



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Qualifications – On-Call Independent Fee Estimates

Solicitation Number: RFQ 23-038; RFx 6100016462

Description: The City of San Antonio, Aviation Department is issuing a Request for Qualifications (RFQ) seeking Statement of Qualifications from a qualified firm to provide on-call fee estimates to the Aviation Department as needed for various aviation projects at both the San Antonio International Airport and Stinson Municipal Airport, which together form the San Antonio Airport System.

Applicable Product Categories: 91875- Management Consulting

Date Issued: December 30, 2022

Due Date & Time: February 17, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: San Antonio International Airport, Terminal A Mezzanine Conference Room, 9800 Airport Blvd., San Antonio, TX 78216 at 1:00 p.m. Central Time, on Thursday, January 12, 2023.

Respondents may also attend via conference call or WebEx. Respondents may also call the toll-free number listed below and enter the access code and meeting number to participate the day of the conference. In addition, Respondent may attend the conference via WebEx at [www.webex.com](http://www.webex.com) and clicking *Join*. The Meeting number and Meeting password are the same as below.

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2457 417 3605

Meeting password: COSA

Staff Contact Person: Marco A. Beltran, Procurement Specialist III, [marco.beltran@sanantonio.gov](mailto:marco.beltran@sanantonio.gov)

**Evaluation Committee Voting Members:**

Tim O’Krongley, Deputy Aviation Director, Aviation Department

Shane Harbinson, Chief Development Office, Aviation

Susan St Cyr, Special Projects Manager, Aviation Department

Sergio Aranda, Assistant Capital Programs Manager, Aviation

Virginia Covarrubias, Sr. Special Projects Manager, Aviation Department

Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFQ or proposal from the time the RFQ has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFQ has been released until the contract is approved at a City Council “A” session.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFQ to the Staff Contact Person listed below until 2:00 p.m., Central Time, on Monday, January 30, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Marco A. Beltran, Procurement Specialist III

City of San Antonio, Aviation Department – Purchasing Division

[marco.beltran@sanantonio.gov](mailto:marco.beltran@sanantonio.gov)

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

To view this solicitation, go to the SAePS portal; <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. Once you have logged on to the SAePS portal, click on “My Bids” (first), if not viewable then click “Other Bids” (to view all already published competitive bids).

**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) with "SAePS Portal" on the subject line so this can be expedited.