

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – On-Call Residential Rehabilitation Inspection Services Consultant**

Solicitation Number: RFQ 25-045; RFx 6100018809

Description: The City of San Antonio's Neighborhood & Housing Services Department (NHSD) is seeking qualified professionals to provide residential rehabilitation inspection services for NHSD's Owner-Occupied Rehabilitation, Reconstruction, Minor Repair and ADU (Accessory Dwelling Units) Programs. These programs are aimed at rehabilitating substandard single-family structures of low and moderate-income homeowners throughout the City. Funding for these activities is provided by the General Obligation Bond, HOME Investment Partnerships Programs (HOME), Community Development Block Grant (CDBG) and the City's General Fund. This solicitation is seeking qualified inspector(s) to conduct residential property inspections in accordance with local and federal housing quality standards, provide written reports of necessary repairs and perform required inspections throughout the duration of each project.

Applicable Product Categories:

96847 – Inspection Services, Construction Type

96145 – Inspection and Certification Services

Date Issued: January 29, 2025

Due Date & Time: March 17, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on February 10, 2025, 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:** 2869 099 9678 | **Meeting Password:** COSA2025

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=md6d9972726ef48891dffc8fc7677f58>

Staff Contact Person: Gregory Desir, Procurement Specialist III, Gregory.Desir@sanantonio.gov

Evaluation Committee Voting Members:

Lori Houston, Assistant City Manager, City Manager Office

Veronica Gonzalez, Assistant Director, Neighborhood and Housing Services Department

Victoria Gonzalez-Gerlach, Bond Administrator, Neighborhood and Housing Services Department

Samantha Diaz, Grants Monitoring Administrator, Neighborhood and Housing Services Department

Jason Gray, Project Manager, Development 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 RFQ to the Staff Contact Person listed below until **4:00 p.m., Central Time, on February 14, 2025**. 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.

Gregory Desir, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Gregory.Desir@sanantonio.gov

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/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.

