

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Affordable Single-Family Housing Development Gap Funding**

Solicitation Number: RFP 25-032; RFx 6100018693

Description: The City of San Antonio's Neighborhood and Housing Services Department (NHSD) Division of Grants Monitoring and Administration is seeking proposals from organizations that need gap funding for projects involving the development of new construction and/or rehabilitation of affordable single-family homes. The City of San Antonio (City) has allocated up to \$5,000,000 in Community Development Block Grant (CDBG) & HOME Investment Partnerships Program (HOME) funding specifically for these activities in the FY 2025 (PY 2024) Annual Action Plan. The proposed project should meet the HOME program objective to provide safe, decent, affordable housing to lower-income households at 80% or lower of the area median income. At the time of submittal, the organization should have secured site control and have conditionally secured all non-federal funding.

Applicable Product Categories:
90954 – Home Construction, Single Family

Date Issued: December 10, 2024

Due Date & Time: January 24, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 11:00 a.m., Central Time, on December 20, 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:** 2633 702 2671 | **Meeting Password:** rKYsRpwy772

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mdcfe89c1a6e83477696dbc3a91a2ad14>

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

Evaluation Committee Voting Members:

Lori Houston, Assistant City Manager, City Manager Office

Veronica Gonzalez, Assistant Director, Neighborhood and Housing Services Department

Mark Carmona, Chief Housing Officer, Neighborhood and Housing Services Department

Cathleen Crab, Senior Architect, Public Works Department

TBD, VIA Transportation Representative

TBD, Planning Department Representative

TBD, Housing Commission Representative



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 January 3, 2025**. 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/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.

