



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Qualifications – Comprehensive Plan Consulting Services

Solicitation Number: RFQ 14-034, 6100004328

Description: The City of San Antonio is seeking proposals from a qualified consultant team who is interested in assisting City staff to prepare the COMPplan2040 Comprehensive Plan for the City of San Antonio. The process will focus on creating San Antonio's first true Comprehensive Plan.

Applicable Product Categories: NIGP Code 91827

Date Issued: Tuesday, April 8, 2014

Due Date & Time: Friday, May 16, 2014 at 2:00 p.m. CST

Pre-Submittal Conference: City of San Antonio, Finance Department – Purchasing Division, Hill Country Conference Room, III Soledad, 11th Floor, San Antonio, Texas 78205 at 10:00 a.m., Central Time, on Thursday, April 17, 2014.

Staff Contact Person: Laura Sambrano, Procurement Specialist III, laura.sambrano@sanantonio.gov

Evaluation Committee Voting Members:

John Dugan, Director, Department of Planning and Community Development

Mark Brodeur, Assistant Director, Department of Planning and Community Development

Rudy Nino, Planning Manager, Department of Planning and Community Development

Trish Wallace, Transportation Planning Manager, Transportation and Capital Improvements Department

Catondra Noye, Planning Director, VIA

Irby Hightower, Architect, Alamo Architects

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until 10:00 a.m., Local Time, on Tuesday, April 22, 2014. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Laura Sambrano, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
laura.sambrano@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to the City of San Antonio's e-Procurement system, SAePS, <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, please do so in order to view the solicitation and submit a response through the SAePS portal.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list for SAePS portal viewing.