



Capital Improvements Management Services

Contract Services Division

Solicitation Response Tip List

Capital Improvements
Management Services



SOLICITATION TIPS

ALL Solicitations

- ◆ Review solicitation document carefully and understand solicitation requirements;
- ◆ Request clarification or ask questions regarding the solicitation during the permitted timeframe for questions, if needed;
- ◆ Respond directly to solicitation questions posed;
- ◆ Ensure that a submittal is well organized and includes all the solicitation requirements listed therein;
- ◆ Use of bullet points, tables and photographs are encouraged;
- ◆ Ensure consistency in the format of your firm's submittal;
- ◆ Ensure all documents requiring a **signature** are signed;
- ◆ Ensure submittal is delivered to the City Clerk's Office by the submission deadline.

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

- ◆ Follow the solicitation format provided in the Submittal Checklist and/or Table of Contents;
- ◆ Adhere to the page limits, as outlined in the solicitation document;
- ◆ Tailor the **entire** submittal to the specific 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**. 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 and relevancy to other projects are highly encouraged;
- ◆ Include complete reference Information (project owner and contact information), including email and telephone numbers, as requested in the solicitation document;
- ◆ Provide detailed resumes and organizational charts, as outlined in the solicitation document.
- ◆ Tailor your Project Approach responses to the specified Project;
- ◆ Provide **detailed** Quality Control and Quality Assurance plans, as applicable;
- ◆ Confirm the required SBEDA forms are included in submittal, if applicable.

RFQ Specific

- ◆ Tailor the introduction of the proposed team members in a manner clearly defining which team member directly will be working on the Project;
- ◆ Follow the format outlined in the RFQ Submittal Checklist and the Table of Contents;
- ◆ Ensure that the required **narratives**, as requested in the RFQ solicitation, are included in the submittal.

CSP Specific

- ◆ Provide **ALL** required documents listed on the 011 form;
- ◆ Ensure the 020 Bid Form, along with the 025 or 024 Bid Forms, are included in submittal listing the **correct dollar figures**.

Meet **YOUR** Contracts Team

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Sr. Records Technician

SBEDA TIPS

- ◆ Pay close attention to a solicitation's SBEDA details, when providing submittals;
- ◆ Sign and submit the required Commitment Form (when applicable);
- ◆ Accurately complete and submit required **Subcontractor / Supplier Utilization Plan form** (when applicable). The failure to submit the form and fully satisfy an applied SBEDA Program requirement will be cause for rejection of a bid as non-responsive;
- ◆ Confirm 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. The failure to so confirm may result in the dollar amounts listed for non-compliant 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 a contract with that subcontractor.
- ◆ There is no restriction on communication with the SBEDA staff during the solicitation period for **SBEDA-specific** questions. Respondents may contact the Small Business Office for assistance or

City of San Antonio

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