

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Climate Action Planning Services for the City of San Antonio**

Solicitation Number: RFP 24-013; RFx 6100017502

Description: The City of San Antonio, Office of Sustainability is requesting a consultant for the development of the Priority Climate Action Plan (PCAP) and Comprehensive Climate Action Plan (CCAP) for the thirteen county AACOG service area as part of EPA's [Climate Pollution Reduction Grant Program](#). In addition, as part of this process, the City will update its 2019 SA Climate Ready Climate Action and Adaptation Plan.

Applicable Product Categories: 90664 – Planning, Urban, Community, Regional, Area wide, and State

Date Issued: October 20, 2023

Due Date & Time: December 4, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on Friday, October 27, 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:** 2631 629 0692 | **Meeting Password:** GkF9FXWmd24

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m0b6dec3136655c946cf23837bc1f340d>

Staff Contact Person: Gregory Desir, Procurement Specialist III, Gregory.desir@sanantonio.gov

Evaluation Committee Voting Members:

Douglas Melnick, Chief Sustainability Officer, Office of Sustainability
Julia Murphy, Deputy Chief Sustainability Officer, Office of Sustainability
Andra Nava-Garcia, Sustainability & Renewable Energy Manager, Office of Sustainability
Jennifer Mata, Director, Diversity, Equity, Inclusion & Accessibility
Angela Rodriguez, Climate Strategy & Sustainability, CPS Energy
Ryan Weber, Director of Operations for the Global Climate Program, WRI/SA Climate Ready
Advisory Committee Member
Lyle Hufstetler, Natural Resources Project Administrator, AACOG

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 Tuesday, October 31, 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.

Gregory Desir, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Gregory.Desir@sanantonio.gov

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). 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.

