



CITY OF SAN ANTONIO

REQUEST FOR PROPOSALS (RFP)

ON-CALL ASBESTOS ABATEMENT SERVICES (ASBESTOS, LEAD, MOLD, AND INDUSTRIAL WASTE) RFP: 2026-042

Release Date: March 17, 2026

Proposals Due: May 1, 2026, at 2:00 PM Central Time (CT)

This solicitation has been identified as High-Profile.

PROHIBITED CAMPAIGN CONTRIBUTIONS

Prohibition against Campaign or Officeholder Contributions for Individuals and Entities Seeking High-Profile Contracts. Under Section 2-309 of the Municipal Campaign Finance Code, the following are prohibited from making a campaign or officeholder contribution to any member of City Council, candidate for City Council or political action committee that contributes to City Council elections beginning on the *10th business day after a contract solicitation has been released through the 30th calendar day following the approval by City Council (“blackout” period):

1. Any individual seeking a high-profile contract;
2. Any owner, officer, officer of board, executive committee member, and general board member of an entity seeking a high-profile contract;
3. The legal signatory of the high-profile contract;
4. Any attorney, lobbyist or consultant hired or retained to assist the individual or entity in seeking a high-profile contract;
5. Subcontractors hired or retained to provide services under the high-profile contract;
6. Any first-degree member of the household of any person listed in (1), (2), (3) or (5) of this subsection; and
7. Any corporate political action committee (PAC) established or formed by the entity seeking a high-profile contract.

A high-profile contract cannot be awarded to the individual or entity if a prohibited contribution was made by any of these individuals during the “blackout” period.

****For this solicitation, the first day contributions are prohibited is April 1, 2026.***

The first day contributions may be made is the 31st day after the contract is approved at a City Council “A” Session.

RESTRICTIONS ON COMMUNICATIONS

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.

Restrictions extend to “thank you” letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by Respondent.

Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent’s proposal from consideration.

For additional information, see the section of this RFP entitled “Restrictions on Communication”.

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ON-CALL ASBESTOS ABATEMENT SERVICES (ASBESTOS, LEAD, MOLD, AND INDUSTRIAL WASTE) RFP: 2026-042

I. BACKGROUND

The City of San Antonio (City), Capital Delivery Department (CDD) is seeking proposals from qualified firms (Respondents) through this Request for Proposals (RFP), to provide on-call or as needed environmental abatement services (asbestos, lead, mold, & industrial waste) for various City projects in various locations. Typical work to be performed consists of asbestos and lead abatement, mold remediation, and industrial waste removal, transportation, and disposal. Although there are aspects for performance that require specialized training and certification, these services do not require professional engineering services. Awarded firms (Contractors) will be required to follow abatement and/or industrial waste specifications, and local, State, and Federal regulations when handling these materials.

The awarded Contractors shall provide environmental abatement services on an as-needed basis for time sensitive situations in connection with this RFP and resulting Contract(s) for a three-year initial term with an option to extend two (2), one-year renewal periods for a total contract(s) not to exceed amount of \$4,500,000.00, for all contracts awarded and all terms to include initial terms and extensions. The City anticipates awarding multiple contracts as a result of this RFP.

II. SCOPE OF WORK AND GENERAL REQUIREMENTS

This On-Call Contract will use Indefinite Delivery Orders (IDO) and Indefinite Delivery Quantities (IDQ) to respond to and perform environmental abatement-related activities mentioned above. The services to be provided will be used on an as-needed basis. Work to be performed under this Contract will consist of the removal of asbestos-containing materials (ACM), lead-based paint and mold, and industrial waste materials (such as PCB-containing ballasts, mercury-containing fluorescent lamps, etc.) from City facilities and unsafe structures scheduled for demolition. As directed, the Contractor shall remove ACM and industrial waste from City facilities scheduled for demolition and/or renovation. The structure's condition may be in varying states of degradation, with some flood, fire, and/or structural damage. The Contractor must have the training, experience, and professional knowledge to manage the different tasks under this Contract. The Contractor will be required to generate, maintain, and provide copies of waste manifests to the CDD, Environmental Management Division (EMD), when rendering disposal services. The services to be provided in this Contract will be used on an as-needed basis.

The scope of work may include projects that require immediate response (24 hours after the initial notification to Contractor by the City). Most of the work orders will require the Contractor to mobilize to the site as indicated by the City and complete the scope of work within the proposed time specified in the approved proposal.

The City does not guarantee any minimum quantity of work associated with this contract. Actual payment will be based on the documented quantities and the appropriate unit prices. Any work requiring tasks with materials or services not included in the Price Proposal is subject to negotiation between the City and the Contractor.

Plans and Specifications of the Construction Documents: Documents may be downloaded on the CivCast website at <https://www.CivCastusa.com/bids>. Questions received from potential respondents shall be answered by the City by posting on the CivCast website. All provisions and requirements of such issued addenda shall supersede or modify affected portions of the Specifications. All addenda are a part of the Project's Contract Documents. No other explanation or interpretation regarding provisions and/or requirements shall be considered official or binding upon City. Addenda shall be posted on the CivCast website at <https://www.CivCastusa.com/bids>, along with the Project solicitation documents. Respondent understands and agrees that Respondent is responsible for obtaining all issued Addenda and adhering to all requirements in any issued Addenda. City shall not be responsible for incorrect information obtained through other sources.

III. SCHEDULE OF EVENTS

The following tentative schedule has been prepared for this project:

Pre-Submittal Conference:	March 30, 2026, at 9:30 a.m. CT
Deadline for Submission of Written Questions:	April 17, 2026, at 4:00 p.m. CT
Responses Due:	May 1, 2026, at 2:00 p.m. CT
Evaluation of Proposals – (Interviews, if necessary)	May/June 2026
Anticipated City Council Consideration	August 2026

IV. PRE-SUBMITTAL CONFERENCE

A non-mandatory Pre-Submittal Conference is scheduled, for **March 30, 2026, at 9:30 a.m. CT**. The Pre-Submittal Conference will be held via WebEx meeting. Prospective Respondents may join the WebEx using the following instructions:

Join by phone: 1-415-655-0001

Meeting number (access code): 2339 349 0248

Meeting password: COSA26

Join from meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m9fb11834d5a1c04c52467981d4485565>

Attendance at the Pre-Submittal Conference is optional, but highly encouraged. Respondents who join the WebEx Pre-Submittal Conference are required to sign into the meeting using a QR code provided only during the meeting. This will confirm Respondent's attendance and participation for the Pre-Submittal meeting through WebEx.

Respondent is encouraged to submit written questions concerning this RFP through the CivCast website at least five (5) calendar days in advance of the Pre-Submittal Conference, in order to expedite the proceedings. City's responses to questions received by this due date may be distributed at the Pre-Submittal Conference, as well as being posted on the CivCast website at <https://www.CivCastusa.com/bids>.

Any oral responses provided by City staff at the Pre-Submittal Conference shall be preliminary. A written summary of the Pre-Submittal Conference shall contain City's official responses to issues raised during the Pre-Submittal Conference and posted on the CivCast website at <https://www.CivCastusa.com/bids>. Any oral response given at the Pre-Submittal Conference that is not confirmed in the posted written summary from the Pre-Submittal Conference or in a subsequent addendum shall not be official or binding on City. Only written responses shall be official. All other forms of communication with any officer, employee or agent of City shall not be binding on City.

City's responses to questions received by this due date may be discussed at the Pre-Submittal Conference, as well as being posted on the CivCast website at <https://www.CivCastusa.com/bids>.

V. PROPOSAL DOCUMENT REQUIREMENTS AND EVALUATION CRITERIA

City will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP within forty-five (45) days of receipt of the proposals. City will appoint a selection committee to perform the evaluation of the received proposals. Each proposal received by City shall be analyzed to determine overall responsiveness and qualifications to the RFP. The selection committee may select Respondents who are judged to be reasonably qualified for interviews, depending on whether further information is needed. Interviews are not an opportunity to change a submission. If the City elects to conduct interviews, Respondents may be interviewed and re-scored based upon the same criteria. City may also request information from Respondents at any time prior to final approval of a selected Respondent or seek best and final offers from Respondents deemed reasonably qualified for award. Final approval of a selected Respondent is subject to the action of the San Antonio City Council.

Respondent's proposal must include the following items included in the Submittal Checklist & Table of Contents (**Form 1**) in the following sequence, combined in PDF format:

- 1. SUBMITTAL CHECKLIST AND TABLE OF CONTENTS (Form #1) (Indexed and labeled as "Tab 1")** – Respondent must complete this form, which must be used as the Table of Contents and as a checklist for Respondent's submittal.
- 2. EXECUTIVE SUMMARY (Indexed and labeled as "Tab 2")** – Respondent must include a one (1) page Executive Summary at the beginning of the Statement of Qualifications. Respondent's Executive Summary must state the number of years Respondent's team has been in business, Respondent's number of years in business in its local office, Respondent's local office address and the number of employees employed in Respondent's local office.
- 3. CONTRACT TEMPLATE AND GENERAL CONDITIONS REVIEW (Indexed and labeled as "Tab 3")** – Respondent must review the Contract Template General Conditions, provided and labeled as RFP **Exhibit A and B**, and provide **written acknowledgment that Respondent accepts the terms, conditions and requirements** of the City's Contract template and General Conditions, in Respondent's submitted proposal under **"Tab 3"**.
- 4. LETTERS OF REFERENCE (required) (Indexed and labeled as "Tab 4")** – Respondent and Co-Respondents must provide a maximum of five (5) letters of reference including contact information projects completed within 5 years.
- 5. STATEMENT OF QUALIFICATIONS** – Respondent must provide a narrative document, as outlined in the **Statement of Qualifications** below, addressing all evaluation criteria in **Section V** of this RFP considering the project defined in this solicitation. Sufficient information regarding Respondent's past projects and key personnel's experience must be provided in Respondent's proposal to indicate its team, to include subcontractors, has met or exceeded the minimum qualifications provided in **Section V** of this RFP in proposal.

The following Evaluation Criteria shall be used, in recommending the award of this Contract:

A. Experience, Background and Qualifications of Respondent, Key Personnel, Key Subcontractors (40 Points)

Respondent must respond to the following items, as they relate to Scope of Work:

1. **Experience (Indexed and Labeled as “Tab 5”)** – City will consider the relevance of past-experience of Respondent. Respondent must provide a narrative, on (1) page, describing the Respondent’s and team’s qualifications, to include subcontractors, as related to the referenced scope of services in this solicitation.

2. **Project Sheets (Indexed and Labeled as “Tab 6”)** – Respondent’s proposal must include five (5) project sheets, limited to one (1) page for each project included, which must describe similar construction projects Respondent has **completed** within the last five (5) years. Each project sheet must include the following:
 1. Name, description and dollar value of the completed project, including any similarity to the Project defined in this solicitation.
 2. Start and ending date of project.
 3. Project Manager.
 4. Superintendent.
 5. Cited project’s original and final construction contract amounts (explain inconsistencies);
 6. Cited project’s proposed completion date and the actual completion date achieved (explain inconsistencies);
 7. Cited project’s owner’s name and the name of the representative (if different) who served as the day-to-day liaison for the cited project, in the following format:
 - a. Name of Owner: _____
 - b. Name of Owner’s representative: _____
 - c. Representative’s Phone Number: _____
 - d. Representative’s E-mail: _____

3. **Proposed Key Personnel/Organizational Chart (Indexed and Labeled as “Tab 7”)** – Provide a detailed organizational chart of Respondent’s proposed team, including subcontractors, identifying key personnel and subcontractors who will be committed to work on the various tasks for this Contract.

Label assignments as:

- Project Manager
- Superintendent
- Supervisor/Crew Leader

4. **Resumes (Indexed and Labeled as “Tab 8”)** – Respondent must submit one (1) page resumes for all its key team members, to include subcontractors. Resumes should link to project sheets and may also include additional previously completed relevant projects not highlighted in the project sheets.

Resumes also must include:

- The license type (if applicable) and number of years licensed,
- Number of years employed with the firm,
- Number of years’ experience in the proposed role corresponding to the assignments included in the organizational chart,
- City of residence

B. Understanding of the Project and Proposed Management Plan (25 Points)

Respondent must describe its understanding of the Project and specific issues and challenges Respondent likely sees must be involved, as well as the availability of labor resources (Respondent's capacity to perform) in executing the scope of work required. Respondent must submit information in a brief narrative plan clearly and concisely describing the challenges it foresees and its approach to managing the Project.

1. Project Understanding (Indexed and Labeled as "Tab 9")

Respondent must limit its response to the following items to two (2) page:

- Describe Respondent's understanding of the primary objectives of the Project; and
- Describe the constraints and technical challenges related to abatement during design and construction. Respondent foresees and Respondent's approach to addressing each.

2. Construction Management Plan (Indexed and Labeled as "Tab 10")

Respondent must limit its response to the following items to a total of three (3) pages:

- Describe Respondent's project management approach and team organization, for the provision of the services outlined in this solicitation.
- Describe Respondent's Quality Control/Quality Assurance process, approach and capabilities to maintain quality control of the abatement activities documentation prior to or during construction documents and construction.
- Describe Respondent's approach to managing the quality of Subcontractors.
- Describe Respondent's ability to coordinate work with all Project stakeholders.
- Describe Respondent's approach to assuring timely completion of abatement activities, including methods for schedule recovery, if necessary.
- Describe Respondent's plan for executing the project and provide a basic abatement schedule that identifies perceived critical path items and milestones within the project scope.
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- Describe Respondent's project management approach and team organization, for the provision of the services outlined in this solicitation.
- Describe Respondent's Quality Control/Quality Assurance process, approach and capabilities to maintain quality control of the abatement documents prior to or during construction.
- Describe Respondents approach to scheduling work around on-going operations, while minimizing disruption of the facility and its function and ensuring completion by January 31, 2025.
- Describe Respondent procurement plan and how it will coordinate with overall work to minimize disruptions to the facility and its functions.
- Identify all key materials and equipment in which lead times will present a challenge to scheduling.
- Describes Respondents logistics plan to include material laydown, fencing, demo disposal, parking and facility protection.
- The City has implemented Ready to Work which is an education and job placement program. Respondents can learn more about this initiative at Ready to Work (www.sanantonio.gov) whose goal is to connect residents to career opportunities. Describe how Respondent can leverage this initiative in their training and hiring practices.

C. Experience with the San Antonio Region & Past Performance- (20 Points) (Indexed and Labeled as “Tab 11”)

1. The City is interested in evaluating Respondent’s team (including Sub-consultants(s), if applicable) experience with local processes and practices, as may be evidenced by work in San Antonio and/or the surrounding area, during the past five (5) years. In narrative form, using a maximum of two (2) pages for Respondent’s response and one (1) page for Subcontractor(s) response, if applicable, briefly describe Respondent’s team experience in the areas listed below, referencing projects relating to that experience. (Note: Respondent may reference projects included in the project sheets under **Criteria A** above, but no additional project sheets shall be provided for this criterion, as the response shall be in narrative form.)

- a. Abatement costs and practices.
- b. Environmental conditions and constraints.
- c. Involvement in project development as it relates to public awareness in the project’s local area.
- d. Respondent’s experience with private and public utilities in the San Antonio or surrounding area including SAWS and CPS.
- e. Municipality Design Guidelines

2. More than one (1) project may be referenced per page, and projects should be discussed in reverse chronological order. (Note: Respondent may reference projects by project name included in the project sheets under **Criteria A** above or include other projects, but no additional project sheets shall be provided for this criterion, as the response shall be in narrative form.) If Respondent is referencing a project that is not included in the project sheet section, please include the following information:

- a. Project name and description of scope.
- b. Respondent’s project role and work performed.
- c. Names of Respondent’s team members who worked on the project, if applicable.
- d. The contact information of the project’s owner or representative (if different) including name, email, and phone number.

Note a portion of the scoring for this **Section C** may be based on City’s Contractor’s/Consultants’ Scorecard, experience with City projects and/or other documentation generated by City staff and previous City Consultants on other City projects. City shall consider the history of Respondent in complying with project programs, schedules and budgets on previous City projects. No items shall be submitted by Respondent for this criterion. **Respondent shall not be penalized if it has not done work on City of San Antonio projects.** Specific items used for consideration may include, but are not limited to:

- a. Timely completion of City projects.
- b. Cooperative working relationship with City.
- c. Prompt payment of Sub-Contractors at all levels.
- d. Compliance with other City contract terms.
- e. Compliance with City Ordinances on substitution/addition/deletion of Sub-consultants.
- f. Compliance with City standards.
- g. Conformance to City budget requirements.

3. Reference checks, may be performed with Owners indicated on the submitted project sheets submitted as Tab “6”, and considered as part of this criteria.

D. Price Proposal (15 Points)

City will evaluate Respondent’s **Price Proposal**. Respondent’s must enter Price Proposal in the **Bid Form** section of the CivCast website at <https://www.CivCastusa.com/bids>. The submitted Price Proposal reflecting the lowest price total including the base proposal, allowances (if any) and all alternates (if any) will receive the maximum fifteen (15) points. Refer to formula and example listed below:

Formula: Lowest price proposal/Firm's price proposal X 15 points = Score

Example:

RESPONDENT:	PROPOSAL AMOUNT (INCLUDING ALLOWANCES AND ALL ADDITIVE/DEDUCTIVE ALTERNATES):	CALCULATION:	POINTS AWARDED:
A	\$650,000.00	595,000/650,000 x 15	13.73
B	\$625,000.00	595,000/625,000 x 15	14.28
C	\$600,000.00	595,000/600,000 x 15	14.88
D	\$595,000.00	595,000/595,000 x 15	15.00

Below is the Evaluation Criteria Summary for this RFP:

Evaluation Criteria Summary	Maximum Points
A. Experience, Background, Qualifications of Respondent, Key Personnel, and Key Sub-Contractors	40
B. Understanding of the Project and Proposed Management Plan	25
C. Experience with the San Antonio Region & Past Performance	20
D. Price Proposal	15
Total Maximum	100 Points

Required Forms (to be uploaded individually in CivCast):

City shall conduct due diligence and analysis of the following required forms:

- 1. SUBMITTAL COVER/SIGNATURE SHEET (Form #2)** – Respondent and Co-Respondents must include the completed Submittal Cover/Signature Sheet with the other required forms. The Submittal Cover/Signature Sheet must be signed by a person (or persons) authorized to bind Respondent and the entity/entities submitting the response. Signature pages signed by a person

other than an officer of the company or partner of the firm must be accompanied by evidence of authority. Joint ventures submittals require signatures from all firms participating in the joint venture. Submitting joint ventures are required to provide legal proof of the joint venture, such as a joint venture agreement.

- 2. CONTRACTS DISCLOSURE FORM (Form #3)** – Complete and submit a Contracts Disclosure Form with the proposal. The Contracts Disclosure Form may be downloaded and completed electronically at: <https://webapp1.sanantonio.gov/ContractsDisclosure/>

Click on the “Print” button at the bottom of the page and place a copy in proposal response as indicated in the Proposal Checklist.

- 3. LITIGATION DISCLOSURE FORM (Form #4)** – Respondent, Co-Respondent and all subcontractors on this project must complete a Litigation Disclosure Form, utilizing additional pages for explanation, if necessary, and submit the completed form. If Respondent is proposing as a team or joint venture, each party to that team or joint venture shall complete and submit a separate Litigation Disclosure Form.

- 4. DISADVANTAGE BUSINESS ENTERPRISE (DBE) PROGRAM GOOD FAITH EFFORT PLAN (Form #5)** – Respondent shall submit a completed DBE Good Faith Efforts Plan.

- 5. DISADVANTAGE BUSINESS ENTERPRISE (DBE) PROGRAM COMMITMENT AGREEMENT FORM (Form #6)** – Respondent shall submit a completed DBE Commitment Agreement Form. The PW Department and/or its consultants agree to ensure that DBEs as defined in 49 CFR Part 26 (Exhibit C) have an equal opportunity to participate in the performance of contracts financed in whole or in part with federal funds provided under this agreement. In this regard the PW Department and its Consultants shall not discriminate on the basis of race, color, national origin, gender, or disability in the award and performance of TXDOT-assisted contracts.

THE DBE GOAL FOR THIS CONTRACT WILL BE 0%.

- 6. VETERAN-OWNED SMALL BUSINESS PROGRAM TRACKING FORM (VOSB) (Form #7)** – Respondent must submit a completed and signed VOSB Tracking form with this solicitation. This solicitation is not eligible for a preference based on status as a veteran-owned small business (VOSB). Nevertheless, in order to determine whether the program can be expanded at a later date, the City tracks VOSB participation at both prime contract and subcontract levels. San Antonio City Code Chapter 2, Article XI describes the City’s veteran-owned small business preference program.

- 7. LOCAL PREFERENCE PROGRAM (LPP) IDENTIFICATION FORM (Form #8)** – Respondent must submit a completed and signed LPP Identification form with this solicitation. The City of San Antonio Local Preference Program, described in the San Antonio City Code Chapter 2, Article XII, establishes a local preference for specific contracting categories. Each time a bidder or respondent submits a bid for a solicitation, this Local Preference Program Identification Form must be completed and turned in with the solicitation response in order to be identified as a City Business and receive the preference described below. The City will not rely on Local Preference Program Identification Forms submitted with prior or contemporaneous bids or proposals.

- 8. HEAT ILLNESS PREVENTION ACKNOWLEDGMENT FORM (Form #9)** – Respondent and Co-Respondents must include the complete the Heat Illness Prevention Acknowledgment form

with this solicitation. Effective August 31, 2023, the Heat Illness Prevention Ordinance implemented requirements to certain City-funded contracts involving activities in outdoor and unconditioned spaces. For more detailed information on the Heat Illness Ordinance, see Ordinance No. 2023-08-31-0585 and General Conditions for Construction Contract, Article X.1.5 and Art.X.2.3(a).

9. **LETTER OF INSURABILITY** – Submit a letter from insurance provider stating provider’s commitment to insure the Respondent for the types of coverages and at the levels specified in this RFP if awarded a contract in response to this RFP. Respondent shall also submit a copy of their current insurance certificate.
10. **CERTIFICATE OF INTERESTED PARTIES TEC FORM 1295** – The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Chapter 46 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity:

Form 1295 must be completed online. It is available from the Texas Ethics Commission by accessing the following web address:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm.

Print your completed Form 1295. Submit your signed Form 1295 with your response to this solicitation. Where requested to provide the name of the public entity with whom you are contracting, insert “City of San Antonio”. Where requested to provide the contract number, provide the solicitation number shown on the cover page of this solicitation (e.g., IFB 6100001234, RFO 6100001234 or RFP 6100001234).

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

“Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency. (NOTE: The City of San Antonio should never be listed as the “Business entity”.)

“Controlling interest” means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers. Subsection (3) of this section does not apply to an officer of a publicly held business entity or its wholly owned subsidiaries.

“Interested party” means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) an intermediary.

“Intermediary,” for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

- (1) receives compensation from the business entity for the person’s participation;

(2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and

(3) is not an employee of the business entity or of an entity with a controlling interest in the business entity.

Publicly traded business entities, including their wholly owned subsidiaries, are exempt from this requirement and are not required to submit Form 1295.

City shall review Form 1295 as part of the Minimum Requirements Review performed upon all proposals received. Deficiencies in or missing Form 1295 shall not be a disqualifying error. Instead, City shall notify a Respondent of any requirements to cure the deficiency and/or to submit/re-submit Form 1295 within two (2) days of notice to remain eligible to be considered for a contract award. If applicable, City shall include the selected Respondent's Form 1295 in its package prepared for the San Antonio City Council's consideration for contract award.

VI. SUBMISSION INSTRUCTIONS

Online proposal submission must be via CivCast at <https://www.CivCastusa.com/bids>. Online submission services will open for submitting proposals on **Tuesday, March 17, 2026**, and close (proposal due date) on **Friday, May 1, 2026, at 2:00 p.m. CT**. Follow submittal instructions on <https://www.CivCastusa.com/>.

For Proposal Opening or reading aloud of proposals, the names of the Respondents and proposal amounts will be publicly read aloud through WebEx meeting at **2:00 p.m., CT**, on the day the bids are due. Respondents may join the WebEx using the following instructions:

Join by phone: 1-415-655-0001

Meeting number (access code): 177 023 1452

Meeting password: 3HrMPWvWr58

Join by meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mc7e4d1be209b5a788596e6963fa96dc7>

Hard copies and proposals sent by facsimile or email will not be accepted.

Please adhere to the following criteria:

- Pages equal front only
- No smaller than 11-point font.
- Be succinct and clear.
- Keep your submittal relevant to the target project.
- Each submittal shall include the sections and attachments in the sequence listed in the **Section V**, Submittal Document Requirements & Evaluation Criteria, with each section divided by tabs and indexed, as indicated in this RFP.
- All pages shall be numbered, and all sections shall adhere to page limits. If a section does not have a page limit specified, there are no page limits for that section.

To correctly submit a response to this RFP, Respondent must reveal, disclose and state the true and correct name of the individual, proprietorship, corporation and/or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any) submitting the response. The true and correct name must comport exactly

with the corporate and franchise records of the Texas Secretary of State and Texas Comptroller of Public Accounts. Individuals and proprietorships, if operating under other than an individual name, must match with exact Assumed Name filings. Corporate Respondents and limited liability company Respondents must include the 11-digit Comptroller's Taxpayer Number on the signature page of the Proposal.

Co-Respondents are two (2) or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondents and should not be identified here. If you are conducting business in Texas, it is likely you will have to register your business with the State Comptroller. Depending on the type of business you conduct, you may also be required to obtain a permit, collect and or pay tax, and file tax returns.)

(If Respondent/Co-Respondents are not registered with the Texas Secretary of State, please note the City of San Antonio requires Respondents selected for award of a contract to register with the Texas Secretary of State. Changes to the registered agent or registered office information must always be filed with the Texas Secretary of State and comply with applicable statutory requirements. A sole proprietor, conducting business under an assumed name (a name other than the surname of the individual), shall file an assumed name certificate with the Office of the Bexar County Clerk. Any associated costs, fees or expenses should be considered in Respondent's price proposal.)

Respondent must comply with the Restrictions on Communication section of this RFP and shall not provide full or partial copies of its proposal submission to City officials or City employees, as defined by that section. Failure to submit a proposal in accordance with the prescribed process will result in Respondent's proposal being disqualified from consideration.

VII. AMENDMENTS TO RFP

Changes, amendments or written responses to questions received in compliance with **Section VIII**, Restrictions on Communication herein, will be posted on the CivCast website at <https://www.CivCastusa.com/bids>. It is Respondent's responsibility to review this site and ascertain whether any amendments have been made prior to submission of its proposal. If Respondent does not have access to the Internet, Respondent shall notify City, in accordance with **Section VIII**, Restrictions on Communication, that it wishes to receive copies of changes, amendments or written responses to questions by mail or facsimile.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in this RFP and all changes to this RFP, if any, will be made by City only in writing.

VIII. RESTRICTION ON COMMUNICATIONS

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.

Restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by Respondent.

Violation of this provision by Respondent and/or its agent may lead to disqualification of Respondent's proposal from consideration.

As used herein, City Official is defined as the Mayor; members of City Council; Municipal Court Judges and Magistrates; City Manager; Deputy City Manager; City Clerk; Deputy City Clerk; Assistant City Clerk; Assistant City Managers; Assistants to City Manager; all City department heads and assistant department heads; Internal Auditor and Assistant Internal Auditors; Compliance Auditor; Assistant to City Council; Assistants to City Council, including contract personnel; Assistant to Mayor; Assistants to the Mayor, including contract personnel; Executive Secretaries; Public Utilities Supervisor; members of bid committees; members of the Historic and Design Review Commission; Zoning Commission; and members of any board or commission that is more than advisory in nature.

Exceptions to the restrictions on communication with City employees include:

1. Respondent may ask verbal questions concerning this RFP at the Project's Pre-Submittal Conference.
2. Respondent may ask verbal questions concerning this RFP at the Project's Site-Visit Meeting if one is scheduled.
3. Respondent must submit questions concerning this RFP through the CivCast website at <https://www.CivCastusa.com/bids> until **April 15, 2026, at 4:00 p.m. CT**. Questions received after the stated deadline will not be answered.
4. Respondents and/or their agents are encouraged to contact the Contracts Division of the Capital Delivery/Public Works Department for assistance or clarification with issues specifically related to the City's Disadvantage Business Enterprise (DBE) Program policy and/or completion of the required DBE forms. Courtney McClure may be reached by telephone at (210) 207-4633 or by e-mail at courtney.mcclure@sanantonio.gov. After the solicitation closing date, there is no contact permitted to the Contracts Division regarding this solicitation. Respondent shall provide responses to any questions asked of it by City's Staff Contact Person and/or their designee about City's DBE Program both before and after responses are received and opened.
5. During interviews, if any, verbal questions and explanations will be permitted. If Respondent is invited for an interview and/or demonstration, the City requests Respondents limit the size of their team to no more than four (4) people of Respondent's choosing and subject to City's approval. Attorneys and/or lobbyists are strictly prohibited from attendance. If you are utilizing a subcontractor, a subcontractor representative should be included. The City reserves the right to exclude any persons from interviews as it deems in its best interest.

Upon completion of the evaluation process, Respondents shall receive a notification letter indicating the recommended firm, anticipated City Council agenda date, and a review of the solicitation process.

City reserves the right to contact any Respondent to negotiate if such is deemed desirable by City. Such negotiations, initiated by City staff persons, shall not be considered a violation by Respondent of this section.

IX. AWARD OF CONTRACT AND RESERVATION OF RIGHTS

City reserves the right to award one, more than one or no contract(s) in response to this RFP.

- A.** A Contract, if awarded, must be awarded to a Respondent whose proposal is deemed most advantageous to City, as determined by the selection committee and upon the approval by the San Antonio City Council.
- B.** City may accept any proposal in whole or in part. If subsequent contract negotiations are conducted, such negotiations will not constitute a rejection or alternate RFP on the part of City. However, final selection of a Respondent is subject to San Antonio City Council approval.
- C.** City reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP and to waive informalities and irregularities in any proposal received. City also reserves the right to terminate this RFP, reissue a subsequent solicitation and/or remedy technical error in the RFP process.
- D.** By executing the Submittal Cover/Signature Sheet, Respondent agrees to be bound by the terms therein. Respondent acknowledges it has received all Addenda and agrees to be bound by the terms, conditions and requirements of this submitted proposal, all documents listed in the RFP Submittal Checklist and Table of Contents, the enabling City Ordinance and all of the associated documentation that form the entire Contract to which Respondent shall be bound, upon the approval of the San Antonio City Council. All Contract documents are not binding on City until approved by the San Antonio City Attorney's office and the San Antonio City Council. No work shall commence on the subject Project until Respondent provides the necessary evidence of bonds and insurance required in City's General Conditions for City of San Antonio Construction Contracts and until City signs the Notice to Proceed. In the event the parties cannot negotiate within the time specified by City, City reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.
- E.** This RFP does not commit City to enter to an agreement or award any services related to this RFP, nor does it obligate City to pay any costs incurred by Respondent in the preparation or submission of a response or in anticipation of a contract.
- F.** City administers its design and construction management through an Internet-based management system. All vendors shall be required to use City's system and submit Project schedules as City dictates.

G. Prohibited Financial Interest

The Charter of the City of San Antonio and the City of San Antonio Code of Ethics prohibit a City officer or employee, as those terms are defined in §§ 2-42 and 2-52 of the Code of Ethics, from having a direct or indirect financial interest in any contract with City. An officer or employee has a "prohibited financial interest" in a contract with City or in the sale to City of land materials, supplies or service, if any of the following individual(s) or entities is a party to the contract or sale:

- A City officer or employee; their spouse, sibling, parent, child, or other family member within the first degree of consanguinity or affinity;
- An entity in which the officer or employee, or their parent, child or spouse directly or indirectly owns 10% or more of the voting stock or shares of the entity, or 10% or more of the fair market value of the entity; or

- An entity in which any individual or entity listed above is (i) a subcontractor on a City contract, (ii) a partner or (iii) a parent or subsidiary entity.

By submitting a proposal, Respondent warrants and certifies, and a contract awarded pursuant to this RFP is made in reliance thereon, that it, its officers, employees and agents are neither officers nor employees of the City.

- H. Respondent is required to complete and submit a Contracts Disclosure Form with the proposal. The Contracts Disclosure Form may be completed electronically:
<https://webapp1.sanantonio.gov/ContractsDisclosure/>

Click on the "Print" button at the bottom of the page and place a copy in your proposal response as indicated in the Proposal Checklist.

For more information on Ethics Code and Disclosures, please visit:
<https://www.sa.gov/Directory/Departments/OCC/Ethics>.

For more information on updates to the Ethics Code and Municipal Campaign Finance Code, approved by City Council on May 2, 2024, and were effective on October 1, 2024, please visit:
<https://www.sa.gov/Directory/Departments/OCC/Ethics/Revisions>. Resources are available to include a Vendor Frequently Asked Questions (FAQs) with key changes and compliance requirements for vendors working with the City, including non-profit organizations. Instructions and web-link to electronic form are included in **Form 3** of RFP.

- I. **Independent Contractor:** Respondent understands, accepts and agrees, if selected, it and all persons designated by it to provide services in connection with a contract, is/are and will be deemed to be an Independent Contractor(s), responsible for its/their respective acts or omissions, that City will in no way be responsible for Respondent's actions and that none of the parties to this award must have authority to bind the other or to hold out to third parties that it has such authority.
- J. **State of Texas Conflict of Interest Questionnaire (Form CIQ).** Chapter 176 of the Texas Local Government Code requires that persons, or their agents, who seek to contract for the sale or purchase of property, goods, or services with the City, shall file a completed Form CIQ with the City Clerk if those persons meet the requirements under §176.006(a) of the statute.

By law, this questionnaire must be filed with the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See §176.006(a-1), Texas Local Government Code. Form CIQ is available from the Texas Ethics Commission by accessing the following web address:
<https://ethics.state.tx.us/forms/conflict/>

In addition, please complete the **City's Addendum to Form CIQ (Form CIQ-A)** and submit it with Form CIQ to the Office of the City Clerk. The Form CIQ-A can be found at:
<http://www.sanantonio.gov/Ethics/ForCompliance/Vendors-And-Conflict-of-Interest-Reports>

When completed, the CIQ Form and the CIQ-A Form should be submitted together and mailed to the Office of the City Clerk, P.O. Box 839966, San Antonio, TX 78283-3966. If you prefer to deliver them by hand, please go to the Office of the City Clerk at City Tower, 100 W. Houston, Concourse Level (C), San Antonio, TX 78205.

Please do not include these forms with your proposal, as the Finance Department, Procurement

Division will not deliver them to the Office of the City Clerk on your behalf.

- K. All proposals become the property of City upon receipt and shall not be returned. Any information deemed to be confidential by Respondent clearly should be noted on the page(s) where confidential information is contained; however, City cannot guarantee that it shall not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law or pursuant to a Court order.
- L. Any cost or expense incurred by the Respondent associated with the preparation of its proposal, the Pre-Submittal Conference or during any phase of the selection process, if any, shall be borne solely by Respondent.
- M. City reserves the right to verify any, and all information submitted by Respondents at any time during the solicitation/evaluation process.
- N. Final approval of a selected firm(s) is subject to the action of the San Antonio City Council.
- O. City reserves the right to contact any Respondent to negotiate a contract if such action is deemed desirable by City.

P. TEXAS GOVERNMENT CODE §2270.002:

State Prohibitions on Contracts:

This section only applies to a contract that:

- (1) is between a governmental entity and a company with 10 or more full-time employees; and
- (2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

"Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit. This term does not include a sole proprietorship.

Prohibition on Contracts with Companies Boycotting Israel.

Texas Government Code §2271.002 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott Israel; and (2) will not boycott Israel during the term of the contract.

"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott Israel, and will not boycott Israel during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

Prohibition on Contracts with Companies Boycotting Certain Energy Companies.

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not boycott energy companies; and (2) will not boycott energy companies during the term of the contract.

"Boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described in (A).

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not boycott energy companies and will not boycott energy companies during the term of the contract. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

Prohibition on Contracts with Companies that Discriminate Against Firearm and Ammunition Industries.

Texas Government Code §2274 provides that a governmental entity may not enter into a contract with a company for goods or services, unless the contract contains a written verification from the company that it: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

"Discriminate against a firearm entity or firearm trade association": (A) means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.

By submitting an offer to or executing contract documents with the City of San Antonio, Company hereby verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. City hereby relies on Company's verification. If found to be false, City may terminate the contract for material breach.

R. TEXAS GOVERNMENT CODE § 2252.152:

Contracts with companies engaged in business with Iran, Sudan, or foreign terrorist organization prohibited.

Texas Government Code §2252.152 provides that a governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Texas Government Code §2270.0201 or §2252.153 "Listed Companies". Consultant/Contractor hereby certifies that it is not identified on such a list and that it will notify City should it be placed on such a list while under contract with City. City hereby relies on Consultant's/Contractor's certification.

If found to be false, or if Consultant/Contractor is identified on such list during the course of its contract with City, City may terminate this Agreement for material breach.

S. S.B. 943 – Disclosure Requirements for Certain Government Contracts.

S.B. 943 – Disclosure Requirements for Certain Government Contracts. For contracts (1) with a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by the City, or (2) that result in the expenditure of at least \$1 million in public funds for the purchase of goods or services by the City in a given fiscal year, Respondent acknowledges that the requirements of the Texas Public Information Act, Government Code, Chapter 552, Subchapter J, pertaining to the preservation and disclosure of Contracting Information maintained by the City or sent between the City and a vendor, contractor, potential vendor, or potential contractor, may apply to this RFP and any resulting contract. Respondent agrees that the contract can be terminated if Respondent knowingly or intentionally fails to comply with a requirement of that subchapter.

By submitting a proposal, Respondent warrants and certifies, and a contract awarded pursuant to this RFP is made in reliance thereon, that it, has not knowingly or intentionally failed to comply with this subchapter in a previous RFP or contract. City hereby relies on Respondent's certification, and if found to be false, City may reject the proposal or terminate the Contract for material breach.

T. By submitting a response, Respondent warrants and certifies that it has read and understands all instructions for form(s) submission required under City's SBEDA program. If a Contracting Program API goal applies to this solicitation, Respondent acknowledges that failure to submit EITHER a Utilization Plan OR a Contracting Goal Waiver Request with its proposal will result in the proposal being deemed nonresponsive and excluded from consideration.