

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Parks & Recreation ADA Assessment and Transition Plan**

Solicitation Number: **RFP 24-139; RFX 6100018262**

Description: The City of San Antonio Parks & Recreation Department is requesting proposals from qualified firms to assist with implementing a comprehensive update of the Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan as required by Title II of the ADA. The City is specifically looking for firms that specialize in providing ADA consulting as a core business function and experienced in evaluating the accessibility of parks, park trails, recreational facilities, and natural areas.

Applicable Product Categories: 91825 Compliance Consulting, Including American Disabilities Act (ADA)

Date Issued: September 4, 2024

Due Date & Time: October 18, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at **9:00 a.m., Central Time, on September 11, 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:** 2631 215 0810

Meeting Password: eCxMJJaDq354

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mff464e894dd123da2b9ac445b5c11aba>

Staff Contact Person: Gene Gentry, Procurement Specialist III, gene.gentry@sanantonio.gov

Evaluation Committee Voting Members:

Homer Garcia III, Director, Parks & Recreation Department

Jacquelyn (Lyn) Kinton, Administrator, Parks & Recreation Department

Ryan Harrison, Assistant to the Director, Parks & Recreation Department

Deborah Scharven, Accessibility Compliance Mgr. Diversity, Equity, Inclusion & Accessibility Department

Catherine Hernandez, Director, Transportation Department

Sharon Newhardt, Director of Inclusion and Culture, Morgan's

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 September 16, 2024**. 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.

Gene Gentry, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Gene.Gentry@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 with “SAePS Portal” on the subject line so this can be expedited.

