



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Qualifications – Aviation On-Call Professional Planning Services

Solicitation Number: RFQ 23-010; RFx 6100016271

Description: The City of San Antonio is seeking an experienced firm with demonstrated capabilities and aviation experience to provide professional planning services to include, but not limited to, support services on tasks related to all aspects of airport development as described within the RFQ.

Applicable Product Categories: 918-90-Strategic Planning & Consulting; 918-17-Aviation Consulting

Date Issued: November 30, 2022

Due Date & Time: February 3, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: A pre-submittal conference is scheduled to be held at Northeast Service Center, 10303 Tool Yard Building 1, San Antonio, TX 78284 at 2:00 p.m. Central Time, on December 13, 2022. Attendance is optional, but highly encouraged. Respondents may also attend via WebEx call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2462 657 3485

Meeting password: COSA

Staff Contact Person: Marisol Amador, Procurement Specialist III, marisol.amador@sanantonio.gov

Evaluation Committee Voting Members:

Jeff Coyle, Assistant City Manager, City Manager's Office

Thomas Bartlett, Aviation Deputy Director, Aviation Department

Shane Harbinson, Chief Development Officer, Aviation Department

Christina De La Cruz, P.E., Streets & Traffic Review Section Manager, DSD

Ryan Hall, Aviation Principal Planner, Aviation Department

Frank Cruz, Member, Airport Advisory Commission

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 RFQ or proposal from the time the RFQ 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 RFQ 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 RFQ to the Staff Contact Person listed below until 2:00 p.m., Central Time, on January 6, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Marisol Amador, Procurement Specialist III

City of San Antonio, Aviation Department – Purchasing Division

Marisol.amador@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

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).

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at vendors@sanantonio.gov with “SAePS Portal” on the subject line so this can be expedited.