



## City of San Antonio

### ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name:** Request for Qualifications – License of Sports Field at Stinson Park

**Solicitation Number:** RFQ 16-104, 6100008013

**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 one (1) sports field and related amenities at Stinson Park, without rental fees.

Through this RFQ, the City will select one or more License Holder(s) for full operation of one (1) sport field and related amenities 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 field will be the sole responsibility of the non-profit tenant without contribution or subsidy by the City.

Applicable Product Categories: 96168, 97102, 98803

**Date Issued:** Thursday, September 1, 2016

**Due Date & Time:** Monday, October 3, 2016 @ 11:00 A.M. CST

**Pre-Submittal Conference immediately followed by Site Visits: Date & Time:** Tuesday, September 13, 2016 @ 10:00 A.M. CST

**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)

**Evaluation Committee Voting Members:**

Phillip A. Covington, III, Acting Contract Manager, Parks and Recreation Department  
Michael Baldwin, Special Projects Manager, Parks and Recreation Department  
Rocky Duque De Estrada, Senior Management Analyst, Parks and Recreation Department  
Gabriela Ruess, Senior Management Analyst, Parks and Recreation Department  
Geronimo Aguirre, Program Manager, Parks and Recreation Department

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, September 16, 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 with this solicitation.

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>

**To view the RFQ and related documents, and to receive an e-mail notification of any changes, you must register under the following specific NIGP codes in the City's SAePS portal system: 96168, 97102, 98803.**

Below are instructions and the link to register to register as a vendor in the City's SAePS portal system:

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>

If you experience any difficulty or have questions regarding how to register, contact 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 SAePS portal viewing.

**If you have not completed the City's SAePS Vendor Registration under NIGP codes 96168, 97102, and 98803, you must do so in order to view a solicitation.**

To view this solicitation, go to the City of San Antonio's e-Procurement system, SAePS, <https://supplierservice.sanantonio.gov/irj/portal>. You may also view the solicitation in the City of San Antonio's website, Bidding and Contracting Opportunities <http://www.sanantonio.gov/RFPListings/>.

Questions may be asked in person at the Pre-Submittal Conference, which will be held at the City of San Antonio's Harlandale Community Center, 7227 Briar Place, San Antonio, Texas 78221 at 10:00 a.m., Local Time, on Tuesday, September 13, 2016. Attendance at the Pre-Submittal Conference is optional, but highly encouraged. A site visit will occur immediately following this pre-submittal conference.

All proposals must be received no later than 11:00 a.m., Local Time on Monday, October 3, 2016 in the Office of the City Clerk, P.O. Box 839966, San Antonio, Texas, 78283-3966, or 1st floor of City Hall, 100 Military Plaza, San Antonio, Texas, 78205 or may be submitted electronically through the SAePS system.

**You must be registered in an ACTIVE STATUS with the Texas Secretary of State as a non-profit agency as of the RFQ deadline, or have a current application filed as a non-profit entity with the Texas Secretary of State as of the RFQ deadline, or your proposal will be deemed non-responsive and will not be considered.** To apply for registration or to confirm your ACTIVE STATUS, contact the Secretary of State Business and Public Filings at 512-475-4211. <https://direct.sos.state.tx.us/acct/acct-login.asp>