



REQUEST FOR QUALIFICATIONS

PUBLIC MARKET COMPLEX

FEASIBILITY STUDY

August 18, 2025

I. Background

San Antonio for Growth on the Eastside (“SAGE”) is a 501(c)(3) economic development nonprofit corporation serving the Eastside of San Antonio for over 25 years. SAGE promotes the economic development and cultural vitality of San Antonio’s Eastside.

In 2024, the United States Department of Health and Human Services (“HHS”) awarded SAGE a \$150,000 Community Economic Development (CED) planning award. Through the CED planning funds, SAGE will develop a comprehensive, community-informed business plan to establish a public market complex that will serve as an economic anchor for the Eastside. This vibrant community space is envisioned to address the critical shortage of grocery options, dining, and entertainment venues in the area, and create a central hub unique to San Antonio’s Eastside where residents can support local businesses, enjoy community events, and access essential goods and services. Illustrative examples include Boston’s Faneuil Hall Marketplace, Columbus’ North Market, Mexico City’s Mercado Roma, Austin’s Fareground, and Houston’s Finn Hall.

Based upon public sentiment and various previously-published community plans, SAGE has identified a need to conduct a market demand and feasibility study to develop a comprehensive community-informed business plan for a public market complex (the “Project”). Accordingly, SAGE issues this Request for Qualifications (“RFQ”) and seeks Statement of Qualifications (“SOQ”) from interested professional consultant firms (Respondents) for the Project. Specifically, SAGE seeks a qualified consultant to assess existing conditions, develop alternative concepts, and analyze the feasibility of developing a public market complex in collaboration with SAGE’s community engagement efforts. The concept may be either new construction, renovation of a built environment, or a combination of both.

The contract duration is throughout the project completion (estimated March 2026) and is not-to-exceed the contract value of approximately \$95,000. The remainder of the grant is expected to be used by SAGE personnel to promote community engagement efforts.

II. Scope of Work

a. Tasks

- Review previously-published community plans available on SAGE’s website.
- Research and analyze the current and future local market demand for the Project and advise SAGE on product mix, product scope and size, pricing strategy, and marketing approaches
- Identify community stakeholders and assist SAGE with community engagement efforts (including surveys, interviews, and community meetings) and review related materials
- Recommend preferred site for Project (and alternatives) that optimizes foot traffic, accessibility, and visibility while remaining in compliance with local laws
- Prepare architectural designs/renderings/concepts and construction/implementation estimates. This may include preliminary floor plans, site layouts, massing diagrams, and 3D renderings. It is not necessary to fully address structural, mechanical, electrical, or code-compliance details.
- Draft a preliminary concept of the public market concept based on community input and market research
- Present preliminary concepts of the public market concept at townhall meetings for community review such that feedback can be incorporated into final draft
- Present at least three (3) options for a final concept at community meetings and to SAGE Board of Directors. The final concept will be selected by the SAGE Board of Directors.

b. Deliverables

- List of ranked recommended sites for the public market complex
- Final concept renderings of the public market complex
- Executive Summary Presentation
- A comprehensive, inspiring, community-informed business plan commensurate with industry standards based upon the analyses conducted. The business plan should incorporate broad stakeholder engagement and input; articulate economic, social, cultural, environmental, and historical benefits; and provide a roadmap for implementation.

III. Submittal Document Requirements and Evaluation Criteria

Submittal Document Requirements

1. Letter of Interest - Indicate interest and availability to address the Project, and current levels of general and professional liability insurance carried by the Respondent. The letter should have the following information: Contact information, Name of Principal-in-Charge, and Project Manager.
2. Project Approach - Include a brief description of the Respondent's philosophy, understanding of the history of San Antonio's Eastside, and approach to the Project. Include key scope considerations to accomplish the scope elements stated in the RFQ. The Respondent is strongly encouraged to include its project management methodology, timeline, and/or suggestions for supplemental tasks which may enhance the Project or streamline the scope of work and improve cost effectiveness.
3. Project Team - Identify the proposed team (if applicable), including sub-consultants, qualifications, experiences, and references. Identify the project manager and principal contact who will be permanently assigned to the project (strongly preferred that they are one and the same person). Provide a one-page resume per key principal or team member or include at least a paragraph for each key team member, years of experience, education, certifications, company affiliation, workplace location, and a brief bulleted list of individual project experience. Please be sure to accentuate those team members (if any) with connections to San Antonio, specifically the Eastside.
4. Project Experience - Describe the Respondent's experience in preparing similar efforts to the Project. Include at least two completed projects that are similar to the Project. For each project, provide the following information:
 - Name and location of each project
 - Year completed
 - Name and contact information of each client
 - Name and contact information of each client project manager
 - Elements of the project that are similar to the scope elements of this RFQ

Evaluation Criteria

SAGE will appoint a selection committee to perform the evaluation of SOQs. The selection of a consultant for this project will be made by SAGE from the Respondents to this RFQ based upon the review and recommendation of the Selection Committee. All Respondents submitting complete responses will be evaluated, scored, and ranked. The top firms may be invited for an interview and have references checked.

- 40% - Qualifications of proposed project manager and project team
- 30% - Project Strategy, including creative techniques, vision, and engagement plan

- 20% - Project Execution, including proposed methodology, management plan, quality control efforts, timeline, deliverables approach, and expense management
- 10% - References and Past Performance

IV. Submission Instructions

Respondents are encouraged to submit concise and clear responses to this RFQ. Documents shall have a minimum font size of 11 or greater. Proposals must be in digital format, with a maximum length of 20 pages (including letter of interest and any appendices) and include the project name: SAGE Public Market Complex.

All submittals must be received by **3:00 pm on September 19, 2025** via the application portal on the SAGE website. No submittals will be accepted after that date and time. It is the Respondent's sole responsibility to ensure that timely submittals are received.

Upon submission, all submittals become the property of SAGE and will not be returned. SAGE assumes no obligations of any kind for expenses incurred by any respondent to this invitation.

V. General Information, Award of Contract, and Reservation of Rights

Questions regarding this RFQ should be directed to James Nortey at (210) 382-7876 or communications@sagesa.org. Persons with additional needs or disabilities may request this information be prepared and supplied in alternate form by contacting Mr. Nortey.

SAGE will conduct a comprehensive, fair, and impartial evaluation of all submittals received in response to this RFQ. SAGE reserves the right to award one, more than one, or no contract(s) in response to this RFQ. A contract, if awarded, shall be awarded to a respondent whose proposal is deemed most advantageous to SAGE, as determined by the Selection Committee and upon the approval by the SAGE Board of Directors.

SAGE desires to select a consultant and complete contract negotiations by early November and have the contract in place by mid-November. Interviews may be requested of top Respondents during September-October.

Timetable Summary

Pre-proposal Meeting	September 9, 2025
Deadline for Questions	September 16, 2025
Submittals Due	September 19, 2025
Interview Shortlisted Firms	October 19, 2025