

Invitation for Request for Competitive Sealed Proposals

Pre-Submittal Meeting for the KENWOOD COMMUNITY CENTER



Project # 26-027

February 10, 2026

Sign-In Instructions



Everyone attending today's conference **is highly encouraged** to scan the QR Code with your phone/tablet or click/type the URL link on your computer and complete the Sign-In Form.

All information provided by you on this form may be posted on the City's website or otherwise disseminated publicly. By including this information, you hereby affirmatively consent to the release of the information you provide.

By signing in, this will confirm your attendance for today's meeting. If you do not complete the form, your information will not be added to the sign in sheet and may miss critical updates should the City need to release notifications. The QR code will not be available after the meeting.



Sign-In Form:

<https://forms.office.com/g/wYOhFiusAr?origin=lprLink>

Introductions



City Staff Only:

We will begin with City staff introductions who are attending today's meeting.

**PLEASE HOLD ALL QUESTIONS UNTIL THE END
OF THE PRE-SUBMITTAL CONFERENCE.**

High Profile Solicitation

This solicitation has been identified as High-Profile.

Prohibition against Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections beginning on the 10th business day after a contract solicitation has been released through the 30th calendar day following the approval by City Council (“blackout” period).

1. Any individual seeking a high-profile contract;
2. Any owner, officer, officer of board, executive committee member, and general board member of an entity seeking a high-profile contract;
3. The legal signatory of the high-profile contract;
4. Any attorney, lobbyist or consultant hired or retained to assist the individual or entity in seeking a high-profile contract;
5. Subcontractors hired or retained to provide services under the high-profile contract;
6. Any first-degree member of the household of any person listed in (1), (2), (3) or (5) of this subsection; and
7. Any corporate political action committee (PAC) established or formed by the entity seeking a high-profile contract.

Please refer to the solicitation and the Contracts Disclosure Form for additional details.

High Profile Solicitation



This solicitation has been identified as High-Profile.

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution was made by any of these individuals during the “blackout” period.

For this solicitation, the first-day contributions are prohibited is **Monday, February 9, 2026. The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session meeting.*

For more information on updates to the Ethics Code and Municipal Campaign Finance Code, approved by City Council on May 2, 2024, and were effective on October 1, 2024, please visit: <https://www.sa.gov/Directory/Departments/OCC/Ethics/Revisions>. Resources are available to include a Vendor Frequently Asked Questions (FAQs) with key changes and compliance requirements for vendors working with the City, including non-profit organizations.

Solicitation Background



The City of San Antonio (City), in 2024, demolished the structurally unsound, former Kenwood Community Center. This project is for the construction of a new 8800 square foot; Community Center located at 305 Dora Street. The community center will provide nutritional and educational services, as well as fitness and exercise facilities. The program will focus on re-establishing senior services that were previously held on-site, and DHS will collaborate with the Parks & Recreation department to provide broader Parks programming for the wider community. A satellite council office will be accommodated on site.

The City intends to award up to One (1) contract

Project completion is estimated for 425-calendar day contract.

Scope of Services



The Capital Delivery Department will solicit a Request for Competitive Sealed Proposals (RFCSP) seeking one firm to provide construction services for the new construction of the Kenwood Community Center in District 1. The Kenwood Community Center project is an 8,800 SF new construction located at 305 Dora Street, on the site of the former Senior Center (demolished in 2024). The project consists of a one-story building. Construction methods and materials include, but are not limited to, a concrete foundation, crawl space, steel framing, masonry veneer, pre-finished metal panels, a standing-seam metal roof, and aluminum storefront windows. Interior spaces include classrooms, offices, fitness area, bathrooms, and a warming kitchen. Typical finishes include, but are not limited to, polished concrete, carpet tile, and luxury vinyl tile flooring; gypsum walls with select tile areas; and acoustical tile and gypsum board ceilings. Site work includes selective demolition and reconstruction of entrances, sidewalks, ramps, and the parking lot to improve accessibility at the site. The parking lot is existing and will need to be protected during construction. New fences, dumpster enclosures, and retaining walls are featured.

Submission Instructions



Online submission will be utilized via CIVCAST at: <https://www.CivCastusa.com/bids>

- Solicitation was released on January 30, 2026; and is due on March 17, 2026, at 2:00 P.M. CT.
- **Hard or emailed copies of proposals will not be accepted.**
- Utilize the Table of Contents/Submittal Checklist to ensure tabs and forms are in the identified order listed in solicitation.
- Keep submittal relevant to project.
- Company/Firm legal name must match the Texas Secretary of State website listing.
- SAePS can be accessed using any internet desktop browser.
- **Respondents are strongly encouraged to submit their proposals electronically well in advance of the submission deadline to avoid any last-minute challenges.**

Restriction of Communications



- No communication with 1) City Officials from the release of the solicitation until the contract is posted for consideration as an agenda item and 2) City staff from the release of the solicitation until Contract Award except:
 - Questions at today's pre-submittal conference;
 - Economic Development Department can be reached until the submittal deadline (do not recommend);
 - Submit written questions by 4:00 p.m. CT, February 24, 2026.
- Failure to adhere to the restrictions on communications policy may lead to disqualification of Respondent's submittal from consideration.
- City staff can reach out to Respondents to clarify documents submitted and to begin negotiations once evaluation is completed, if applicable.

Solicitation Document



TAB	TITLE	DESCRIPTION
1	Submittal Checklist and Table of Contents (Form 1)	Ensure all required information is in correct order.
2	Executive Summary	One (1) page summary stating relevant information of your firm.
3	General Conditions Review	<u>Must</u> provide written acknowledgment that Respondent accepts the terms, conditions and requirements of the City's General Conditions.
4	Letter of References	Maximum of 5 letters.
	Statement of Qualifications	<u>Must</u> provide a narrative document addressing all evaluation criteria and project defined in this solicitation.

Solicitation Document – Required Forms



ORDER	FORM/DOCUMENT	DESCRIPTION
1	Submittal Cover/Signature Sheet	Respondent and Co-Respondents must include the completed Submittal Cover/Signature Sheet with the other required forms.
2	Contracts Disclosure Form	Complete and submit a Contracts Disclosure Form with the proposal – Form #3
3	Litigation Disclosure Form	Respondent, Co-Respondent and all subcontractors on this project must complete a Litigation Disclosure Form – Form #4
4	Small Business Economic Development Advocacy (SBEDA) Program	Complete, sign, and submit any and all SBEDA form(s), found in this RFCSP as Form #5.
5	Veteran-Owned Small Business Program Tracking Form (VOSB)	Complete, sign, and submit any and all SBEDA form(s), found in this RFCSP as Form #5.

Solicitation Document Requirements



ORDER	FORM/DOCUMENT	DESCRIPTION
6	Local Preference Program (LPP)	Respondent must submit a completed and signed LPP Identification form with this solicitation – Form #7
7	Heat Illness Prevention Acknowledgment	Respondent and Co-Respondents must include the complete the Heat Illness Prevention Acknowledgment form with this solicitation – Form #8
8	Proposal Guarantee	Each Proposal must be accompanied by an original Proposal Guarantee issued by a corporate surety company licensed to conduct business in the State of Texas

Solicitation Document Requirements



ORDER	FORM/DOCUMENT	DESCRIPTION
9	Letter of Insurability	Submit a letter from insurance provider to ensure required coverage is covered if awarded a contract. Respondent shall also submit a copy of their current insurance certificate.
10	Certificate of Interested Parties (Form 1295)	Respondent must complete, sign, and submit Form 1295 as Attachment.

Evaluation Criteria Summary



Evaluation Criteria Summary	Maximum Points
A. Experience, Background, and Qualifications	35
B. Understanding of the Project and Proposed Management Plan	25
C. Experience with the San Antonio Region & Past Performance	15
D. Price Proposal	15
D. Small Business Economic Development Advocacy Program (SBEDA) SBE Prime Contract Program – 10 Points	10
Total Maximum	100 Points

EMR Replacement



Economic Development Department

SBEDA Eligibility & SAePS Registration

Doing Business with the City

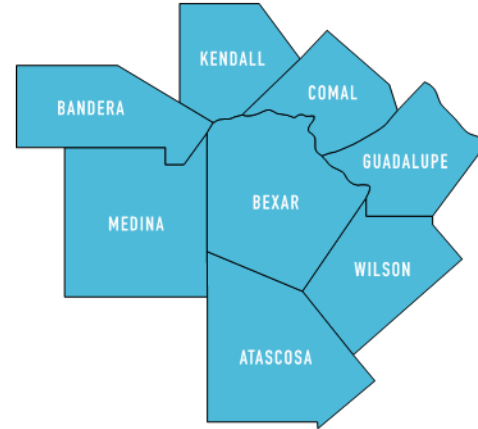
SBEDA Eligibility



Certified by Supply SA/SCTRCA as a Small Business Enterprise (SBE)

Primes and/or subcontractors must be certified at the time of bid submission/close date to count towards SBEDA eligibility.

Emerging Small Business Enterprise (ESBE) certification may also be required for certain solicitations.



Headquartered in the San Antonio Metropolitan Statistical Area (SAMSA)

A firm's headquarter must be located in the San Antonio Metro area.

SAMSA is defined as Atascosa, Bandera, Bexar, Comal, Guadalupe, Kendall, Medina, and Wilson Counties



Personal Net Worth (PNW) less than \$2.047 million

Each majority owner(s) of a small business firm must confirm that their PNW is below \$2.047 million.

PNW is calculated from the value of the majority owner(s) assets minus the liabilities they owe.



Register Your Business with the City

- To register, please follow the link:
www.sanantonio.gov/purchasing/saeps.aspx
- Once registered, the SAePS portal will state online if your firm is SBEDA eligible or not
- Prime respondents and all listed subcontractors (certified and non-certified) **must** be registered in the Central Vendor Registry
- SAePS is a great way to market your business and learn about upcoming solicitation opportunities

SBE Prime Contract Program & SBE Contracting Program

SBEDA Tools

SBEDA Tools



Prime Contract Program



SBE SBEDA
Eligible Prime



51% SBE
Prime and/or Sub



10
Points

Contracting Program

For a Prime Contractor or Subcontractor to count toward a City required contracting goal(s), the Prime Contractor or Subcontractor must be SBEDA eligible and certified as ESBE and/or SBE per the goal applied.

Goal Type	Percentage
SBE	7%



Contracting Program Important Notes



- Self-Performance of contracting goals by SBEDA eligible Prime respondent(s) **IS ALLOWED** if their certifications (ESBE/SBE) match the goals applied.
- Not meeting the contracting goals at the time bids are due will deem a bid non-responsive *unless Aspirational Contracting goals are applied.*
- The City of San Antonio has a vendor search function to find SBEDA eligible E/SBEs. Please visit the COSA vendor Listing to view or to download a listing of SBEDA eligible vendors registered with the City:
www.sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx
- ASSISTANCE IS AVAILABLE FOR COMPLETING THE SBEDA FORMS.

Utilization Plan, Joint Venture Commitment Form

SBEDA Forms



PRIME FIRM:				Certification(s):	
SAePS Vendor #				<input type="checkbox"/> Business Enterprise Not Certified <input type="checkbox"/> Enterprise <input type="checkbox"/> Business Enterprise SBEDA Eligible? <input type="text"/> <input type="checkbox"/> Business Enterprise	
Work to be performed (NIGP Code and Description)					
DOLLAR AMOUNT BY PRIME	\$	% OF TOTAL CONTRACT	%	Category <input type="text"/>	

TO BE COMPLETED BY PRIME CONTRACTOR

SUBCONTRACTOR/SUBCONSULTANT UTILIZATION
 List ALL subcontractors/suppliers (certified and non certified) that will be utilized for the entire contract period, excluding possible extensions, renewals, and/or alternates. Use additional pages if necessary.

Sub:		SAePS Vendor #:		Current SCTRCA Certification(s):	
Dollar Amount by Sub		\$		<input type="checkbox"/> Minority-Owned Business Enterprise <input type="checkbox"/> Emerging Small Business Enterprise <input type="checkbox"/> Enterprise <input type="checkbox"/> Business Enterprise <input type="checkbox"/> Not Certified <input type="checkbox"/> SBEDA Eligible? <input type="text"/>	
Work to be performed (NIGP Code and Description)				Category <input type="text"/>	

ALL SECTIONS MUST BE COMPLETED FOR ALL FIRMS LISTED

Sub:		SAePS Vendor #:		Certification(s):	
Dollar Amount by Sub		\$		<input type="checkbox"/> Minority-Owned Business Enterprise <input type="checkbox"/> Business Enterprise <input type="checkbox"/> Enterprise <input type="checkbox"/> Not Certified <input type="checkbox"/> SBEDA Eligible? <input type="text"/>	
Work to be performed (NIGP Code and Description)				Category <input type="text"/>	

Sub:		SAePS Vendor #:		Current SCTRCA Certification(s):	
Dollar Amount by Sub		\$		<input type="checkbox"/> Minority-Owned Business Enterprise <input type="checkbox"/> Emerging Small Business Enterprise <input type="checkbox"/> Small Business Enterprise <input type="checkbox"/> Woman-Owned Business Enterprise <input type="checkbox"/> Not Certified <input type="checkbox"/> SBEDA Eligible? <input type="text"/>	
Work to be performed (NIGP Code and Description)				Category <input type="text"/>	

Make sure you include 7% SBE or Waiver Request

Sub:		SAePS Vendor #:		Current SCTRCA Certification(s):	
Dollar Amount by Sub		\$		<input type="checkbox"/> Minority-Owned Business Enterprise <input type="checkbox"/> Emerging Small Business Enterprise <input type="checkbox"/> Small Business Enterprise <input type="checkbox"/> Woman-Owned Business Enterprise <input type="checkbox"/> Not Certified <input type="checkbox"/> SBEDA Eligible? <input type="text"/>	
Work to be performed (NIGP Code and Description)				Category <input type="text"/>	

Contracting Goal Waiver Request



SECTION A: Sufficient Commercially Useful Work Identified to Meet Subcontracting Goal

Please provide documentation and supporting evidence to show how the criteria was fulfilled:

- List the specific scope of work identified for each of the S/M/WBEs contacted
- Ensure the scope of work identified for S/M/WBEs is greater than or equal to the subcontracting goal(s)
- Additional comments, if any

SECTION B: Initial Communications to Potential S/M/WBE Subcontractors Using Central Vendor Registry (CVR) / Website Posting of Subcontractor Solicitations

Please provide documentation and supporting evidence to show how the criteria was fulfilled:

- Contact **at least five (5)** S/M/WBEs for each S/M/WBE goal category (AABE, ABE, HABE, NABE, WBE) registered in the Central Vendor Registry (CVR) for each scope of work identified to be subcontracted in Section A
Note: if less than 5 S/M/WBEs are registered for a scope of work, contact the total available for that goal category.
- Include current documentation of searches from the City of San Antonio Vendor Registry (SAePS/CVR) per scope of work (<http://sanantonio.gov/purchasing/vendorinformation/cosavendorlisting.aspx>)
- Notify S/M/WBEs at least seven (7) calendar days prior to the bid closing date
- Submit all communications with S/M/WBEs (emails/call logs). For a sample call log, see [Good Faith Effort Documentation](#).

SECTION C: Follow-Up Communications & Bid Negotiations with Potential Subcontractors

Please provide documentation and supporting evidence to show how the criteria was fulfilled:

- Follow up with S/M/WBEs at least three (3) calendar days prior to the bid closing date. Note that an alternate form of communication is required from the communication methods used in Section B
- Document if a response was received from S/M/WBEs contacted. If a S/M/WBE submitted a bid, indicate negotiations and reasoning for not accepting the bid
- Additional comments, if any

- A full or partial waiver of a specified goal may be requested, for good cause, by submitting a Contracting Goal Waiver Request form with the solicitation response and UP at the time bids are due.

- Form is available at:
<https://www.sa.gov/Directory/Departments/EDD/Programs-Grants/Preference/SBEDA/Forms>

Contracting Goal Waiver Request



SECTION D: Attendance at Pre-Submittal Conference

City staff maintains documentation regarding attendance at the pre-submittal conference:

- Below, list the individuals from your firm that attended the pre-submittal conference

SECTION E: Other Criteria (Bonding / Insurance /Supplier Credit Assistance)

Please provide documentation and supporting evidence to show how the criteria was fulfilled. To receive all 15 points, three (3) additional good faith efforts must be completed. Note the items below are recommendations of 'other criteria'.

The vendor may identify other good faith efforts in the area provided below (subject to approval):

- Participate in a mentoring program in the San Antonio Metropolitan Statistical Area (SAMSA)
- Provide easy access to plans and specifications for S/M/WBEs
- Host outreach events for S/M/WBEs in SAMSA
- Offer joint check services or bonding assistance or lines of credit to S/M/WBEs
- Advertise and utilize member listings from multiple trade organizations and Chambers of Commerce
- Other (If Other Please List Below)

- Please ensure each task within a given section is completed and the back up documentation is provided.
- Note that submitting a waiver request does NOT guarantee responsiveness as waiver requests are subject to approval.

Joint Venture Commitment Form



City of San Antonio Joint Venture Form

Instructions: Note that this form must be completed and signed by ALL joint venture entity respondents and submitted WITH the SBEDA forms provided for the solicitation. Please submit the Joint Venture agreement document with all parties with this form.

Solicitation Name:

Joint Venture Name:

Section A: If you are submitting a bid/response to a City of San Antonio "City" solicitation as a Joint Venture entity, please acknowledge the statements below by initialing the box:

1. I understand that if I am submitting a bid/response to a City of San Antonio "City" solicitation as a Joint Venture "JV" entity with one or more other entities, I am certifying that I am a Small Business Enterprise (SBE) through the South-Central Texas Metropolitan Statistical Area, AND each partner can be verified through the Central Vendor Registration System.

2. I understand that the contracting goals indicated on the solicitation will be determined per the Joint Venture Utilization Plan and all required documentation.

3. I understand that if I do not have the same certifications as the other JV partners, I will not be eligible to participate in the contracting goal requirements utilizing the Utilization Plan.

4. I understand that in the event of an approved Subcontracting Waiver Request granted by the City, the failure of a Joint Venture entity to attain the contracting goals for E/SBE firm participation in the performance of a Commercially Useful Function under the terms of its contract shall be a material breach and subject to penalties and/or sanctions available under the terms of this Agreement for violations of the SBEDA Ordinance, or under any other law. These penalties and/or sanctions will apply to all Joint Venture entity partners.

5. I understand that failure to submit a completed and signed Subcontractor/Supplier Utilization Form OR Subcontractor/Supplier Commitment Form with this form by the Joint Venture entity responding to a solicitation will deem the response NON-RESPONSIVE.

6. I understand that all JV partners agree to provisions in Sections A & B of this form.

7. I understand that all JV partners agree to provisions in Sections A & B of this form.

PLEASE ACKNOWLEDGE THE STATEMENTS BY INITIALING EACH BOX

EACH JV ENTITY MUST SIGN TO CONFIRM COMMITMENT

If submitting a response as a Joint Venture entity, please initial the box and sign the JV Commitment Form as needed.

JV Entity 1 Entity Name:

Signature:

Print Name: Date:

JV Entity 2 Entity Name:

Signature: Title:

Print Name: Date:

- If submitting as a joint venture entity, a Joint Venture Commitment Form must be completed and submitted **with** the Utilization Plan **or** Commitment Form at the time bids are due.
- Contracting goal responsiveness will be based on SBEDA eligibility and certifications.
- SBEDA eligible joint venture partner(s) will count towards the applied contracting goals if they have the same certifications as the contracting goal(s) applied to the solicitation.

Joint Venture Commitment Form



Section B: This side must be completed by ALL joint venture entity respondents.
 Please attach the Joint Venture agreement with all parties with this form:

1. INFORMATION REGARDING BUSINESS ENTITIES ("ENTITY") COMPRISING THE JOINT VENTURE ("JV"):
 Complete all sections for each entity that makes up the joint venture. Note that each JV entities will be referred to hereinafter with the title "E1", "E2", etc., throughout the form to help match information to a specific JV entity.

JV Entity	Entity Name	SBEDA Eligible	Contact Name	Contact Phone #	Contact Email
E1					
E2					
E3					
E4					

PLEASE PROVIDE JOINT VENTURE AND PROFIT AND LOSS STRUCTURE

2. PROFIT AND LOSS _____ percentage each JV entity will share in ownership

JV Entity	Ownership %	Equipment Contribution %
E1		
E2		
E3		
E4		

The initials and signatures below affirm that the following statements are correct and include all information necessary to identify and explain the terms and operations of our joint venture. Misrepresentation of any and all information will result in the rejection of our proposal, termination of the contract if awarded, debarment, and action under federal or state laws concerning false statements. We agree and affirm that:

E1 **PLEASE ACKNOWLEDGE THE STATEMENTS BY INITIALING EACH BOX**

I have read and understand the information documented on this form is accurate and that any misrepresentation of any and all information will result in the rejection of our proposal, termination of the contract if awarded, debarment and initiating action under federal or state laws concerning false statements.

I have read and understand the Joint Venture agreement with our response to this form. I agree to the following: Allocation of ownership, right to control, and management of the joint venture, and the joint venture will be performed and managed by each entity, and

I agree that the Joint Venture agreement between all Joint Venture entities will be submitted to the City of San Antonio for approval.

4. We agree to provide the City with current, complete, and accurate information regarding joint venture work payments, changes in provisions of the joint venture agreement, site visits, and examination of records relevant to the joint venture agreement during the solicitation process and during the term of the contract

5. We estimate that _____ percent of this contract will be subcontracted. (Must be completed by the Joint Venture entity, subject to change per the price proposal submission & subcontracting goal requirements)

- The joint prime respondents must complete all sections and pages of this form, clearly designating the percentage each joint venture entity will share in ownership, profits, and losses.
- If awarded the contract, the joint venture entity must register with the Texas Secretary of State to confirm their partnership **before** City Council approval.

Revised August 2025

CCMS Reporting and Post-Award Waivers

Post-Award Information

City Contract Management System (CCMS)

- Report payments to subcontractors and monitor attainment of the SBEDA goals on a monthly basis.
- Submit Change of Utilization Plans if the value of the contract changes or if subcontractors are added, removed, or reduced in value with proper documentation.



Post-Award Waiver Request



Post-Award Vendor Contracting Goal Waiver Request Form

Contract Name:

Prime Name: Date:

Contract #: Phone #:

Contact Person: Contact Email:

The purpose of this waiver is to address the good faith efforts made in meeting the required contracting goal(s) for this project. The Prime should submit or have submitted a change of Utilization Plan with this waiver request.

1. Describe the rationale for your waiver request for not meeting the contracting goal(s) applied to this project.

Check the box(es) that best explain why the contracting goal(s) applied were not met.

- The city issued a change order that limited subcontracting opportunities or required expedited completion of the scope of work causing the subcontracting goal(s) to not be met.
- A S/M/WBE to be utilized lost certification and could not be replaced with another S/M/WBE who could perform the scope of work.
- There were other issue(s) that resulted in the subcontracting goal(s) not being met.

Please provide further detail for the checked box(es) above.

- Once awarded, if a Prime Contractor can not meet a committed goal, a Post Award Vendor Contracting Waiver Request form should be submitted for consideration and approval by the Small Business Office.

- For more details see this link:
<https://www.sanantonio.gov/SBO/Forms>

Contact Us



SBEDA Program

- Email: SBEDAdocs@sanantonio.gov
- Phone: 210-207-3922
- Website: <https://www.sa.gov/Directory/Departments/EDD/Programs-Grants/Preference/SBEDA>

Central Vendor Registry Support

- Phone: 210-207-0118
- Email: vendors@sanantonio.gov
- Website: <https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>

South Central Texas Regional Certification Agency (SCTRCA)/Supply SA

- Phone: 210-458-3225
- Website: www.sctrca.org or www.supply-sa.org

Mentor Protégé Program

Glenn Goolsby, Occupational Program Coordinator

- Email: ggoolsby5@alamo.edu
- Phone: 210-485-0831
- Website: www.besanantonio.com



Thank You

Conflict of Interest Questionnaire



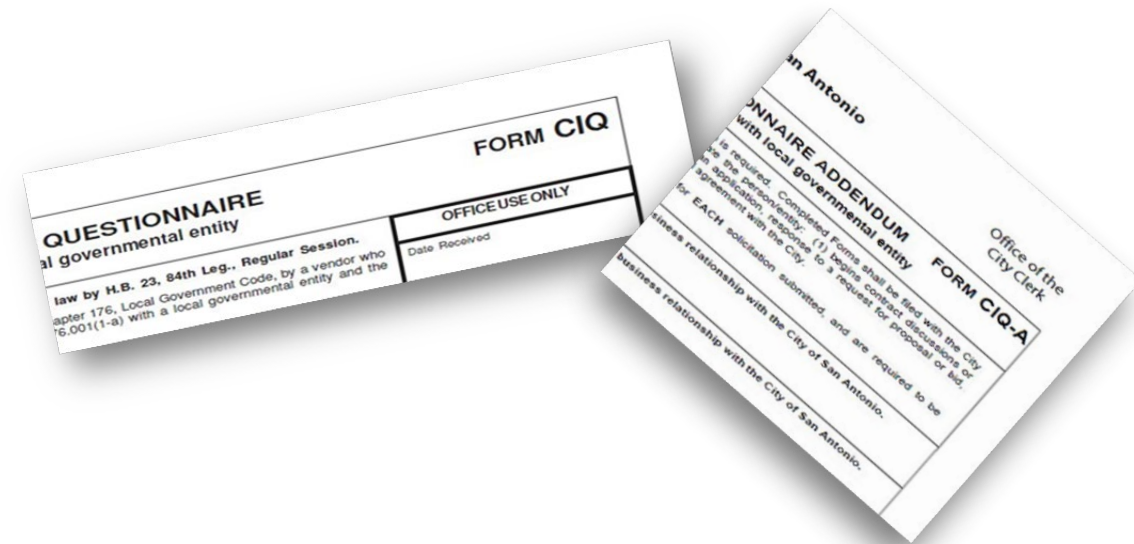
*Completed CIQ and CIQ-A Forms shall be filed with the Office of the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. **City only requires Prime Firms to submit the CIQ and CIQ-A forms.***

Do not include these forms with your proposal. The Procurement Division will not deliver the forms to the City Clerk for you.

CIQ: <https://www.ethics.state.tx.us/forms/conflict/>

CIQ-A:

<https://www.sa.gov/files/assets/main/v/1/occ/documents/occ-ci-q-addendum.pdf>



Completed forms must be mailed to:
Office of the City Clerk, P.O. Box 839966, San Antonio, TX. 78283-3966

Labor Compliance



- The awarded Prime Contractor and their subcontractors must comply with the Prevailing Wage Decision.
- The Wage Decision assigned to this project is the current (Building Wage Decision: TX20260231 01/02/2026)

An infographic titled "COMPLIANCE - TOP 10" with a "top 10" graphic in the upper right corner. It lists ten compliance items, each with a numbered icon and a text box. Item 5 is highlighted in yellow. At the bottom, there is a small line of text: "Should you have any questions during the project, contact the LCO assigned to the project or e-mail lcpcompliance@cityofsanantonio.gov."

Schedule of Events



SOLICITATION



January / February 2026

- Jan 30, 2026; RFCSP Released
- Feb 10, 2026; at 11:00 AM CT: Pre-Submittal Conference
- Feb 10, 2026; 3:00 PM CT: Site Visit
- Feb 24, 2026; at 4:00 PM CT: Final Questions Accepted

POST SOLICITATION



March – April 2026

- March 17, 2026; at 2:00 PM CT: Submittals Due
- April 2026; Evaluation

FINALIZATION



June 2026

- June 2026 ; Anticipated Award Consideration

Addendums to Solicitation

- Changes and responses to questions received, in compliance with Restriction on Communications, will be posted as part of an addendum. It is Respondent's responsibility to review and ascertain whether addendums or revisions have been made prior to submission of a proposal. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the solicitation. Changes, if any, shall be made in writing only.
- It is Respondent's responsibility to review site and ascertain whether addenda or revisions have been made prior to submission of a proposal.

Award of Contract

- Contract documents are not binding until approved at City Council or City Manager delegation.
- No work shall commence until City signs the contract documents and Respondent provides the necessary evidence of insurance and bonds as required.
- An RFCSP is a legally binding document, if you require a legal review before signing any contracts, please complete that review before you submit a response. City is not obligated to negotiate an RFCSP.
- Final approval of the selected firm(s) is subject to the action of the City Council or City Manager.
- Selected firm(s) awarded a contract(s) will need to complete registration with the Texas Secretary of State and Texas Comptroller of Public Accounts prior to award of the contract.

Reminders - CIVCAST



- Today's Pre-Submittal Presentation will be released through the portal/site.
- Site Visit is scheduled for Tuesday, February 10, 2026; at 3:00 PM CT. Please refer to the solicitation for instructions.
- Failure to adhere to the Restrictions on Communications may deem your submittal non-responsive.
- Submit written questions by question deadline 4:00 PM CT, February 24, 2026.
- Submissions must be uploaded by 2:00 PM CT, March 17, 2026.

Please remember to click the "Submit Bid" button. If not, your bid will not be received by the City. LATE PROPOSALS WILL NOT BE ACCEPTED. Failure to properly click SUBMIT will not be grounds for acceptance of late proposal.

QUESTIONS?





Sign-In Form:

<https://forms.office.com/g/wY0hFiusAr?origin=IprLink>

Thank You
Reminder to Sign-In