

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications– Air Service Development Consulting**

Solicitation Number: RFQ 24-016; RFx 6100017527

Description: The City of San Antonio seeks proposals from professionally qualified firms to provide domestic and international Air Service Development and Airline Analysis services for the San Antonio International Airport (“SAT”) one of two airports in the San Antonio Airport System (“SAAS”).

Applicable Product Categories: 91817 Aviation Consulting

**Date Issued: November 13, 2023**

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

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 1:00 p.m., Central Time, on Monday, November 20, 2023, 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:** 2631 667 0301 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m94a9250f6c6655fbbb9f76ff10f77818>

Staff Contact Person: Adrianna Broniszewski, Procurement Specialist III,  
[Adrianna.Broniszewski@sanantonio.gov](mailto:Adrianna.Broniszewski@sanantonio.gov)

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

Jesus Saenz, Director of Airports, Aviation Department

Brian Pratte, Chief Air Service Development Officer, Aviation Department

Andrea “Andie” Delaune, Aviation Marketing Manager, Aviation Department

Dave Krupinski, Chief Operating Officer, Visit San Antonio

Pat Stout, President/CEO, Alamo Travel Group

**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 **4:00 p.m., Central Time, on November 28, 2023**. 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.

**Adrianna Broniszewski, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
**Adrianna.Broniszewski@sanantonio.gov**

**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). 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.

