

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications– Retail Space Vacancy at La Villita**

Solicitation Number: RFQ 24-068; RFx 6100017754

Description: The City seeks proposals from qualified Respondents to lease a retail space in the La Villita Historic Arts Village. Respondent must offer locals and tourists a first-class, cultural experience in one or more of the following businesses: 1) Working Artist Studio Gallery, 2) Creative Artisanal Retail Shop, 3) Art, Historical, or Cultural Experience, 4) Creative Artisanal Culinary Business. Respondent's proposed business must be financially viable, maintained at the highest standards, and reinforce integral cultural and community elements that support the mission and direction of La Villita. The monthly rental amount for this retail space shall be \$2,099.20 per month.

Applicable Product Categories: 97145 – Office Space Rental or Lease

Date Issued: March 25, 2024

Due Date & Time: May 10, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 8:30 a.m., Central Time, on April 5, 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:** 2633 997 5352 | **Meeting Password:** COSA24

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m3cbad234a9e545c95291bc4c50076a99>

Additionally, a site visit will be held at 9:30 a.m. Central Time, on April 5, 2024:

La Villita Historic Arts Village
418 Villita St Bldg. 2
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 in-person and/or the site visit must RSVP by April 4, 2024, at 4:00 PM CT via email to Stephanie Nouman, Procurement Specialist III, at stephanie.nouman@sanantonio.gov.
- b. All attendees must check-in with City's procurement staff member present to sign-in.

2nd Pre-Submittal Conference: A 2nd Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on Monday, April 15, 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 388 1680 | **Meeting Password:** COSA24



Join from the meeting link:

<http://sanantonio.webex.com/sanantonio/j.php?MTID=m1854a7c1f16aa99b43db5c49ef6558ee>

A 2nd site visit will be held at 3:00 p.m. Central Time, on Monday, April 15, 2024:

La Villita Historic Arts Village

418 Villita St. Bldg. 2

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 site visit.

- a. Respondents interested in attending the Pre-Submittal Conference and/or the site visit must RSVP by April 12, 2024, at 4:00 PM CT via email to Stephanie Nouman, Procurement Specialist III, at Stephanie.Nouman@sanantonio.gov.
- b. All attendees to the site visit must check-in with City's procurement staff member present to sign-in.

Staff Contact Person: Stephanie Nouman, Procurement Specialist III,
Stephanie.Nouman@sanantonio.gov

Evaluation Committee Voting Members:

John Stevens, Assistant Director, Center City Development & Operations

Danielle Kent, General Manager, Center City Development & Operations

Vanessa Martinez, General Manager, Center City Development & Operations

Landry Stafford, Senior Special Projects Manager, Office of Historic Preservation

Gabriella Ruess, Contracts Coordinator, Center City Development & Operations

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 **11:00 a.m., Central Time, on April 17, 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

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 with “SAePS Portal” on the subject line so this can be expedited.

