

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications - On-Call Construction Inspection Services**

Solicitation Number: RFQ 2024-031

Description: The Public Works Department is seeking approval to release a Request for Qualifications (RFQ) for up to 6 firms to provide timely inspection services for 2022 Bond, and other City funded projects. These services may include but not limited to Storm Water Pollution Prevention Plan (SWPPP) best management practices, attend pre-construction and on-site construction meetings, plan and specification compliance, and coordination with City staff, contractors, etc.

Applicable Product Categories: 92555 Inspection Services, General  
92556 Inspection Services, Structural/ Engineering  
96847 Inspection Services, Construction Type

**Date Issued: Monday, November 27, 2023**

**Due Date & Time: Friday, January 19, 2024, 10:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on December 13, 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:** 2633 437 4281 | **Meeting Password:** ccNY8uF5sK7

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m65e5d1ab64e5c27c3b013a26dc07ca6f>

**Evaluation Committee Voting Members:**

David McCary, Assistant City Manager, City Manager's Office  
Cathleen Crabb, Senior Architect, Public Works Department  
Evelyn Gamez, Architect, Public Works Department  
Jeffrey Wurzbach, Landscape Architect, Public Works Department  
Ron Griego, Project Manager Building Equipment 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 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 RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on December 19, 2023**. Questions received after the stated deadline will not be answered. Questions submitted and the City's responses will be posted with this solicitation.

**Sandra Rios, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
**sandra.rios@sanantonio.gov**

**For CivCast language –**

**To view this solicitation**, go to <https://www.civcastusa.com/bids> and search under SAP Project ID number or project name.

