

## ADVERTISEMENT INFORMATION ONLY

### Solicitation Type and Name: **Request for Qualifications – On-Call Professional Environmental Consulting Services**

Solicitation Number: RFQ 25-069; RFx 6100018956

Description: The City of San Antonio (City) Neighborhood and Housing Services Department is seeking proposals from Respondent's who shall provide environmental consulting services on an as-needed basis in a mutually agreed upon format. The work plan will be developed on a project-by-project basis. Typical HUD-funded projects could include single-family housing rehabilitation, single-family minor repair, public infrastructure improvements, facility improvements, commercial façade improvements, single-family new construction development, multi-family housing rehabilitation, and multi-family rental housing development. Respondent will be responsible for preparing for review and approval Environmental Review Records that are Categorically Excluded SUBJECT TO [§58.5](#), Environmental Assessments, and if needed, Environmental Impact Statements.

Applicable Product Categories: 91843 – Environmental Consulting

**Date Issued: March 24, 2025**

**Due Date & Time: April 24, 2025, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on April 2, 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:** 2866 136 7508 | **Meeting Password:** COSA25

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m784c0056c1a56e99682f20ec7a340b43>

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

#### **Evaluation Committee Voting Members:**

Veronica Gonzalez, Assistant Director, Neighborhood & Housing Services Department  
Ian Benavidez, Deputy Director, Neighborhood & Housing Services Department  
Erika Ragsdale, Redevelopment Officer, Neighborhood & Housing Services Department  
Christopher Folmar, Quality Assurance Manager, Neighborhood & 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 **11:00 a.m., Central Time, on April 4, 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.

**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/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](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.

