



Transportation and Capital Improvement Contract Services Division Solicitation Response Tip list



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 question 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 only to 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.

CSP Specific

- *Provide **ALL required documents** listed in Form 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**.

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.

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 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 the solicitation period for **SBEDA-specific** questions. Respondents may contact the EDD Small Business Office for assistance or clarification with SBEDA issues for the specified project. EDD may be reached at (210)207-8080.

Meet your Contracts Team

Keley Young Keley.young@sanantonio.gov Contract Administrator 210-207-5879
Clayton Hoelscher Clayton.hoelscher@sanantonio.gov Contract Manager (Interim) 210-207-8310
Elvia Fernandez Elvia.fernandez@sanantonio.gov Management Analyst 210-207-4033
Diane Vasquez Diane.vasquez@sanantonio.gov Contract Officer 210-207-5872
Ronald Ramirez Ronald.ramirez@sanantonio.gov Contract Coordinator 210-207-8063
Christela Morales Christela.morales@sanantonio.gov Contract Coordinator 207-0567
Manuel G. Garcia Manuel.g.garcia@sanantonio.gov Management Analyst 210-207-7872
David Rios David.rios@sanantonio.gov Contract Officer 210-207-1339
Margaret Toscano Margaret.toscano@sanantonio.gov Contract Officer 210-207-5438
Francisco Valdez Francisco.valdez@sanantonio.gov Contract Officer 210-207-8437