

Post-Solicitation Briefing for Southern Edwards Plateau Habitat Conservation Plan Biologist



Audit Committee

Date: February 28, 2025

Presented by: Michael Shannon, PE, CBO, Director, Development Services Department

Solicitation Overview



The Development Services Department (DSD) is seeking a U.S. Fish and Wildlife (USFW) certified biologist and/or environmental company with experience in implementing Habitat Conservation Plans to support the operation, administration, management, and coordination of the Southern Edwards Plateau Habitat Conservation Plan.

The U.S. Fish and Wildlife Service has issued a joint 30-year incidental take permit between the City of San Antonio and Bexar County. The County awarded the current contract which expired on February 28, 2025, and now the City of San Antonio will take over the contract as agreed with the County. DSD administers the SEP-HCP program.

Solicitation Type

- Request for Qualifications (RFQ)

Proposed Term

- 1 year with 5, 1-year options

Estimated Value

- \$340,000 annually
- \$2,040,000 total

Funding Source

- SEP-HCP Fund - \$240,000
- Bexar County - \$50,000
- DSD - \$50,000

Current Contract Status

- Expires 2/28/2025

Recommended Award



The evaluation committee met on Monday, February 10, 2025, and by consensus, recommends award to the sole responsive bidder.

SBEDA Program – SBE 5 points; M/WBE 5 points;
Local Preference Program – 10 points
Veteran-Owned Small Business Preference Program – 5 points

Due Diligence



Finance and Auditor Departments – Due Diligence Results

Number of vendors notified:

169

Number of vendors at pre-submittal conference:

2

Number of responses received:

1

Results of Minimum Requirements Review

No Material Findings

Results of Due Diligence Review

No Material Findings



Thank You

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