



ADDENDUM IV

SUBJECT: Executive Program Manager for the Sports and Entertainment District Program, (RFQ 25-050, 6100018829), Scheduled to Close: Friday, February 27, 2026; Date of Issue: Friday, January 16, 2026

FROM: Joseph Ramon MSOL
Procurement Manager

DATE: February 19, 2026

THIS NOTICE SHALL SERVE AS ADDENDUM NO. IV - TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS

THE ABOVE MENTIONED REQUEST FOR QUALIFICATIONS IS HEREBY AMENDED AS FOLLOWS:

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 011, RESTRICTIONS OF COMMUNICATION:

Question 1: Is it only the Prime or consultants on the EPM team who would be precluded from competing for design or construction contracts within the District Program? Would the EPM be prohibited from competing for CM/PM roles on projects within the District Program?

Response: The Respondent and any sub-consultants will be precluded from working on any individual City Entertainment District projects that are managed directly by the EPM/City Team and the NBA Arena which will be managed by the San Antonio Spurs in order to avoid any actual or perceived conflict of interest.

Question 2: What decisions authority will the EPM have versus advisory-only responsibilities?

Response: The EPM will serve as the integrated program management lead within the combined City–EPM team, with delegated authority for day-to-day execution of the program within approved scope, schedule, budget, and contingency approval thresholds. The EPM will have decision-making authority over operational delivery, coordination across workstreams and vendors, and implementation of approved changes that do not exceed defined governance thresholds. The EPM will advise—rather than approve—on formal governance structure, major scope or budget changes, strategic risk acceptance, and other material matters. The governance framework, including defined decision rights and escalation thresholds by level, will be developed with EPM input but formally approved by the City’s Executive Sponsors, who retain ultimate strategic and policy authority.

Question 3: What communication challenges has the City experienced on past large programs that the EPM should address?

Response: The EPM should propose a formal governance process that clearly defines decision authorities, establishes structured communication protocols, and incorporates transparent feedback mechanisms to minimize challenges.

Question 4: Are there critical milestones the City is particularly concerned about in the first 12-18 months?

Response: Public resources related to the San Antonio Sports and Entertainment District and key milestones can be found at: <https://www.sa.gov/Directory/Initiatives/Sports-Entertainment-District>

Question 5: For the Local Preference Ordinance (LPP) it states that the local business headquartered for one year or more is a qualification criterion, does the same criteria apply to the Small Business Economic Development Advocacy Program?

Response: There is no time requirement associated with the headquarters criteria for the SBEDA Program. To be eligible for the SBEDA Program, in addition to being headquartered in the San Antonio Metropolitan Statistical Area (SAMSA), a vendor must be certified as an Small Business Enterprise (SBE) by the South Central Texas Regional Certification Agency (SCTRCA)/Supply SA, and the majority owner(s) who are relied upon for certification as an SBE must have a personal net worth less than \$2.047 million.

Question 6: For the Veteran-Owned Small Business (VOSB) Preference Program it states only Veteran-Owned Small Business. State guidelines for preference to HUB requires Disabled Veteran Owned. Will all Veteran-Owned businesses comply?

Response: The City of San Antonio's VOSB Preference Program is pursuant to San Antonio City Code Chapter 2, Article XI. See Attachment F - Veteran-Owned Small Business Preference Program Identification Form: "The program does not distinguish between a veteran and a service-disabled veteran-owned business and is not limited geographically." The program uses the federal definitions of "veteran" and "veteran-owned small business" found in 38 CFR Part 74.

Question 7: The RFQ states that the EMP will not be eligible to complete for contracts for the design and construction of projects within the District Program. Please clarify if this applies to projects that are currently being procured?

Response: Yes, to include the NBA Arena which will be managed by the San Antonio Spurs.

Question 8: The RFQ states that the EMP will not be eligible to complete for contracts for the design and construction of projects within the District Program. What specific types of services and firms would be precluded from competing from District projects?

Response: The EPM will be precluded from being able to work on any individual City Entertainment District projects that are managed directly by the EPM/City Team and the NBA Arena which will be managed by the San Antonio Spurs to avoid any actual or perceived conflict of interest.

Question 9: RFQ, page 14 states: "responding to this solicitation as Prime CONTRACTORs proposing at least 51% SBE participation (Prime and/or Subcontractor) will receive ten [10] evaluation criteria points" Attachment D says 14% SBE receives 10 points. Please clarify?

Response: There are two (2) SBEDA Program tools being applied for this solicitation. The first tool is the SBE Prime Contract Program; this tool awards ten (10) evaluation preference points to a SBEDA eligible prime respondents who is certified as an SBE. Because a commitment form was issued with this solicitation these points will automatically be

awarded to prime respondents that meet the criteria outlined above at the time bids are due.

The second tool applied is the SBE Contracting Program. This tool requires that a prime respondent must subcontract, at a minimum, fourteen percent (14%) of the proposed contract value to SBEDA eligible SBE subcontractors. If the prime respondent is a SBEDA eligible SBE, they may perform up to the entire proposed contract value through their own efforts. At this time, because a commitment form was issued with this solicitation, respondents are not required to submit a detailed utilization plan, rather they only must commit to meeting the required 14% goal.

Question 10: Does the prime and all subcontractors need to have a finalized SCTRCA certificate approved by February 27th, or can the renewal or resubmittal be in process to be considered SBEDA eligible?

Response: At this time, there will be no detailed utilization plan submitted. Respondents must submit the Subcontractor/Supplier Utilization Commitment Form that was issued with addendum II. Respondents will only be committing to meet the 14% goal at the time of bid. However, prime respondents that wish to be awarded the 10 SBE Prime Contract Program evaluation preference points must have their certification finalized through SCTRCA/Supply SA at the time bids are due.

Question 11: Will the communication dashboard layout and information requested by the City be provided?

Response: The EPM will recommend the dashboard design, concepts, structure, and layout based on prior experience with comparable large-scale public initiatives, ensuring alignment with governance tiers, executive reporting needs, and public transparency objectives. Dashboard content will reflect agreed-upon performance indicators and reporting requirements established with the City. Data inputs will be generated and compiled collaboratively by the combined City–EPM team, with the EPM responsible for consolidating, validating, and presenting the information in a clear, decision-oriented format suitable for a broad public audience.

Question 12: Under Project Sheets it states, "Provide a minimum of five (5) projects performed by the EPM Firm and five (5) projects performed by any Sub-Consultants (if any) each within the last five years." Is this asking for a minimum of 5 projects per Sub-Consultant as well or 5 projects total for all Sub-Consultants? Does performed within the last five years mean completed within the last five years?

Response: The RFQ is clarified as follows: "any" Sub-Consultant. In addition to its own five (5) projects, the Respondent **may, at its discretion**, include up to five (5) projects performed by its Sub-Consultants (if any) within the last five years. Inclusion of Sub-Consultant project examples is optional and may be used to further demonstrate relevant experience, provided the overall response does not exceed the maximum of twenty (20) pages.

Question 13: Under Financial Information, Respondents are asked to "submit a recent copy of a Dun and Bradstreet financial report, or another credit report, on Respondent and its partners, affiliates, and subtenants, if any." Please confirm if "subtenants" is the intended word.

Response: Yes, it is.

Question 14: Should a cover letter or letter of interest be included?

Response: A cover letter or letter of interest is not a requirement for this solicitation.

- Question 15: Other than for Qualifications, Team Profile and Project Sheets, are there any other page limits to be aware of?
- Response: The page limits for each required section are clearly defined within the solicitation. Respondents should carefully review the entire document to ensure they are aware of all page-limit requirements and comply with the instructions as outlined.
- Question 16: We understand that each of the items listed in the TOC must be uploaded as separate attachments. Are any cover pages or dividers allowed and, if so, would those be counted in any page limits?
- Response: Cover pages and section dividers are permitted and will not count toward the page limits specified in the solicitation.
- Question 17: Under Proposal Format, RFQ states "ELECTRONIC proposals must include ALL the sections and attachments in the sequence listed in the RFQ Section 008, Proposal Requirements, and each section and attachment must be indexed as in the Table of Contents page. Each separate section should be attached as a separate file." If each separate section should be attached as a separate file, what is the meaning of indexing?
- Response: The meaning of indexing is each section should be labeled.
- Question 18: Does the City intend for respondents to submit one (1) proposal including all sections and attachments in Section 008, or should each separate section be attached as a separate file?
- Response: One proposal with all sections.
- Question 19: We understand that the term Executive Program Management is a registered trademark in the State of Texas. Can the City confirm whether it has authorization to use this term, or would the selected firm be required to obtain such authorization in accordance with the indemnification provisions outlined in the RFQ?
- Response: The City did not use the trade marked phrase "Executive Program Management" and is not seeking business advisory services in the field of large airport capital programs.
- Question 20: Can the City please confirm whether a firm is only eligible to receive the SBEDA 10 points if it serves as the Prime contractor and performs at least 51% of the work? Additionally, is it the City's intention that a Prime firm that is not SBEDA-certified, but achieves the SBEDA participation goals through subcontracting, would not be awarded these points?
- Response: Please refer to the answer to question 9. Please note that the points and goals are two separate SBEDA tools applied to this solicitation. One is not contingent on the other in any way.
- Question 21: Are we required to submit Attachment B Contracts Disclosure Form and Attachment C Litigation Disclosure Form for each subconsultant on our team?
- Response: Yes.
- Question 22: Does having an SAePS Vendor Number confirm that a firm has completed the City's Registered Vendor Form?
- Response: No, the City's registration process can occur three ways: (1) online via CoSAWeb (www.sa.gov search "become a Vendor"), (2) via email to Vendors@sanantonio.gov submitting a request to register or (3) via SCTRCA, when getting certified a Vendor can indicate they want to do business with CoSA (CoSA receives a nightly integration).

Banking information is handled through a separate process due to the sensitive information. Providing a SAePS Vendor number to Vendor Support (210-207-0118) allows upfront validation.

Question 23: Can we use 11x17 page sizes for specific pages to help with readability – for example the organization chart?

Response: Yes.

Question 24: If a local firm was purchased by a non-San Antonio firm in the last year or two, would that firm still count as a Local Business?

Response: Respondent must be a “City business” as defined in the San Antonio City Code Chapter 2, Article XII, to be eligible for Local Preference Program points.

Question 25: Will interviews be included as part of the evaluation process? If yes, will the interview score be combined with the proposal score for a total score, or will the interview score be reset and stand alone for award determination?

Response: See section 012- Evaluation Criteria on page 13.

Question 26: The contract termination date is listed as September 30, 2030, which appears shorter than the stated two-year contract with three optional one-year renewals. Could you please clarify the intended contract term?

Response: The contract will be awarded for an initial two-year period, with the City retaining discretion to extend the agreement for up to three additional one-year terms, for a potential total duration of five years.

Question 27: If a Respondent LLC has a VOSB as one of its members, does the LLC receive pro rata points (out of 5) for its ownership interest in the LLC? For example, if the VOSB owns or controls 40% of the LLC, does the Respondent get 2 points (40% of 5 points)? If the VOSB owns or controls 51% of the LLC does the Respondent get all 5 points?

Response: See Attachment F - Veteran-Owned Small Business Preference Program Identification Form: “the program recognizes joint venture agreements and allows for apportioning of points based upon the percentage of VOSB ownership of a joint venture responding to solicitations for which discretionary points are applied.

Question 28: If a Respondent LLC has two Members, which collectively employ over 100 FT, PT, or contract employees regularly based in the COSA office, and meet the other requirements for having a local office, will the Respondent LLC receive 5 of the Local Preference points?

Response: See Attachment E – Local Preference Program Identification Form: “the program recognizes joint venture agreements and allows for apportioning of points based upon the percentage of ownership of joint ventures by City Businesses”.

Question 29: With the same assumptions, Respondent intends to create a new LLC to submit a proposal for the EPM RFQ. The new LLC will not have a local office for more than one (1) year, but the Two Members of the LLC both meet the test of the LPP requirement for operating in COSA for more than one (1) year. Does the new LLC meet the local office requirements by virtue of the fact that both LLC Members meet such requirements?

Response: See Attachment E – Local Preference Program Identification Form: “the program recognizes joint venture agreements and allows for apportioning of points based upon the percentage of ownership of joint ventures by City Businesses”.

- Question 30: If a newly-formed Respondent LLC has at least 51% ownership by a SBEDA eligible entity to file as a Prime Contractor, will it be awarded the ten (10) evaluation points?
- Response: The prime respondent will be awarded the 10 SBE Prime Contract Program evaluation points if it is SBEDA Eligible and certified as an SBE at the time bids are due. However, if the entity is the result of two separate entities joining together, the new third entity will be considered a Joint Venture and will not receive points.
- Question 31: In the example in question above a new Texas LLC based in COSA will have to be created and certified by Supply SA. If the application for certification is filed prior to the submission date, can the Respondent submit its proposal and be considered by COSA?
- Response: Supply SA does not provide certifications for Joint Ventures; certification applications for individual entities must be finalized (i.e., the certifications applied for must be applied to the vendor) by the time bids are due.
- Question 32: The RFQ lists the projects that COSA seeks EPM to manage (CC Expansion, Alamodome improvements, Wood Courthouse Event Venue, CC Hotel, Spurs Arena, Infrastructure, and Land Bridge), but some of those projects may not be managed by the EPM during the first term of the contract. Should the Respondent focus on providing its experience and expertise in all listed projects, or are there projects that should be the primary focus of the submission?
- Response: Please refer to Sections 003 – Background and 004 – Scope of Service
- Question 33: Solicitation as Prime CONTRACTORS proposing at least 0% SBE participation (Prime and/or Subcontractor) will receive ten (10) evaluation criteria points" Attachment D says 14% SBE receives 10 points. Please clarify.
- Response: See response to question 9.
- Question 34: Is this solicitation a Request for Qualifications?
- Response: Yes
- Question 35: Please clarify or remove the last sentence of the last paragraph; Section 004-Scope of Services that states "EPM will be required to deliver the Program Management Scope of services as outlined and will not be able to compete for contracts for design or construction of the projects within the District Program" as referenced in the Pre-Submittal questions.
- Response: The EPM will be precluded from being able to work on any individual City Entertainment District projects that are managed directly by the EPM/City Team and the NBA Arena which will be managed by the San Antonio Spurs in order to avoid any actual or perceived conflict of interest.
- Question 36: If Respondent is proposing as a team or joint venture, provide the same information for each member of the team or joint venture." Please confirm that if we are submitting as a standard prime firm with subconsultants, the information referenced is NOT required for all subs.
- Response: Please see page 30 – Section 016 – RFQ Attachments under General Information item 1 - Respondent Information.
- Question 37: Please confirm that you are asking for a total of 5 project examples from any of our subconsultants.

Response: The RFQ is clarified as follows: “any” Sub-Consultant. In addition to its own five (5) projects, the Respondent **may, at its discretion**, include up to five (5) projects performed by its Sub-Consultants (if any) within the last five years. Inclusion of Sub-Consultant project examples is optional and may be used to further demonstrate relevant experience, provided the overall response does not exceed the maximum of twenty (20) pages.

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Finance Department - Procurement Division