



City of San Antonio

TO: Leticia M. Vacek, TRMC, MMC, City Clerk

FROM: Xavier D. Urrutia, Parks and Recreation Department, Director

COPIES: Francisco Molina, Office of the City Clerk, Charisma Esparza, Finance – Purchasing;
Karen Dlugosz – Parks & Recreation

SUBJECT: Publication Request – RFQ for License of Sports Fields at Brooks and Stinson Parks

DATE: December 7, 2015

The City's Finance Department is preparing to issue a Request for Qualifications – License of Sports Fields at Brooks and Stinson Parks. Please arrange for the attached advertised copy to be published in the San Antonio Express News Legal Notices on Wednesday December 9th. In addition, please also publish in the Southside Reporter at the earliest date available for publication.

The attached ad copy should be used for narrative only and not as the actual photo-ready copy to be published. The publication should be placed in the Legal Notices section and should adhere to normal publication guidelines for legal notices, including single-column set and standard size font.

Publication costs should be charged to:

Cost Center: 2604010001
G/L: 5203040

Certifications of the published notices are requested and should be sent to:

Charisma Esparza
Finance Department – Purchasing Division
P.O. Box 839966
San Antonio, TX 78283

Should you have any questions, please do not hesitate to contact Charisma at 210-207-4626.

Thank you,

A blue ink signature of Xavier D. Urrutia, written in a cursive style.

Xavier D. Urrutia
Parks and Recreation Department
Director

Attachment: Request for Qualifications – License of Sports Fields at Brooks and Stinson Parks

REQUEST FOR QUALIFICATIONS (RFQ)

Request for Qualifications – License of Sports Fields at Brooks and Stinson Parks (RFQ 16-029, 6100006925)

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 three (3) sports fields and related amenities at Brooks and Stinson Parks, without rental fees. The City will select one or more License Holders for full operation of two (2) sports fields located at Brooks Park and one (1) sports field located at Stinson Park while clearly identifying the attributes for success to maximize league play and field maintenance at the City’s sports fields described in this 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. Respondents may indicate interest in licensing the fields at one or both parks.

Questions concerning this RFQ should be directed to Charisma Esparza, Procurement Specialist III, charisma.esparza@sanantonio.gov

The City of San Antonio has implemented the San Antonio eProcurement System, (SAePS). To receive a copy of this RFQ all vendors must first register on-line at: <http://www.sanantonio.gov/purchasing/SAePS.aspx>

The Pre-Submittal Conference will be held at the City of San Antonio’s Mission Branch Library Meeting Room, Mission Branch Library, 3134 Roosevelt, San Antonio, Texas 78214 at **2:00 p.m., Local Time, on Thursday, December 17, 2015**. Attendance at the Pre-Submittal Conference is optional, but highly encouraged. A site visit of all three (3) fields will occur immediately following this pre-submittal conference.

All proposals must be received no later than **11:00 a.m., Local Time on Wednesday, January 13, 2016** in the Office of the City Clerk, P.O. Box 839966, San Antonio, Texas, 78283-3966, or 2nd floor of City Hall, 100 Military Plaza, San Antonio, Texas, 78205 or may be submitted electronically through the SAePS system.

Leticia M. Vacek, TRMC, MMC
City Clerk