ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – Retail Space Vacancy at La Villita Building # 14B**

Solicitation Number: RFQ 27-002; RFx 6100019919

Description: The City of San Antonio, Downtown Operations Department, is seeking proposals from qualified vendors to lease a building space located in the La Villita Historic Arts Village – Building # 14B to operate an art and culturally based retail establishment or working artist studio. Vendors shall offer locals and tourists a first-class, cultural experience in one or more of the following business categories: 1) Working Artist Studio Gallery, 2) Creative Artisanal Retail Shop, 3) Art, Historical, or Cultural Experience.

Applicable Product Categories: 97145 Office Space Rental Or Lease

Date Issued: November 13, 2026
Due Date & Time: December 14, 2026, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at 10:00 a.m., Central Time, on November 18, 2026, via Microsoft Teams. Attendance at the Pre-Submittal Conference is optional but highly encouraged.

Site Visits: Site Visits will be held after Pre-submittal Conference at 1:00 p.m., Central Time, on November 18, 2026. Respondent's RVSP is required by November 16, 2026 and emailed to Procurement Specialist listed below.

La Villita Historic Arts Village
418 Villita St., Bldg. # 2
San Antonio, TX 78205

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

Dial-In Number: 1-312-667-7136
Phone Conference ID: 441 882 269#
Meeting Password: COSA26

Join the Teams meeting link:
https://teams.microsoft.com/meet/284255888054455?p=HzM5qZKwzJtQBltf4L
Meeting ID: 284 255 888 054 455
Passcode: COSA26

Staff Contact Person: Angela Alonso-Smith, Procurement Specialist III,
Angela.alonso-smith@sanantonio.gov

Evaluation Committee Voting Members:
John Stevens, Assistant Director, Downtown Operations Department
Amanda Reyes, Administrator, Downtown Operations Department

Geoff Levine, Contracts Manager, Downtown Operations Department
Edward Hall, Planning Manager, Office of Historic Preservation
Crisa Valadez, Contract Officer, Grants Management Division
Joe Guerra, Chief Financial Officer, MTC, Inc.

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 **4:00 p.m.**, **Central Time, on November 23, 2026.** 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.

Angela Alonso-Smith, Procurement Specialist III
City of San Antonio, Finance Department – Procurement Division
Angela.alonso-smith@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.