



# Capital Improvements Management Services

## Contract Services Division

### Solicitation Response Tip List

Capital Improvements  
Management Services



#### SOLICITATION TIPS

##### ALL Solicitations

- ◆ Review Solicitation Requirements carefully. Request clarification, if needed;
- ◆ Respond to posed questions directly;
- ◆ Ensure that the submittal is well organized and includes all listed requirements;
- ◆ Use of bullet points, tables and photographs are encouraged;
- ◆ Ensure consistency in the format of your firm's submittal.

##### Request for Qualifications (RFQ) and Competitive Sealed Proposals (CSP)

- ◆ Follow the format provided in the submittal checklist and/or table of contents;
- ◆ Adhere to the page limit outlined;
- ◆ Tailor your *entire* submittal to the specified project;
- ◆ Provide *comprehensive and detailed* descriptions of highlighted projects as requested in the solicitation document;
- ◆ For Project Sheets, highlight various city projects but **do not limit it to only city projects**. Be sure to provide a variety of applicable projects;
- ◆ Ensure the projects highlighted are *similar in scope or services* as outlined in the solicitation document. The use of direct correlations to other projects are highly encouraged;
- ◆ Include complete reference, or project owner, contact information, including email and phone numbers for City's use in conducting reference surveys;
- ◆ Provide detailed resumes and organizational charts. Include key personnel and subconsultant names, titles and firms, as applicable;
- ◆ Identify key personnel's available capacity for the proposed project and their capability to complete the service requested. Include their office location for the duration of the project. This information can be included in the organizational chart;
- ◆ **Tailor the Project Approach** to the specified project;
- ◆ Provide *a detailed* quality control and quality assurance plan, as applicable;
- ◆ In a narrative, clearly state specialty work completed that would benefit the proposed project, such as LEED certifications, BIM technology use, etc., as applicable;
- ◆ Confirm required SBEDA forms are included in submittal.

##### RFQ Specific

- ◆ **Tailor the introduction** of the proposed team members in a manner that clearly defines which staff will be directly working on the specified project;
- ◆ **Follow the format outlined** in the RFQ submittal checklist and the table of contents;
- ◆ Ensure that *narratives* are included, as requested in the RFQ.

##### CSP Specific

- ◆ Provide **ALL required documents** listed in 011;
- ◆ Ensure you include the **020 Bid Form** with all of the **correct dollar figures**;
- ◆ Make sure all forms are **signed**.

#### Meet YOUR Contracts Team

Mark Patterson Mark.patterson@sanantonio.gov Contract Administrator
Angelica Mata Angelica.mata@sanantonio.gov Contract Coordinator
Carisa Gamez Carisa.gamez@sanantonio.gov Contract Coordinator
LeAnn Lindquist-Thome LeAnn.Lindquist-Thome@sanantonio.gov Contract Coordinator
Elvia Fernandez Elvia.fernandez@sanantonio.gov Management Analyst
Diane Vasquez Diana.vasquez@sanantonio.gov Contract Officer
Jaime Lalley Jaime.lalley@sanantonio.gov Contract Officer
Ronald Ramirez Ronald.ramirez@sanantonio.gov Contract Officer
Annie Menchaca Annie.menchaca@sanantonio.gov Administrative Assistant II

#### SBEDA TIPS

- ◆ Pay close attention to each solicitation's SBEDA details when providing submittals;
- ◆ Sign and submit required Commitment Form, when applicable;
- ◆ Accurately complete and submit required **Subcontractor / Supplier Utilization Plan form**, when applicable ( failure to submit the form and fully satisfy an applied SBEDA Program requirement will be cause for rejection of a bid as non-responsive);
- ◆ Be sure that every Small Business Enterprise included on the Utilization Plan **is certified** by the South Central Texas Regional Certification Agency and located within the San Antonio Metropolitan Statistical Area (failure to comply will result in the dollar amounts listed for ineligible subcontractors being deducted from a bidder's overall utilization goal);
- ◆ Be sure that the dollar amount listed for a particular subcontractor on the Utilization Plan is **the actual amount** of the contract with the subcontractor.
- ◆ There is no restriction on communication with SBEDA staff during the solicitation period for **SBEDA-specific** questions. Respondents may contact the Small Business Office for assistance or clarification with SBEDA issues for the specified project.

#### City of San Antonio

Physical Address:  
Contract Services  
Municipal Plaza Building  
114 W. Commerce St., 9th Floor  
San Antonio, TX 78205

Mailing Address:  
CIMS Contract Services  
P.O. Box 839966  
San Antonio, TX 78283