

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – On-Call Real Estate Services Consultant**

Solicitation Number: RFQ 25-137; RFx 6100019304

Description: The City of San Antonio - Neighborhood and Housing Services Department is seeking proposals from qualified licensed real estate professionals to conduct Comparative Market Analyses (CMAs) for the Owner-Occupied Rehabilitation program funded with HOME Investment Partnerships Program federal funding. The selected on-call consultant is expected to produce CMAs but could include other real estate requests.

Applicable Product Categories:

94615 – Appraisal Services, Real Estate

91889 – Real Estate/Land Consulting (Including Land Survey Consulting)

Date Issued: September 29, 2025

Due Date & Time: October 29, 2025, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held via WebEx at 10:00 a.m. Central Time, on October 6, 2025. 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:** 2330 885 9905 | **Meeting Password:** NHSDRESC25

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m5cd89c91a7879aa4d66464ab1038bd5f>

Evaluation Committee Voting Members:

Veronica Gonzalez, Assistant Director, Neighborhood and Housing Services Department

Samantha Diaz, Grant Administrator, Neighborhood and Housing Services Department

Leticia Holt, Interim Housing Production Administrator, Neighborhood and Housing Services Department

William Taylor, Contract Manager, Neighborhood and Housing Services Department

Katie Cunningham, Special Projects Manager, Department of Health Services

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 at a City Council "A" session or a City Manager Contract Approval Review meeting; and 2) City employees from the time the RFQ has been released until the contract is approved at a City Council "A" session or a City Manager Contract Approval Review meeting.

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 October 8, 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.



Steve Garcia, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Steven.Garcia6@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.

