



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Qualifications – Capital Improvement Plan - Program Management Services

Solicitation Number: RFQ 23-045; RFx 6100016330

Description: The City of San Antonio, Aviation Department is seeking qualified firms interested in providing Capital Improvement Plan - Program Management services to the Aviation Department in support of the Capital Improvement Program and other capital projects at both the San Antonio International Airport and Stinson Municipal Airport.

Applicable Product Categories: 91817-Aviation Consulting; 96156-Program and Project Development and Management Services

Date Issued: December 21, 2022

Due Date & Time: February 15, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: San Antonio International Airport, Terminal A Mezzanine Conference Room, 9800 Airport Blvd., San Antonio, TX 78216 at 2:00 p.m. Central Time, on Tuesday, January 10, 2023.

Respondents may also attend via conference call or WebEx. Respondents may also call the toll-free number listed below and enter the access code and meeting number to participate the day of the conference. In addition, Respondent may attend the conference via WebEx at [www.webex.com](http://www.webex.com) and clicking *Join*. The Meeting number and Meeting password are the same as below.

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2464 441 2090

Meeting password: COSA

Staff Contact Person: Marco A. Beltran, Procurement Specialist III, [marco.beltran@sanantonio.gov](mailto:marco.beltran@sanantonio.gov)

**Evaluation Committee Voting Members:**

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

Tim O'Krongley, Deputy Aviation Director, Aviation Department

Shane Harbinson, Chief Development Office, Aviation

Michael Garnier, Chief Finance & Administration Office, Aviation

Traci Holton, Vice President, Nashville International Airport

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 27, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Marco A. Beltran, Procurement Specialist III  
City of San Antonio, Aviation Department – Purchasing Division  
[marco.beltran@sanantonio.gov](mailto:marco.beltran@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/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).

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at

Finance Department, Purchasing Division  
PO Box 839966 ♦ San Antonio, TX 78283-3966 ♦ Tel: 210-207-5734

<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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.