

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Competitive Sealed Proposals – Storm Water Utility Fee**

Solicitation Number: RFCSP 24-114; RFx 6100018095

Description: The City of San Antonio (City) is requesting competitive sealed proposals (RFCSP) from qualified vendors to provide professional services for the Public Works Department for the development and implementation of a Storm Water Utility Fee (SWUF) system for assessing charges that are due by property owners by City Ordinance to follow the Federal Water Act of 1987 and implementation regulations enacted by the U.S. Environmental Protection Agency (EPA) in 1990.

The Storm Water Utility Fee plays a critical role in protecting public health and safety in the community by maintaining water quality and reducing flooding events. The fee is assessed on residential and commercial benefited properties and collected on a monthly basis through San Antonio Water System (SAWS) bills where it appears as the “Federal Storm Water Fee.” SAWS serves as the City’s billing agent. The Storm Water Utility Fee is based on impervious area, which has a direct relationship to the amount of storm water runoff generated from a property.

Revenues generated from the fee are used to provide service enhancements to storm water capital and maintenance projects. The Storm Water Utility Fee is structured so that every property owner pays the same unit rate based on the amount of surface area that is resistant to infiltration by water on the property. Examples of these types of surface areas include asphalt or concrete pavement, parking lots, driveways, sidewalks, and buildings. This is referred as impervious area.

Applicable Product Categories: 92004 – Applications Software, Main Frame Server Systems
92005- Application, Infrastructure, Hosting, Data Hosting and Cloud Computing Services, Vendor Hosted and Internally Hosted

Date Issued: May 17, 2024

Due Date & Time: June 27, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at **10:00 a.m.**, Central Time, on **May 24, 2024**, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-415-655-0001 | **Access Code:** 2632 886 5884 | **Meeting Password:** COSA24

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m19e4aa82f68624de5ee561f6efa19c36>

Staff Contact Person: Victor R. Costilla, Procurement Specialist III, victor.costilla@sanantonio.gov



Evaluation Committee Voting Members:

Craig Hopkins, Chief Information Officer, Information Technology Services Department
Kevin Goodwin, Chief Technology Officer, Information Technology Services Department
Catia Jendrzy, Senior IT Manager, Information Technology Services Department
Roberto Reyna, Assistant Director, Public Works Department
Jose A. Aguilar, Special Projects Manager, Public Works Department
Sabrina Santiago, Capital Programs Manager, Public Works Department

Pursuant to Section 003 – Restrictions on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposal from the time the RFCSP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFCSP has been released until the contract is approved at a City Council “A” session.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on May 29, 2024.**

Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Victor R. Costilla, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Victor.costilla@sanantonio.gov

Questions submitted and the City’s responses will be posted with this solicitation.

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/portal>. If you have not completed the City’s SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on “My Bids” (first), if not viewable then click “Other Bids” (to view all already published competitive bids). Vendor Guides & Support can be accessed from this link:

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

<https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>.

Questions regarding registration may be submitted to Vendor Support at (210) 207-0118 or by email at vendors@sanantonio.gov with “SAePS Portal” on the subject line so this can be expedited.

