



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 20

**Agenda Date:** February 20, 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:**

An amendment to an agreement with Priority Title & Escrow, LLC for Title Report Services

**SUMMARY:**

An ordinance approving an amendment to the On-Call Title Report Services Agreement between the City of San Antonio and Priority Title & Escrow, LLC., extending the contract for a six-month period through June 30, 2025, and increasing the amount by \$250,000.00 for a total contract value not to exceed \$375,000.00. Funding for the amendment in the amount of \$125,000.00 is available from the General Fund FY 2025 Adopted Budget and \$125,000.00 is available from the Community Development Block Grant.

**BACKGROUND INFORMATION:**

The City's home rehabilitation programs offer resources to improve homes for qualified low to medium-income homeowners. The goal is to address life, health, and safety hazards resulting from substandard conditions. As part of the evaluation to determine an applicant's eligibility for a home rehab program, the property must have clear title.

On February 11, 2021, through Ordinance 2021-02-11-0098, City Council approved a Professional Services Agreement (PSA) for Title Services with Priority Title & Escrow, LLC, Inc. for an

amount not to exceed \$125,000.00 for four years with two, one-year extensions. As part of this competitive award, Priority Title & Escrow, LLC was recommended and approved to provide services that included, but were not limited to, title reports, escrow settlement services, redecoration and title policies.

Since the award of this contract in February 2021, the Neighborhood and Housing Services Department (NHSD) has more than doubled the numbers of homes repaired, rehabilitated and/or reconstructed with the influx of additional federal grants and General Fund dollars. Furthermore, in 2022, voters approved the Housing Bond with a designated \$45 million allocated for homeownership rehabilitation and preservation efforts aimed at assisting low-income homeowners in making necessary repairs. Due to significant demand, and as a result of the increased funding, the number of projects requiring title services has exceeded the contract capacity of the current PSA with Priority Title & Escrow, LLC, requiring NHSD to issue a formal solicitation to procure a new contract.

#### **ISSUE:**

A formal competitive Request for Qualifications (RFQ) has been released for On-Call Title Services and is anticipated to be presented to City Council for consideration in spring 2025.

However, to ensure continuity of title and escrow services for the City's home rehabilitation programs, staff has determined that the current PSA with Priority Title & Escrow, LLC should be extended pending the forthcoming formal solicitation submissions of proposals from other qualified service providers. Priority Title & Escrow, LLC has the sole source capacity, experience, and expertise to perform these residential housing inspection services. As such, NHSD will need to amend the current PSA with Priority Title & Escrow, LLC and provide additional funds for services rendered between February 2023 and June 2025.

This action will approve an amendment to the On-Call Title Services Agreement between the City of San Antonio and Priority Title & Escrow, LLC to continue the services under the contract's current scope of work through the close of the RFQ and will increase the contract amount not to exceed \$375,000.00. This will result in providing title reports for approximately 3,500 home rehab applications for services rendered through June 30, 2025.

#### **ALTERNATIVES:**

Should this contract amendment not be approved, NHSD will not have a PSA in place to support on-call title services for homeowner rehabilitation, reconstruction and repair programs impacting quality and compliance standards for program eligibility.

#### **FISCAL IMPACT:**

This ordinance authorizes an amendment to the On-Call Title Services Agreement between the City of San Antonio and Priority Title & Escrow, LLC, extending the contract for a six-month

period through June 30, 2025, and increasing the amount by \$250,000.00 for a total contract value not to exceed \$375,000.00. Funding for the amendment in the amount of \$125,000.00 is available from the General Fund FY 2025 Adopted Budget and \$125,000.00 is available from the Community Development Block Grant.

**RECOMMENDATION:**

Staff recommends approval.