

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – On-Call Financial Management Consulting Services**

Solicitation Number: RFQ 25-056; RFx 6100018838

Description: The City of San Antonio's Aviation Department is seeking financial consulting services to include, but not limited to Passenger Facility Charge (PFC) application preparation; preparation of financial feasibility study in conjunction with issuance of future General Airport Revenue Bonds (GARB) and PFC Bonds; assistance with issuance of future GARB and PFC Bonds; airline rates and charges/Capital Improvement Plan (CIP) forecasting model(s) preparation; Airline Lease and Use Agreement Negotiations; Airport Facility Usage Study; and miscellaneous financial planning services including financial feasibility services for implementation of Master Plan CIP and Airport finance training seminars.

Applicable Product Categories: 95839 Financial Management Services

Date Issued: February 24, 2025

Due Date & Time: April 10, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on March 7, 2025, via Microsoft Teams. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the number listed below and enter access code to participate the day of the conference.

Dial-In Number: 1-312-667-7136 | **Phone Conf ID:** 602 057 986# | **Meeting Password:** cosa25

Join from the meeting link:

https://teams.microsoft.com/join/19%3ameeting_ZDFjNmUyMDUtYjBkZS00ZjI2LThmZTgtMTBmZDIhNjc2MzRk%40thread.v2/0?context=%7b%22Tid%22%3a%221ab0214f-ac4a-4407-a7c6-2ef1eb76dac5%22%2c%22Oid%22%3a%222737071d-6a5c-4ece-a302-9412c75aca7a%22%7d

Staff Contact Person: Adrianna Broniszewski, Procurement Specialist III,
Adrianna.Broniszewski@sanantonio.gov

Evaluation Committee Voting Members:

Jeff Coyle, Assistant City Manager, Office of City Manager

Jesus Saenz, Jr., IAP, Director of Airports, Aviation Department

Michael Garnier, Assistant Director Finance & Administration, Aviation Department

Margaret U. Villegas, Assistant Finance Director, Finance Department

Virginia Cobarrubias, Contract Administrator, Aviation, Aviation Department

Joshua Nash, Member, Airport Advisory Commission



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 March 10, 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.

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

