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 requirement;
- Request clarification or ask questions regarding solicitation during the permitted timeframe for questions, if needed;
- Respond to solicitation posed questions directly;
- Ensure that the submittal is well organized and includes all solicitation listed requirements;
- 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 designated 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;
- 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, or project owner, and contact information, including email and phone numbers as requested in the solicitation;
- Provide detailed resumes and organizational charts as outlined in the solicitation.
- ***Tailor the Project Approach*** responses to the specified project;
- Provide ***a detailed*** quality control and quality assurance plan, as applicable;
- Confirm required SBEDA forms are included in submittal, if applicable.

RFQ Specific

- ***Tailor the introduction*** of the proposed team members in a manner that clearly defines which staff will be directly working on the specified project;
- ***Follow the format outlined*** in the RFQ submittal checklist and the table of contents;
- Ensure that the required ***narratives*** are included in submittal, as requested in the RFQ.

CSP Specific

- Provide ***ALL required documents*** listed in 011;
- Ensure the 020 Bid Form and other bid forms such as the 025 or 024 Bid Form are included in submittal with all of the ***correct dollar figures.***

Meet *YOUR* Contracts Team

Mark Patterson Mark.patterson@sanantonio.gov Contract Administrator
Angelica Mata Angelica.mata@sanantonio.gov Contract Coordinator
Carisa Gamez Carisa.gamez@sanantonio.gov Contract Coordinator
Elvia Fernandez Elvia.fernandez@sanantonio.gov Management Analyst
Diane Vasquez Diana.vasquez@sanantonio.gov Contract Officer
Ronald Ramirez Ronald.ramirez@sanantonio.gov Contract Officer
Desiree Alderete Desiree.alderete@sanantonio.gov Administrative Assistant I
Maria Godina Maria.Godina@sanantonio.gov Sr. Management Analyst
Contract Officer Vacant

SBEDA TIPS

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

City of San Antonio

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