



# Transportation and Capital Improvement Contract Services Division Solicitation Response Tip list



### All Solicitations

- \*Review the solicitation document carefully and fully understand the solicitation requirements;
- \*Request clarification or ask questions, if needed, regarding solicitation during the permitted timeframe for questions;
- \*Respond directly to the solicitation-posed questions and requests;
- \*Ensure your submittal is well organized and includes all of the solicitation's 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 your submittal is delivered to the City Clerk's Office by the designated deadline.

### Meet your Contracts Team

Mark Patterson mark.patterson@sanantonio.gov Contract Administrator 210-207-2121
Clayton Hoelscher clayton.hoelscher@sanantonio.gov Contract Coordinator 210-207-8310
Carisa Gamez carisa.gamez@sanantonio.gov Contract Coordinator 210-207-8325
Elvia Fernandez elvia.fernandez@sanantonio.gov Management Analyst 210-207-4033
Diane Vasquez diane.vasquez@sanantonio.gov Contract Officer 210-207-5872
Ronald (Ron) Ramirez ronald.ramirez@sanantonio.gov Contract Officer 210-207-8063
Manuel G. Garcia manuel.g.garcia@sanantonio.gov Management Analyst 210-207-7872
David Palacios david.palacios@sanantonio.gov Management Analyst 210-207-2099
David Rios david.rios@sanantonio.gov Contract Officer 210-207-1339
Margaret Toscano margaret.toscano@sanantonio.gov Contract Officer 210-207-5438
Francisco (Frank) Valdez francisco.valdez@sanantonio.gov Contract Officer 210-207-8437

### Request for Qualifications (RFQ) and Competitive Sealed Proposals (CSP) Solicitations

- \*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 response 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 only to City projects**. Provide a variety of applicable projects;
- \*Tailor the Project Approach responses to the specified project;
- \*Ensure the projects highlighted are **similar in scope or services** as outlined in the solicitation.
- \*The use of direct correlations and relevancy to other projects highly are encouraged.

\*Include complete reference, as to a project owner and contact information (including email and telephone numbers), as requested;

\*Provide detailed resumes and organizational charts, as outlined in the solicitation;

\*Provide **a detailed** quality control and quality assurance plan, as applicable;

\*Confirm the required SBEDA forms are included your submittal, if applicable.

### CSP Specific Solicitations

\*Provide **ALL** of the required documents listed in Form 011;

\*Ensure the 020 Bid Form and other bid forms, such as the 025 Bid Form and/or 024 Bid Form are included in submittal with all of the **correct dollar figures**.

### RFQ Specific Solicitations

- \*Tailor the introduction of the proposed team members in a manner clearly defining which staff members directly will be working on the solicited project;
- \*Ensure that the required narratives are included in submittal, as requested in the RFQ solicitation.

### SBEDA TIPS

\*Pay close attention to each solicitation's SBEDA requirements, when providing submittals;

\*Sign and submit the required **SBEDA Commitment Form** or **Subcontractor/Supplier Utilization Plan Form**, as applicable;

\*Failure to submit the applicable SBEDA form, as well as the failure to fully satisfy an applied SBEDA Program requirement, shall be cause for rejection of a submittal as Non-Responsive;

\*Ensure every Small Business Enterprise included on your Utilization Plan **is certified** by The South Central Texas Regional Certification Agency and located in the San Antonio Metropolitan Statistical Area (failure to comply will result in dollar amounts listed for any ineligible Subcontractors being deducted from a bidder's overall utilization goal);

\*Ensure the dollar amount listed for a listed Subcontractor on the Utilization Plan **is the actual amount** of the subcontract for that listed Subcontractor;

\*There are no restrictions on communication within the solicitation period for **SBEDA-specific** questions. Respondents/Bidders may contact the EDD Small Business Office for assistance with and/or clarification of SBEDA issues for the specified project.

**City of San Antonio  
TCI Contract Services  
Municipal Plaza Building  
114 W. Commerce  
San Antonio, Texas 78205**