

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Proposals – Community Land Trust Funding for Affordable Housing**

Solicitation Number: RFP 25-138; RFx 6100019305

Description: The Neighborhood and Housing Services Department (NHSD) is seeking proposals from local Community Land Trusts and non-profit organizations (Respondent) with demonstrated experience and strong financial resources to acquire, rehabilitate, or build new single-family homes for affordable housing developments to prioritize income-based housing for low-income households with a restrictive affordability covenant of no less than 99 years. A designation is not required to apply for funding; however, the city will require Respondents to be designated as a Community Land Trust to be eligible for funding no later than 90 days from the time of award.

Applicable Product Categories:

91827 - Community Development Consulting

90923 - Building Construction, Residential, Apartments, etc.

90954 - Home Construction, Single Family

97163 - Real Estate: Land and Improvements

**Date Issued: October 29, 2025**

**Due Date & Time: January 12, 2026, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on November 10, 2025, 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:** 2334 745 4673 | **Meeting Password:** CLT2025

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m68ba7e97fa8640b35bcc8527d1123b0e>

Staff Contact Person: Gabriel Hernandez, Procurement Specialist III,

[Gabriel.Hernandez2@sanantonio.gov](mailto:Gabriel.Hernandez2@sanantonio.gov)

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

Veronica Garcia, Director, Neighborhood and Housing Services Department

Ian Benavidez, Deputy Director, Neighborhood and Housing Services Department

Mark Carmona, Chief Housing Officer, City Manager's Office

Sara Wamsley Estrada, Affordable Housing Administrator, Neighborhood and Housing Department

Jason Gray, Project Manager, DSD

Pedro Alanis, San Antonio Housing Trust

TBD, OHP

TBD, Citizen Bond Committee Member



The following restrictions on communications apply to City solicitations. 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 proposal/bid from the time the solicitation has been released until the contract is posted for consideration as an agenda item at a City Council "A" session or a City Manager Contract Approval Review meeting; 2) City employees from the time the proposal/bid has been released until the contract is approved at a City Council "A" session or by City Manager.

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 November 17, 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.

**Gabriel Hernandez, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Gabriel.Hernandez2@sanantonio.gov](mailto:Gabriel.Hernandez2@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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

