



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Management & Operations of Kennedy Softball Complex at Kennedy Park

Solicitation Number: RFP 23-031; RFx 6100016355

Description: The City of San Antonio, Parks and Recreation Department (City) is requesting proposals from qualified Respondents for the operations, maintenance, and programming of Kennedy Softball Complex at Kennedy Park.

Through this RFP the City will select a Licensee to establish a License Agreement for the operations, maintenance, and programming of a softball complex. The City's vision for softball programming is to provide quality, safe, and affordable adult and youth programming including girl's fast pitch programs. Respondents shall clearly identify the attributes necessary for success to maximize operations, maintenance, and programming at the City's softball complex described in this RFP. **Operations, maintenance, and programming of the softball complex will be the responsibility of the Licensee at its sole expense without contribution or subsidy by the City.**

Applicable Product Categories: 97102- Athletic Facilities Rental or Lease

Date Issued: November 21, 2022

Due Date & Time: January 6, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: The conference will be held at 9:30 a.m. Central Time, on December 2, 2022. Attendance at the Pre-Submittal Conference is optional but highly encouraged. The conference will be held in-person and via Webex. The in-person conference will be at:

**City Tower, 18th Floor Medium Conference Room
100 W. Houston St.
San Antonio, TX 78205**

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

Toll Free Number: 1-451-655-0001

Meeting number (access code): 2464 232 5312

Meeting password: COSA

A site visit will be held at 11:00 a.m. Central Time, on December 2, 2022:

Kennedy Park
Park Address: 3299 SW 28th Street
San Antonio, TX 78226

Attendance is highly encouraged.

Below are the measures that shall be followed by all Respondents to ensure the safety of all attendees during the in-person pre-submittal conference and site visit.

- a. Respondents interested in attending the Pre-Submittal Conference in-person and/or the site visit must RSVP by December 1, 2022, at 3:00 PM CT via email to Valeri Jasso, Procurement Specialist III, at valeri.jasso@sanantonio.gov.
- b. Entrance and parking instructions to City Tower, 18th floor Conference Room can be found as an attachment in the <https://www.sanantonio.gov/purchasing/biddingcontract/opportunities>.
- c. All attendees must check-in with City's procurement staff member present to sign-in.
- d. Attendees understand attendance at these in person meetings is voluntary and assume all risk.

Staff Contact Person: Valeri Jasso, Procurement Specialist III, valeri.jasso@sanantonio.gov

Evaluation Committee Voting Members:

Jackie Mendez, Contracts Manager, Parks & Recreation Department
Shanea Allen, Parks & Recreation Manager, Parks & Recreation Department
Carisa Gamez, Contracts Manager, Convention Events Sports Facilities
Tony Canez, Division Chief Capital Projects & Venues, Bexar County
Marco Barros, President, Marco Barros Management

Pursuant to Section 011 – Restriction 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 RFP proposal from the time the RFP 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 RFP 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 RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on December 6, 2022**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Valeri Jasso, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
valeri.jasso@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/irj/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).

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at vendors@sanantonio.gov with “SAePS Portal” on the subject line so this can be expedited.