



# City of San Antonio

## Agenda Memorandum

### File Number:

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**Agenda Item Number:** {{item.number}}

**Agenda Date:** June 5, 2025

**In Control:** City Council A Session

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**DEPARTMENT:** Neighborhood and Housing Services

**DEPARTMENT HEAD:** Veronica Garcia, Director

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

On-Call Residential Rehabilitation Inspection Services Consultant

**SUMMARY:**

This ordinance authorizes the award of contracts with BBG Consulting, Inc.; GreenWorks Service Company; and J D Williams Engineering, PLLC dba Criterium-Williams to provide on-call residential rehabilitation inspection services for an estimated total value of \$2,200,000 for the term beginning June 30, 2025 through June 30, 2028, with the option for two additional, one-year renewals.

Funding is available from the General Fund FY 2025 Adopted Budget, 2022 Housing Bond, and Community Development Block Grant. Funding for future years is contingent upon City Council approval of the annual budget.

**BACKGROUND INFORMATION:**

Submitted for City Council consideration and action are proposals submitted by BBG Consulting, Inc.; GreenWorks Service Company; and J D Williams Engineering, PLLC dba Criterium-Williams to provide on-call residential rehabilitation inspection services for the Neighborhood & Housing Services Department (NHSD).

The City's home rehabilitation programs offer forgivable loans and grants to improve homes for qualified low to medium-income homeowners. The goal is to address life, health, and safety hazards within existing affordable housing. The program integrates comprehensive third-party residential housing inspections to address construction quality and compliance standards.

The City issued the Request for Qualifications (RFQ) for "On-Call Residential Rehabilitation Inspection Services Consultant" (RFQ 25-045, RFX 6100018809) on January 29, 2025 with a submission deadline of March 17, 2025. The RFQ was advertised in the HartBeat, TVSA channel, the City's Bidding & Contracting Opportunities Website, the San Antonio e-Procurement System and an email notification was released to a list of potential Respondents. Three proposals were received, and all were deemed responsive for evaluation.

The evaluation committee consisted of representatives from the City Manager's Office, NHSD and Development Services Department. The Finance Department, Procurement Division assisted by ensuring compliance with City procurement policies and procedures. The evaluation of each proposal was based on a total of 100 points: 60 points allotted for experience, background, and qualifications; 25 points allotted for proposed plan; 10 points allotted for respondent's section 3 business certification and 5 points allotted for the Veteran-Owned Small Business (VOSB) Preference Program. Additional categories of consideration included references and financial qualifications.

The evaluation committee met to discuss and score the three proposals on April 11, 2025. The three top ranked firms were BBG Consulting, Inc.; GreenWorks Service Company and J D Williams Engineering, PLLC dba Criterium-Williams and all are recommended for award.

## **ISSUE:**

NHSD is seeking qualified professionals to provide residential rehabilitation inspection services for NHSD's affordable housing programs. These programs are aimed at rehabilitating single-family structures for low- and moderate-income homeowners throughout the City. This solicitation sought qualified inspector(s) to conduct residential property inspections in accordance with local and federal housing quality standards, provide written reports and perform required inspections throughout the duration of each project.

SBEDA tools were not applied due to the use of federal grants.

These awards are an exception to the Local Preference Program (LPP). LPP was not applicable to these contracts as grant does not expressly mandate or encourage geographic preference.

The Veteran-Owned Small Business Preference Program applied to this contract; however, none of the three recommended firms are veteran-owned small businesses.

These vendors have acknowledged to comply with the Heat Illness Prevention Ordinance, approved on August 31, 2023.

**ALTERNATIVES:**

Should these contracts not be approved, NHSD would be unable to provide residential rehabilitation inspection services for NHSD's Owner-Occupied Rehabilitation, Reconstruction, Minor Repair and ADU (Accessory Dwelling Units) Programs, resulting in non-compliance with programmatic rules and regulations. Moreover, NHSD would need to re-solicit services to meet these programmatic requirements.

**FISCAL IMPACT:**

This ordinance authorizes the award of contracts to provide on-call residential rehabilitation inspection services to BBG Consulting, Inc., GreenWorks Service Company, and J D Williams Engineering, PLLC dba Criterium-Williams, for an estimated total value of \$2,200,000 for the term beginning June 30, 2025 through June 30, 2028, with the option for two additional, one-year renewals.

Funding is available from the General Fund FY 2025 Adopted Budget in the amount of \$550,000; 2022 Housing Bond in the amount of \$1,100,000; and Community Development Block Grant in the amount of \$550,000. Funding for future years is contingent upon City Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends approval of this ordinance.

These contracts were procured by means of a Request for Proposals and Contracts Disclosure Forms are required.