

## ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications– Centro de Artes Office/Studio Space**

Solicitation Number: RFQ 24-051; RFx 6100017753

Description: The City of San Antonio (“City”) seeks proposals from qualified Respondents interested in leasing a studio space at Historic Market Square located at 101 South Santa Rosa Street, San Antonio, TX 78205 in the Centro de Artes Gallery. The 1,300 sq. ft. studio space is situated on the first floor of the Centro de Artes Gallery in Historic Market Square and offers an exciting opportunity for creative individuals or organizations looking to contribute to the cultural significance of the market.

Applicable Product Categories: 97145 – Office Space Rental or Lease

**Date Issued: February 12, 2024**

**Due Date & Time: March 13, 2024, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 10:30 a.m., Central Time, on February 19, 2024, 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:** 2634 265 3221 | **Meeting Password:** COSA24

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m691f051cc153b39ec50990802f259e53>

Additionally, a site visit will be held at **11:30 a.m. Central Time, on February 19, 2024:**

Centro de Artes  
101 S Santa Rosa St.  
San Antonio, TX 78205

Below are the measures that shall be followed by all Respondents to ensure the safety of all attendees during the in-person pre-submittal conference and site visit.

- a. Respondents interested in attending the Pre-Submittal Conference and/or the site visit must RSVP by February 15, 2024, at 4:00 PM CT via email to Stephanie Nouman, Procurement Specialist III, at [Stephanie.Nouman@sanantonio.gov](mailto:Stephanie.Nouman@sanantonio.gov).
- b. All attendees must check-in with City’s procurement staff member present to sign-in.

Staff Contact Person: Stephanie Nouman, Procurement Specialist III, at [Stephanie.Nouman@sanantonio.gov](mailto:Stephanie.Nouman@sanantonio.gov)

**Evaluation Committee Voting Members:**

John Stevens, Assistant Director, Center City Development & Operations

Amanda Reyna, Administrator, Center City Development & Operations

Danielle Kent, General Manager, Center City Development & Operations

**Stephanie Torres, Exhibition and Programs Project Manager, Department of Arts & Culture**



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 **11:00 a.m., Central Time, on February 21, 2024**. 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.

**Stephanie Nouman, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[Stephanie.Nouman@sanantonio.gov](mailto:Stephanie.Nouman@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.

