

## ADVERTISEMENT INFORMATION ONLY

### Solicitation Type and Name: **Request for Proposals – Affordable Rental Housing Development Gap Funding**

Solicitation Number: RFP 23-143; RFx 6100017395

Description: Neighborhood and Housing Services Department - Division of Grants Monitoring and Administration (City) is seeking proposals from non-profit and for-profit developers that need gap funding for their multi-family residential new construction, multi-family preservation/ rehabilitation, multi-family transitional housing, or permanent supportive housing project. The proposed project should serve households at 60% of the area median income (AMI) with priority to serve some families at 30% of the area median income (AMI) while also meeting the HOME program objective to provide safe, decent, affordable housing to lower-income households. At the time of submittal, the organization should have secured site control and have conditionally secured all non-federal funding.

The City will allocate any available and identified program income or program savings, along with the CDBG & HOME funds specifically allocated for these activities in the FY 2024 Annual Action Plan that will be considered by City Council on 8/3/2023.

Applicable Product Categories: 90923 + Building Construction, Residential Apartments, Etc.

**Date Issued: October 6, 2023**

**Due Date & Time: November 20, 2023, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on October 13, 2023, 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 320 8405 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m870a08239ef7e3220f2469862f7861b2>

Staff Contact Person: Stephen Muñoz, Procurement Specialist III, [stephen.muniz@sanantonio.gov](mailto:stephen.muniz@sanantonio.gov)

#### **Evaluation Committee Voting Members:**

Lori Houston, Assistant City Manager, City Manager's Office

Veronica Garcia, Director, Neighborhood Housing Services Department

Veronica Gonzalez, Assistant Director, Neighborhood Housing Services Department

**Colton Powell, Grants Manager, Neighborhood Housing Services Department**

Sandip Sen, Director of Service, Planning, and Scheduling, VIA

Golda Obinzu, Sustainability Manager, Office of Sustainability

**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 or 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 October 16, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail. Questions submitted and the City’s responses will be posted with this solicitation.

**Stephen Muñoz, Procurement Specialist III**  
**City of San Antonio, Finance Department – Purchasing Division**  
[stephen.muniz@sanantonio.gov](mailto:stephen.muniz@sanantonio.gov)

**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](mailto:vendors@sanantonio.gov) with “SAePS Portal” on the subject line so this can be expedited.

