



# City of San Antonio

## Agenda Memorandum

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

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**Agenda Item Number:** 17

**Agenda Date:** February 23, 2022

**In Control:** Audit and Accountability Committee Meeting

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**DEPARTMENT:** Neighborhood and Housing Services

**DEPARTMENT HEAD:** Verónica R. Soto

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Pre-Solicitation Briefing for Home Rehab Program Delivery Funded by the City of San Antonio Community Development Block Grant Program.

**SUMMARY:**

The Neighborhood and Housing Services Department (NHSD) will present a pre-solicitation briefing on the Home Rehab Program Delivery funded by the City of San Antonio Community Development Block Grant Program which was presented in the Annual High-Profile Report. This briefing will allow an opportunity for input from Committee members.

The pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran owned small business preference program applicability and SBEDA Program requirements.

The Neighborhood and Housing Services Department is seeking proposals from third party non-

profit or for profit organizations with the ability to determine program eligibility of homeowners and oversee housing rehabilitation and/or reconstruction services for third-party beneficiaries (qualified homeowners) of the City's Community Development Block Grant program (CDBG). NHSD will provide the awarded Applicant(s) with the homeowners to engage.

#### **BACKGROUND INFORMATION:**

The Request for Proposals (RFP) shall select Applicant(s) for an initial term of one (1) year with two (2) additional, one (1) year extensions, the City shall have the sole option to renew (keep the contractor) under the same terms and conditions. The estimated total contract value for the 3-year term is up to \$3,000,000.

Projects may include single-family home rehabilitation, reconstruction, or minor home repairs. Contract values will allow up to \$25,000 for minor home repair projects, up to \$130,000 for home rehabilitation and \$145,000 for home reconstruction projects. Respondents may submit a proposal for the project type and number of home rehab projects they have the capacity to complete. Respondents are not required to qualify for every type of rehabilitation.

The Applicant is expected to provide the following: 1) determine homeowner eligibility; 2) determine housing rehabilitation or reconstruction services to be provided; 3) obtain all documentation from homeowner; 4) procure contractors for rehabilitation or reconstruction work; 5) supervise and monitor rehabilitation and reconstruction work; and 6) request reimbursement from the City for services rendered. As funds will be distributed on a reimbursement basis, the Applicant must have the financial capacity to operate this program as such. The Applicant must determine and provide evidence to the City of who will be qualifying the provided homeowners for the program and who will be providing the housing rehabilitation and/or reconstruction services.

#### **ISSUE:**

For briefing purposes only

#### **FISCAL IMPACT:**

For briefing purposes only

#### **ALTERNATIVES:**

For briefing purposes only

#### **RECOMMENDATION:**

For briefing purposes only