

Request for Qualifications
2nd Pre-Submittal Conference Meeting for
Courtesy Contractor List for NHSD Home Rehab
Programs



RFQ 26-002; RFx 6100019475

Wednesday, February 18, 2026

Sign-In Instructions



Everyone attending today's conference **is highly encouraged** to scan the QR Code with your phone/tablet or click/type the URL link on your computer and complete the Sign-In Form.

All information provided by you on this form may be posted on the City's website or otherwise disseminated publicly. By including this information, you hereby affirmatively consent to the release of the information you provide.

By signing in, this will confirm your attendance for today's meeting. If you do not complete the form, your information will not be added to the sign in sheet and may miss critical updates should the City need to release notifications. The QR code will not be available after the meeting.



Sign-In Form:

<https://forms.office.com/g/7gsL9D6LcW?origin=lprLink>

Introductions



City Staff Only:

We will begin with City staff introductions who are attending today's meeting.

PLEASE HOLD ALL QUESTIONS UNTIL THE END OF THE PRE-SUBMITTAL CONFERENCE.

Solicitation Background



The City of San Antonio’s (the “City”) Neighborhood and Housing Service Department (“NHSD”) is seeking to develop a list of licensed and insured contractors to support the City’s Major Rehabilitation and Minor Home Repair Programs. Services will be provided to qualified homeowners who are approved for home rehabilitation programs funded by the HOME Investment Partnerships program (HOME), the Community Development Block Grant program (CDBG) , the City General Fund, and the Affordable Housing Bond.

The list will be made available to qualified homeowners as a courtesy to help them identify qualified contractors to perform rehabilitation work on their properties.

While inclusion on the list does not guarantee a minimum number of projects, the volume of home rehab projects has required the use of multiple contractors. The City estimates the following number of rehabilitation projects to be completed by type over a 12-month period, each year, to be as follows:

Type of Rehabilitation	Estimated Number of Units to Complete Annually
Roof replacement for single-family homes	200
Minor Repair	80
Major Home Rehabilitation	57

Solicitation Background – Cont'd.



The City will enter into individual funding agreements with qualified homeowners to fund City-approved Scopes of Work (SOW) that meet applicable federal, state, and local requirements and program guidelines. Funds are provided as grants or forgivable loans to homeowners to assist with eligible home repairs. Homeowners are responsible for selecting their own contractor and entering into a direct agreement with that contractor. As a courtesy to approved homeowners, the City provides a list of licensed and insured contractors who have met program requirements

Homeowners may choose a contractor from this list or select a contractor of their own, provided they obtain at least three (3) competitive bids, and contractor of their choice meets all program qualifications.

Contractors on the courtesy list do not work for the City. They are independently contracted by the homeowner and are directly responsible to the homeowner for the quality and completion of the work.

The City's role is limited to oversight of the funding agreement with the homeowner, scope review, permit verification, and payment processing to ensure compliance with program standards.

004 - Scope of Services



- Services will be delivered in a mutually agreed-upon format.
- Inclusion on the courtesy list does not guarantee a minimum number of projects or selection for projects; assignments will depend on homeowner selection, contractor availability, and the City's annual production goals.
- Each home will be assessed by NHSD staff to determine whether it qualifies for minor repairs or major rehabilitation,
- Contractors will then conduct a site visit to develop a detailed Scope of Work (SOW) tailored to the property's needs.

Major Rehabilitation involves repair of two or more of a home's major systems such as foundation/structural issues, full electrical upgrade, plumbing and/or sewer line issues, and/or Heating, Ventilation, Air Conditioning also known as HVAC. Homes that require foundation repairs and one other systems repair will be designated as a major rehab project.

Minor Repair involves repairs that do not include foundation or structural repairs. Examples of minor home repairs include (not limited to) water heater replacement, window replacement/upgrade, roof shingle replacement, and interior/exterior door replacement.

004 - Scope of Services – Cont'd.



4.1. Courtesy Contractor List & Selection.

- Homeowners select a contractor from the City's courtesy list (or another qualified contractor) of licensed and insured.
- Contractors assess the property and prepare a detailed Scope of Work (SOW) for City and homeowner approval prior to the start of any work.
- Any contractor chosen by the homeowner but not appearing on the list will be subject to the same performance standards outlined in this RFQ.

4.2. Scope of Work

- Rehab programs, excluding Under 1 Roof, the contractor(s) will:
 - Conduct a site visit to assess the property
 - Prepare an itemized Scope of Work (SOW) with cost estimates.
- For the Under 1 Roof program:
 - City staff will create the SOW to be reviewed and approved by City and homeowner.
 - Each line item must align with specifications established by City to ensure compliance standards.

**Scope of Services is not intended to be a complete list of all services that may be needed by the homeowner.*

Submission Instructions



Online submission will be utilized via SAePS at:

<https://supplierservice.sanantonio.gov/irj/portal>

- Solicitation was released on January 21, 2026; and is due on March 17, 2026, at 11:00 A.M. CT.
- **Hard or emailed copies of proposals will not be accepted.**
- Utilize the Table of Contents/Submittal Checklist to ensure tabs and forms are in the identified order listed in solicitation.
- Keep submittal relevant to project.
- Company/Firm legal name must match the Texas Secretary of State website listing.
- SAePS can be accessed using any internet desktop browser.
- **Respondents are strongly encouraged to submit their proposals electronically well in advance of the submission deadline to avoid any last minute challenges.**

Restriction of Communications



- No communication with 1) City Officials from the release of the solicitation until the contract is posted for consideration as an agenda item and 2) City staff from the release of the solicitation until Contract Award except:
 - Questions at today's pre-submittal conference;
 - Submit written questions by 4:00 p.m. CT, February 23, 2026.
- Failure to adhere to the restrictions on communications policy may lead to disqualification of Respondent's submittal from consideration.
- City staff can reach out to Respondents to clarify documents submitted and to begin negotiations once evaluation is completed, if applicable.

Solicitation Document Requirements



ORDER	FORM/DOCUMENT	DESCRIPTION
1	Table of Contents	Ensure all required information is in correct order.
2	Executive Summary	Summary highlighting key points and strengths of the proposal.
3	General Information Form & References	Use the Form found in this solicitation as Attachment A, Part One and provide three (3) reference letters.
4	Experience, Background & Qualifications	Use the Form found in this solicitation as Attachment A, Part Two.
5	Proposed Plan	Use the Form found in this solicitation as Attachment A, Part Three.

Solicitation Document Requirements



ORDER	FORM/DOCUMENT	DESCRIPTION
6	Respondent Disclosure Form	Complete and submit a Contracts Disclosure Form with the proposal as Attachment B.
7	Litigation Disclosure Form	Complete and submit a Litigation Disclosure Form with the proposal as Attachment C.
8	Veteran-owned Small Business (VOSB) Preference Program Tracking Form	Complete, sign and submit VOSB Identification Form in this RFQ as Attachment D.
9	Proof of Insurability	Submit a letter from insurance provider to ensure required coverage is covered if awarded a contract. Respondent shall also submit a copy of their current insurance certificate.

Solicitation Document Requirements



ORDER	FORM/DOCUMENT	DESCRIPTION
10	Certificate of Interested Parties (Form 1295)	Respondent must complete, sign, and submit Form 1295 as Attachment E.
11	Signature Page	Respondent must complete, sign, and submit the Signature Page found in this solicitation as Attachment H.
12	Proposal Checklist	Complete and submit the Proposal Checklist found in this solicitation as Attachment I.

Evaluation Criteria Summary



Evaluation Criteria Summary	Maximum Points
A. Experience, Background, and Qualifications	60
B. Proposed Plan	35
E. Veteran-Owned Small Business Preference Program (VOSBPP)	5
Total Maximum	100 Points

Conflict of Interest Questionnaire



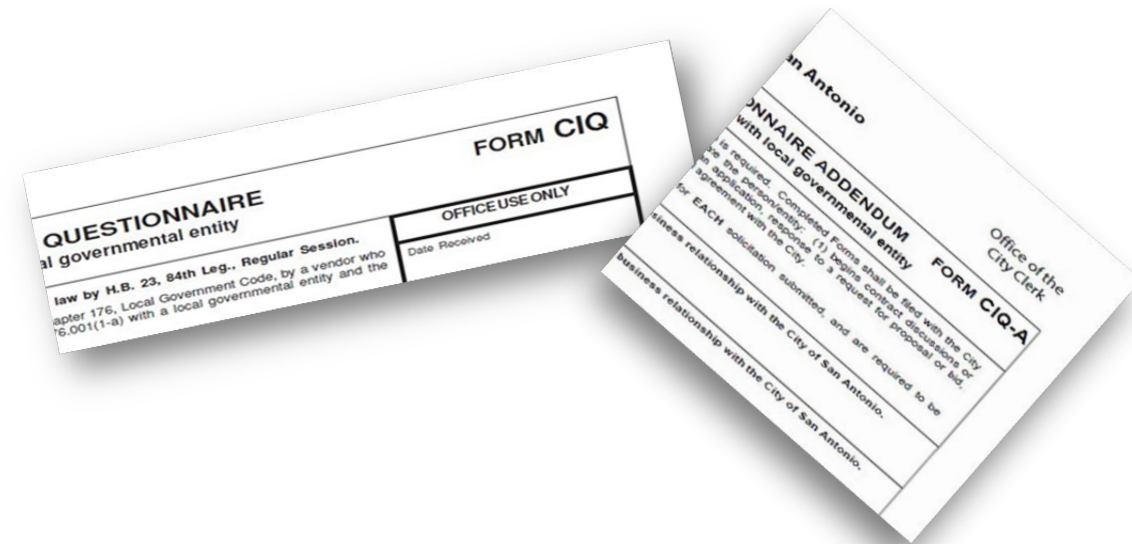
*Completed CIQ and CIQ-A Forms shall be filed with the Office of the City Clerk not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. **City only requires Prime Firms to submit the CIQ and CIQ-A forms.***

Do not include these forms with your proposal. The Procurement Division will not deliver the forms to the City Clerk for you.

CIQ: <https://www.ethics.state.tx.us/forms/conflict/>

CIQ-A:

<https://www.sa.gov/files/assets/main/v/1/occ/documents/occ-ci-q-addendum.pdf>



Completed forms must be mailed to:
Office of the City Clerk, P.O. Box 839966, San Antonio, TX. 78283-3966

Schedule of Events



SOLICITATION



January/February 2026

- January 21, 2026; RFQ Released
- February 18, 2026; at 10:00 AM CT: 2nd Pre-Bid/Submittal Conference
- February 23, 2026; at 4:00 PM CT: Final Questions Accepted

POST SOLICITATION



February – May 2026

- March 17, 2026; at 11:00 AM CT: Submittals Due
- March - May 2026; Evaluation Process

FINALIZATION



June 2026

- June 2026; Anticipated Award Consideration



Addendums to Solicitation

- Changes and responses to questions received, in compliance with Restriction on Communications, will be posted as part of an addendum. It is Respondent's responsibility to review and ascertain whether addendums or revisions have been made prior to submission of a proposal. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions, or specifications stated in the solicitation. Changes, if any, shall be made in writing only.
- Respondent must confirm receipt of all amendments/addenda.
- It is Respondent's responsibility to review site and ascertain whether addenda or revisions have been made prior to submission of a proposal.

Contractors List



- City will develop a list of licensed contractors based on the established Evaluation criteria.
- The Contractor list will be made available to the homeowner(s) as a resource to choose contractor(s) from and or independently find their own contractor(s).
- Contract agreement(s) will NOT be between the City and Contractor(s), rather, it will be between the homeowner and the contractor selected by the homeowner to complete the home rehabilitation.
- No work shall commence until the contractor obtain the necessary permits, insurance coverage as specified in the RFQ.
- Final approval of the selected firm(s) is subject to the action of the Homeowner.

Reminders - SAePS



- Today's Pre-Submittal Presentation will be released through the portal/site.
- Failure to adhere to the Restrictions on Communications may deem your submittal non-responsive.
- Submit written questions by question deadline 4:00 PM CT, February 23, 2026.
- Submissions **MUST** be submitted electronically through the SAePS portal by 11:00 AM CT, March 17, 2026.
- SAePS can be accessed using any internet desktop browser.
 - *To successfully submit your response, you must click on **SUBMIT ONLY** to send your proposal to the City of San Antonio.*
 - ***WARNING: Do not click the SAVE button after you click SUBMIT- this will nullify your submission. The system assumes that you want to further edit your response if you click SAVE and the submission action is reversed.***
 - ***Respondents are strongly encouraged to submit their proposals electronically well in advance of the submission deadline to avoid any last minute challenges.***

Reminders - SAePS

- **LATE PROPOSALS WILL NOT BE ACCEPTED.** Failure to properly click **SUBMIT** will not be grounds for acceptance of late proposal.
- Instructions for creating a response in the SAePS portal can be found at - <https://www.sa.gov/files/assets/main/finance/documents/procurement/response.pdf>
- **Vendor Guide to Solicitation Response** - <https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>
- ***Respondents are strongly encouraged to submit their proposals electronically well in advance of the submission deadline to avoid any last-minute challenges.***

QUESTIONS?





Thank You
Reminder to Sign-In

Sign-In Form:
<https://forms.office.com/g/7gsL9D6LcW?origin=lprLink>