



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name:** Request for Qualifications – License of Sports Fields at Brooks Park

**Solicitation Number:** RFQ 16-064, 6100007403

**Description:**

The City of San Antonio, Parks and Recreation Department (“City”), is seeking proposals from non-profit amateur sports organizations which provide youth sports league activities limited to football, soccer, or lacrosse and related cheer organizations who serve the southeast / greater southside of San Antonio operating under organized state or national affiliates, for the long-term license and operation of two (2) sports fields at Brooks Park, without rental fees. The City will select a License Holder for full operation of two (2) sports fields located at Brooks Park while clearly identifying the attributes for success to maximize league play and field maintenance at the City’s sports fields described in the RFQ. License and operation of the sports fields will be the sole responsibility of the non-profit tenant without contribution or subsidy by the City.

**Applicable Product Categories:** 96168, 97102, 98803

**Evaluation Committee Voting Members:**

Guillermo Moya, Special Project Manager, Convention & Sports Facilities Department  
Gabriela Ruess, Contract Coordinator, Parks and Recreation Department  
Geronimo Aguirre, Program Manager, Parks and Recreation Department

**Date Issued:** Friday, April 1, 2016

**Due Date & Time:** Monday, May 2, 2016 @ 11:00 A.M. CST

**Pre-Submittal Conference Meeting immediately followed by Site Visit (Optional):** Friday, April 8, 2016 @ 10:00 A.M. CST

**Pre-Submittal Location:** City of San Antonio, Mission Branch Library, Meeting Room, 3134 Roosevelt, San Antonio, TX 78214

**Staff Contact Person:** Charisma Esparza, Procurement Specialist III City of San Antonio, Finance Department – Purchasing Division [charisma.esparza@sanantonio.gov](mailto:charisma.esparza@sanantonio.gov)

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

**Exceptions to the Restrictions on Communications:**

Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed below until 12:00 P.M., CST, on Friday, April 15, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Charisma Esparza, Procurement Specialist III City of San Antonio, Finance Department – Purchasing Division [charisma.esparza@sanantonio.gov](mailto:charisma.esparza@sanantonio.gov)

Questions submitted and the City's responses will be posted in the SAEPS portal system with this solicitation as an Addendum.

To view this solicitation, go to <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.

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](mailto: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 a Spanish translation, please visit the following website: <http://www.sanantonio.gov/ParksAndRec/Home>

Para obtener este en Español, por favor visite la siguiente pagina web:

<http://www.sanantonio.gov/ParksAndRec/Home>