

ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: RFP 26-017; RFx 6100019399

Description: The City of San Antonio's Neighborhood and Housing Services Department (NHSD) Division of Grants Monitoring and Administration is seeking proposals from non-profit and for-profit developers that need support involving the development of new construction and/or rehabilitation of affordable single-family homes. The proposed project should provide safe, decent, affordable housing options for sale to lower-income households at 80% or lower of the area median income. At the time of submittal, the organization may have secured site control and should have conditionally secured all other funding sources. The City of San Antonio (City) has allocated up to \$2,266,843 in Community Development Block Grant (CDBG) funding specifically for these activities in the FY 2026 (PY 2025) Annual Action Plan. Additionally, the City may allocate available and identified program income or program savings of HOME Investment Partnerships Program (HOME) and CDBG funding for these purposes.

Applicable Product Categories: 90954 – Home Construction, Single Family

Date Issued: December 2, 2025

Due Date & Time: January 16, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 11:00 a.m., Central Time, on December 12, 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:** 2345 825 0030 | **Meeting Password:** JQbUpb67Dn8

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m897db09ffb0523533a2a3515d8bae5bc>

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

Evaluation Committee Voting Members:

Justina Tate, Assistant City Manager, City Manager Office

Veronica Garcia, Director, Neighborhood and Housing Services Department

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

Cory Edwards, Deputy History Preservation Officer, Office of Historic Preservation

Cathleen Crabb, Senior Architect, Public Works Department

Heather Yost, Senior Planner, Planning and Community Development

Abigail Kinnison, Director of Capital Programs, VIA Transportation

Deborah Scharven, Accessibility Compliance Manager, Compliance, Opportunity & Access Department



Jason Gray, Project Manager, Development Services Department

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 December 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.

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.

