2008)
- Sugar Land Regional Airport was rated the best FBO in the Americas by Aviation International News. (2009)
- Sugar Land is among 25 American towns included on Forbes' list of Top Towns to Live Well. Forbes says cities on the list "boast cultural amenities, pro-business environments, highly educated workforces and enviable salaries." The Anti-Defamation League named Sugar Land a Community of Respect© for the second straight year. (2009)
- For the third consecutive year, America's Promise -The Alliance for Youth selected Sugar Land as a winner of a national competition to identify 100 Best Communities for Young People. (2009)
- Keep Texas Beautiful named Sugar Land a first place winner of the 2009 Government Project Award for efforts to protect the environment.
- The Texas City Manager's Association (TCMA) awarded Sugar Land its City Council of the Year award. (2008)



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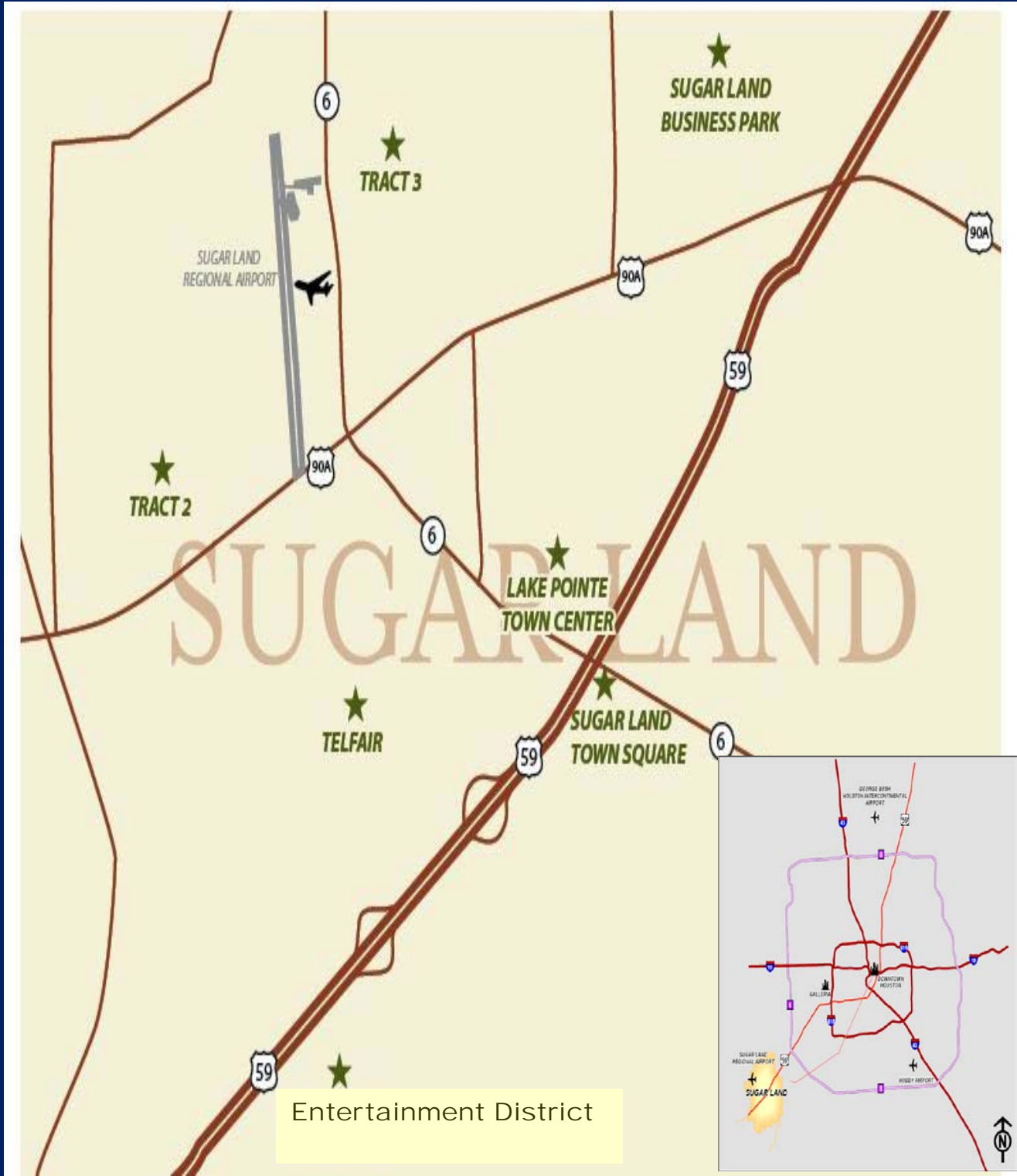


TEXAS & HOUSTON



Houston
Region

SUGAR LAND



ENTERTAINMENT DISTRICT



AIRPORTS



HOTELS, MOTELS & EXTENDED STAYS



RESTAURANTS





Requirements for Submission to RSI

REQUIREMENTS FOR SUBMISSIONS TO RSI

Respondents shall submit a complete statement of qualifications to all questions in Section 3 formatted as directed in Section 4. Incomplete qualifications will be considered nonresponsive and subject to rejection.

a. STATEMENT OF INTEREST

Provide a statement of interest for The Project including a narrative describing the Respondent's unique qualifications as they pertain to this particular project. Provide a statement on the availability and commitment of the Respondent, its principal(s) and assigned professionals to undertake The Project.

REQUIREMENTS FOR SUBMISSIONS TO RSI

b. DEMONSTRATED CAPACITY & AUTHORITY

To ensure the City selects a partner which has the capacity and capability to successfully develop and operate the facility, the respondent will provide evidence of current and past activity that demonstrates they can attract and book acts for the proposed facility.

C. RESPONDENT'S ORGANIZATION

Provide the following information for your firm:

- Firm Business Name, Address, Telephone #, Fax #, and E-mail Address
- Year present firm established
- Type of Ownership
- Name of parent company, if any
- Name, Title, telephone #, Fax #, E-mail Address of single point of contact for this RSI process. Provide information about your organization's capacity to handle this Project including:
 - Organizational Chart
 - Description of in-house resources
 - Number of professional employees
 - Experience levels

REQUIREMENTS FOR SUBMISSIONS TO RSI

C. RESPONDENT'S ORGANIZATION (CONTINUED)

Identify if your firm is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If so, please explain the impact both in organizational and directional terms. Provide any details of pending litigation or claims filed against your firm that may affect your performance under a Contract with the City.

Identify if your firm is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If so, specify date(s), details and prospects for resolution.

d. IDENTIFICATION AND EXPLANATION OF PROPOSED CONSULTANTS

Identify describe all relevant consultants and partners which are being included as a material component of qualifications for this submission. Provide an explanation of their proposed role in the development, ownership and/or operation of The Project.

REQUIREMENTS FOR SUBMISSIONS TO RSI

e. EXPERIENCE

Respondent will provide a list of other concert venues, amphitheaters, festival sites,... they have developed and/or own(ed) and/operated within the last five (5) years.

List the venues currently or previously involved with the most recent involvement first

Provide the following information for each project listed:

- Venue name, location, and description
- Color images (photographic)
- Final development cost
- References (for each project listed above, identify the following):
 - The Client's name and representative who served as the day-to-day liaison during the design and development phases of the Project, including telephone number, and email address.
 - Architect/Engineer's name and representative who served as the day-to-day liaison during the development phase of the Project, including telephone number, and e-mail address.
 - General Contractor's name and representative who served as the day-to-day liaison during the development phase of the Project, including telephone number, and e-mail address.
- Length of time of business relationship with the City.

References may be considered relevant based on specific project participation and experience with the Respondent. The City may contact references during any part of this process. The City reserves the right to contact any other references at any time during the RSI process.

REQUIREMENTS FOR SUBMISSIONS TO RSI

f. EXECUTION OF OFFER

NOTE TO RESPONDENTS: SUBMIT THIS ENTIRE THREE (3) PAGE SECTION WITH RESPONSE.

“RESPONDENT’S STATEMENT OF INTEREST AND ABILITY TO UNDERTAKE THE PROJECT”

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S RESPONSES. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE RESPONSES MAY RESULT IN REJECTION OF THE RESPONSES.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED RESPONSES OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT’S RESPONSES, AND THE

RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT CITY'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT.

REQUIREMENTS FOR SUBMISSIONS TO RSI

By signature hereon, Respondent acknowledges and agrees that:

- This RSI is a solicitation for Responses and is not a contract or an offer to contract;
- The submission of Responses by Respondent in response to this RSI will not create a contract between the City and Respondent;
- The City has made no representation or warranty, written or oral, that one or more contracts with the City will be awarded under this RSI; and
- Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RSI.

By signature hereon, Respondent offers and agrees to furnish to the City the products and/or services more particularly described in its Responses, and to comply with all terms, conditions and requirements set forth in the RSI documents and contained herein.

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RSI is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of Respondent's Responses.

REQUIREMENTS FOR SUBMISSIONS TO RSI

f. Execution of Offer (continued) :

The Respondent must complete, sign and return this Execution of Offer as part of its response. The Respondent's company official(s) who are authorized to commit to such a submittal must sign submittals. Failure to sign and return this form will subject the submittal to disqualification.

Respondent's Name:

Respondent's State of Texas (or other State) Tax Account No:

If a Corporation:

Respondent's State of Incorporation:

Identify each person who owns at least 25% of the Respondent's business entity by name.

(Name) _____

(Name) _____

(Name) _____

(Name) _____

Submitted and Certified By:

(Respondent's Name) & (Title)

(Street Address) & (Telephone Number)

(City, State, Zip Code) & (Fax Number)

(Authorized Signature) & (Date)



Format for Responses to RSI

FORMAT FOR RESPONSES TO RSI

a. GENERAL INSTRUCTIONS

Responses shall be prepared simply and economically, providing a straightforward and concise description of the Respondent's ability to meet the requirements of this RSI. Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the City's needs.

Responses shall not be limited to a specific number of pages; however, consideration should be given to the relevancy of the content. Respondents shall carefully read the information contained in this RSI and submit a complete response to all requirements and questions as directed. Incomplete Responses will be considered nonresponsive and subject to rejection.

Responses shall consist of answers to criteria identified in Section 3 of the RSI. It is not necessary to repeat the criteria in the Responses; however, it is essential to reference the criteria number with the corresponding answer. Responses are required to be in the order presented in the RSI.

Any information submitted by Respondents in response to this RSI shall become the property of the City of Sugar Land. Responses that are qualified with conditional clauses, alterations, items not called for in the RSI documents, or irregularities of any kind are subject to rejection by the City of Sugar Land, at its option.

Failure to comply with all requirements contained in this Request for Statement of Interest may result in the rejection of the Responses.

FORMAT FOR RESPONSES TO RSI

b. PAGE SIZE, BINDING, DIVIDERS AND TABS

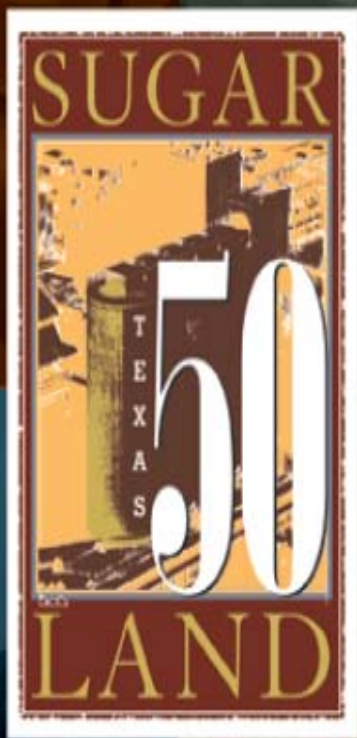
Responses shall be printed on letter-size (8-1/2" x 11") paper and assembled with metal-ring hard cover binders, spiral-type bindings or staples. Separate and identify each criteria response to Section 3 of this RSI by use of a divider sheet with an integral tab for ready reference.

c. TABLE OF CONTENTS

Submittals shall include a "Table of Contents" which provides page numbers for each part the Responses. Number all pages of the response sequentially using Arabic numerals (1, 2, 3, etc.).

CELEBRATING FIFTY YEARS

1959



2009

