



# City of San Antonio

## Agenda Memorandum

**File Number:**  
**{{item.tracking\_number}}**

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**Agenda Item Number:** 3

**Agenda Date:** February 28, 2025

**In Control:** Audit Committee

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**DEPARTMENT:** Development Services Department

**DEPARTMENT HEAD:** Michael Shannon

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Post-Solicitation High Profile Briefing for Vacant Lot Abatement Services

**SUMMARY:**

The Development Services Department solicited a Request for Proposals to select qualified contractors to provide Vacant Lot Abatement Services citywide. The contractors will furnish all labor, equipment and materials to clear debris and mow grass and weeds and remove all brush, rubbish, rocks, bricks and trash on properties identified by the City. These contracts support specific projects which will be identified and performed on an “as-needed” basis. No volume of work under the contract is guaranteed.

**BACKGROUND INFORMATION:**

On January 19, 2024, a Request for Proposals (RFP) was released for Vacant Lot Abatement Services. On March 29, 2024, seven proposals were received. However, two responses were deemed non-responsive for failure to submit required proposal documents. The remaining five

proposals were deemed responsive to move forward for evaluation. The evaluation committee met to discuss and score all five responsive proposals on May 14, 2024. The committee recommended awarding the contract to the top four highest-ranked respondents. During contract negotiations determination was made that the scope of work could not be supported by only four firms and a decision was made to cancel and re-solicit the RFP.

On September 11, 2024, an RFP was released for Vacant Lot Abatement Services. The estimated total contract value is \$3,298,660 for an initial term of 1 year with 4, 1-year options to renew.

On November 1, 2024, fifteen proposals were received and all fifteen were deemed responsive to move forward for evaluation. The evaluation committee representatives were John Peterek, Interim Assistant City Manager, City Manager's Office; Michael Shannon, Director, Development Services Department; Amin Tohmaz, Deputy Director, Development Services Department; Michael Uresti, Development Services Manager, Development Services Department; Alice Guajardo, Development Services Manager, Development Services Department; Jenny Ramirez, Code Enforcement Manager, Development Services Department; and Alma Martinez-Jimenez, Assistant to the Director, Center City Development and Operations Department.

The evaluation committee met to discuss and score all fifteen responsive proposals on January 9, 2025. The committee recommended awarding the contract to the top nine highest-ranked respondents.

This item is scheduled for Council consideration on March 20, 2025.

**ISSUE:**

For briefing purposes only.

**FISCAL IMPACT:**

For briefing purposes only.

**ALTERNATIVES:**

For briefing purposes only.

**RECOMMENDATION:**

Staff recommends approval to proceed with scheduling nine contracts for City Council consideration to provide the Vacant Lot Abatement Services for an estimated total value of \$3,298,660 for an initial 1 year term with 4, 1-year options to renew.