

AGENDA

**A Regular Board Meeting for:
SAN ANTONIO HOUSING TRUST FOUNDATION
will be held at Municipal Plaza B Room
114 W Commerce St., San Antonio, TX 78205
and virtually via ZOOM:**

<https://us02web.zoom.us/j/89802122410?pwd=VjdIRm03aU11b1YxK0lpTGREK0p0QT09>

DIAL-IN NUMBER: 1-346-248-7799 MEETING ID: 898 0212 2410 PASSWORD: 057693

On Friday, January 20, 2023, beginning at 2:00 p.m. or immediately following the adjournment of the San Antonio Housing Trust PFC Board Meeting

NOTICE: *A quorum of the board of directors will be physically located at 114 W Commerce St., San Antonio, TX 78205 at 2:00 p.m. One or more of the Directors may attend this meeting by video conference pursuant to the requirements set forth in the Texas Open Meetings Act. An electronic copy of the agenda packet may be accessed at the San Antonio Housing Trust website under the CALENDAR/Board Meeting date page prior to the meeting.*

NOTICE: *This meeting of the Board, being held for the reasons listed below, is authorized in accordance with the Texas Government Code, Sections 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Executive Director.*

1. Call to Order and Roll Call
2. Discussion and possible action to approve minutes of November 18, 2022
3. Public Comment – Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters.
4. Discussion and possible action to approve a resolution authorizing releasing a Request for Qualifications for On-Call Project Management and Owners Representative.
5. Discussion and possible action to approve a resolution authorizing releasing a Request for Qualifications for On-Call Architectural Services.
6. Adjournment.

Executive Session. The San Antonio Housing Trust reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed on the posted agenda, above, as authorized by the Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development). *ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN SESSION*

Attendance by Other Elected or Appointed Officials: It is possible that members City boards, commissions and/or committees may attend the open meeting in numbers that may constitute a quorum. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a

meeting of any other boards, commissions and/or committees of the City, whose members may be in attendance in numbers constituting a quorum. These members of other City boards, commissions, and/or committees may not deliberate or take action on items listed on the agenda. [Attorney General Opinion – No. GA-0957 (2012)].

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodation or interpretative services must be made 48 hours prior to this meeting. Please contact Nicole Collazo, for concerns or requests, at (210) 735-2772 or FAX (210) 735-2112.

San Antonio Housing Trust Foundation
Agenda Item 2

This item includes the approval of minutes from the **November 18, 2022**, meeting.

San Antonio Housing Trust Foundation
2023 OFFICIAL MEETING MINUTES

DATE: Friday, November 18, 2022

TIME AND PLACE: The San Antonio Housing Trust Foundation met in session at 2:20 p.m., via Zoom and in person at 114 W Commerce St, San Antonio, TX 78205.

PRESENT: Antoinette Brumfield, Eric Cooper, Councilman Jalen McKee-Rodriguez, Councilman John Courage, Jordan Ghawi, Rachell Hathaway, Marinella Murillo, Jane Pacione, Mark Carmona, and Councilwoman Phyllis Viagran.

ABSENT: Councilwoman Adriana Rocha Garcia and Councilwoman Teri Castillo

STAFF/VISITORS PRESENT:

Pedro Alanis- Executive Director San Antonio Housing Trust Foundation INC.; Nicole Collazo- Director of Operations San Antonio Housing Trust Foundation INC.; Tom Roth- Director of Development; John Hernandez- Senior Asset Manager; Lauren Bejaran- Sr. Administrative Assistant San Antonio Housing Trust Foundation INC.; Ruben Lizalde- D3; Edward Muniga- D4; Ileana Sandoval- D9; Summer Greathouse- Attorney Bracewell; Clarissa Rodriguez- Attorney DNRBZ.

1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order by Vice President Jane Paccione and the roll was called by Lauren Bejaran.
2. **APPROVAL OF BOARD MEETING MINUTES FOR OCTOBER 21, 2022.**
Councilman John Courage motioned, and Councilman Jalen McKee-Rodriguez seconded for approval of the October 21, 2022, minutes with the noted corrections.
AYES:10
NAYS:
ABSTAINED:
THE MOTION PASSED.
3. **CITIZENS TO BE HEARD-INTERESTED SPEAKERS WILL HAVE 3 MINUTES EACH TO ADDRESS THE BOARD ON AGENDA ITEMS OR HOUSING POLICY RELATED MATTERS; A TOTAL OF 15 MINUTES WILL BE PROVIDED.**
NONE.
NO ACTION WAS TAKEN.
4. **DISCUSSION AND POSSIBLE ACTION TO APPROVE A RESOLUTION AUTHORIZING RELEASING A REQUEST FOR PROPOSALS FOR COMMUNITY LAND TRUST TECHNICAL ASSISTANCE GRANT.**
Pete Alanis briefed to the board about The San Antonio Housing Trust releasing a Request for Proposals to provide Foundation funds for technical assistance to facilitate the establishment of Community Land Trusts (CLT's). The CLT's would provide a source of

permanently affordable homeownership and rental housing for current and future generations of families that are at risk for gentrification. The Finance and Audit Committee met on Wednesday, November 9, 2022, and approved to move forward the Request for Proposals to the full Board for consideration.

Marinella Murillo recommended the deadline to submit questions concerning the RFP and evaluation period process be moved 2 weeks after January 1, 2023.

MINUTES COMMISSION ACTION:

Councilman Jalen McKee-Rodriguez motioned, and Eric Cooper seconded for approval of a resolution authorizing releasing a request for proposals for Community Land Trust Technical Assistance Grant.

AYES: 10

NAYS:

ABSTAINED:

THE MOTION PASSED.

5. ADJOURNMENT

Vice President Jane Paccione adjourned the meeting. There being no further business, the meeting adjourned at 2:52 p.m.

**San Antonio Housing Trust Foundation
Agenda Item 3**

Public Comment

Interested speakers will have 3 minutes each to address the Board on agenda items or housing policy related matters; a total of 15 minutes will be provided. Instructions to sign up for Public Comment via Zoom video conference.

To sign up for Public Comment please call 210-735-2772 24 hours prior to this meeting to place your name on the list.

**San Antonio Housing Trust Foundation
Agenda Item 4**

Discussion and possible action to consider a resolution authorizing releasing a Request for Qualifications for On-Call Project Management/Owners Representative

Summary:

The San Antonio Housing Trust (SAHT) has several strategic goals that require the renovation of existing affordable housing rental units, construction of new affordable housing units, and other community development related efforts. SAHT is releasing a Request for Qualifications to seek qualified on-call Project Management/Advisory Services/Owner Representation services to provide an array of services depending on SAHT's need on various housing development and construction related efforts.

Qualifications

Qualified individuals or firms will represent the SAHT in all phases of the development process and must have demonstrated competency and experience centered on project management, cost estimating, permitting, oversight of architectural and engineering services, land use & constraint analysis, contract performance risk, procurement & contract negotiation, and monitoring construction draw and construction timelines.

Qualified individuals or firms should also be well-versed in the issues associated with building information models, computer-based schedule programs, web-based file management and information systems, and other engineering and construction technology tools being used by sophisticated design and construction firms.

Qualified individuals or firms should have a thorough understanding of a broad range of technical, administrative, and contractual issues as well as an effective communication style.

Qualified individuals or firms should have an established track record of working on large scale multifamily development in the state of Texas and the San Antonio submarket.

Evaluation Criteria

Responsive Proposals will then be raked and scored based on the following point scale.

Criteria	Points
Demonstration of substantial and comprehensive experience with the above Qualifications involving major rehabilitation and ground up construction of multi-family housing.	50
Professional qualifications and licensing of the individual or firm's key team members and references.	25
Respondent's record and experience with non-profit, public housing entities, and other public agencies	10
Respondent's insurability, status of current work, and workload	5

Certified minority-and women-owned business enterprises and/or the employment of minority group members and women in the performance of the Trust Contract	5
Local office location, access, and availability to SAHT	5

Recommendation

The Finance and Audit Committee met on Tuesday, January 10th and approved to move forward the Request for Qualifications to the full Board for consideration.

Attachment:

Draft RFP
Resolution

SAN ANTONIO HOUSING TRUST FOUNDATION, INC.

RESOLUTION _____

A RESOLUTION OF THE SAN ANTONIO HOUSING TRUST FOUNDATION TO ADVERTISE FOR REQUEST FOR QUALIFICATIONS FOR ON-CALL PROJECT MANAGEMENT/ADVISORY SERVICE/OWNERS REPRESENTATION; AND AUTHORIZING ANY ADDITIONAL ACTIONS REASONABLY NECESSARY THEREWITH; PROVIDING A SEVERABILITY CLAUSE AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the San Antonio Housing Trust Foundation, Inc. (Housing Trust) continues to develop long range plans to ensure the Housing Trust moves forward in a direction consistent with the adopted goals and visions of the Housing Trust to achieve the affordable housing production and preservation goals in San Antonio; and

WHEREAS, the Housing Trust requires the services of a qualified On-Call Project Management/Advisory Services/Owners Representation individual or firm to provide an array of services depending on the Housing Trust's need on various housing development and construction related efforts; and

WHEREAS, the Board of Directors finds that advertising a Request for Qualifications for On-Call Project Management/Advisory Services/Owners Representation is in the best interest of the Housing Trust.

NOW THEREFORE, BE IT RESOLVED BY THE SAN ANTONIO HOUSING TRUST FOUNDATION, INC. THAT:

Section 1. The San Antonio Housing Trust's Executive Director is authorized and directed to advertise for the Request for Qualifications for On-Call Project Management/Advisory Services/Owners Representation. The Executive Director is further authorized to take all actions reasonably necessary to implement the intent of this Resolution.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as part of the judgment and finding of the Board of Directors.

Section 3. All Resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or

circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board of Directors hereby declares that this Resolution would have been enacted without such invalid provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED and APPROVED this the ____ day of January, 2023

SIGNED:

Councilwoman Adriana Rocha Garcia
President

ATTEST:

Jordan Ghawi, Secretary

San Antonio Housing Trust Foundation
Agenda Item 5

Discussion and possible action to consider a resolution authorizing releasing a Request for Qualifications for On-Call Architectural Services

Summary:

The San Antonio Housing Trust (SAHT) has several strategic goals that require the renovation of existing affordable housing rental units, construction of new affordable housing units, adaptive reuse of existing structures for primarily for residential housing, and other community development or master site planning related efforts. SAHT is releasing a *Request for Qualifications* to seek a qualified **Architectural firm** services to provide an array of services depending on SAHT's need on various housing master planning, development, and construction related efforts.

Qualifications

Qualified individuals or firms will represent the SAHT in all phases of the project including feasibility analysis, conceptual renderings, cost estimation, site and redevelopment planning, master planning; structural/mechanical/electrical/plumbing civil engineering; landscape architecture; universal design, green/energy efficient and utility conversation review and design; and other related services required for completion of work items.

Qualified individuals or firms will have demonstrated competency and experience centered on master planning, space needs assessment, universal design, accessible design, contract bidding, local permitting requirements, project oversight, with a particular focus on affordable multi-family residential new construction, rehabilitation, adaptive reuse, mixed use, and historic preservation efforts.

Qualified individuals or firms should also be well-versed in issues associated with low-income housing tax credits, historic tax credits, environmental, and other local, state, & federal requirements that impact the design and development process including certifications.

Qualified individuals or firms should have a thorough understanding of zoning rules and regulations; building and fire code requirements, development of design and construction documents, cost estimates and analysis; bid proposal evaluations; product/material submittal reviews, as built drawings, value engineering concepts and physical property assessments to identify life/safety issues, immediate and long-term capital repairs/replacements.

Qualified individuals or firms should have an established track record of working on large scale affordable and multi-family housing developments in the state of Texas and the San Antonio submarket.

Evaluation Criteria

Responsive Proposals will then be raked and scored based on the following point scale.

Criteria	Points
Demonstration of substantial and comprehensive experience with the above Qualifications	50
Professional qualifications and licensing of individuals who will perform the work	30
Respondent's record and experience with non-profit, housing trusts, and other public agencies	5
Respondent's insurability, status of current work, and workload	5
Certified minority-and women-owned business enterprises and/or the employment of minority group members and women in the performance of the Trust Contract	5
Local office location, access, and availability to the Trust entities	5

Recommendation

The Finance and Audit Committee met on Tuesday, January 10th and approved to move forward the Request for Qualifications to the full Board for consideration.

Attachment:

Draft RFP

Resolution

SAN ANTONIO HOUSING TRUST FOUNDATION, INC.

RESOLUTION _____

A RESOLUTION OF THE SAN ANTONIO HOUSING TRUST FOUNDATION TO ADVERTISE FOR REQUEST FOR QUALIFICATIONS FOR ON-CALL ARCHITECTURAL SERVICES; AND AUTHORIZING ANY ADDITIONAL ACTIONS REASONABLY NECESSARY THEREWITH; PROVIDING A SEVERABILITY CLAUSE AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the San Antonio Housing Trust Foundation, Inc. (Housing Trust) continues to develop long range plans to ensure the Housing Trust moves forward in a direction consistent with the adopted goals and visions of the Housing Trust to achieve the affordable housing production and preservation goals in San Antonio; and

WHEREAS, the Housing Trust requires the services of a qualified On-Call Architectural Services firm to provide an array of services depending on the Housing Trust's need on various housing development and construction related efforts; and

WHEREAS, the Board of Directors finds that advertising a Request for Qualifications for On-Call Architectural Services is in the best interest of the Housing Trust.

NOW THEREFORE, BE IT RESOLVED BY THE SAN ANTONIO HOUSING TRUST FOUNDATION, INC. THAT:

Section 1. The San Antonio Housing Trust's Executive Director is authorized and directed to advertise for the Request for Qualifications for On-Call Architectural Services. The Executive Director is further authorized to take all actions reasonably necessary to implement the intent of this Resolution.

Section 2. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as part of the judgment and finding of the Board of Directors.

Section 3. All Resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4. This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

Section 5. If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the Board of Directors hereby declares that this Resolution would have been enacted without such invalid

provision.

Section 6. It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, Texas Government Code, as amended.

Section 7. This Resolution shall be in force and effect from and after its final passage, and it is so resolved.

PASSED and APPROVED this the ____ day of January, 2023

SIGNED:

Councilwoman Adriana Rocha Garcia
President

ATTEST:

Jordan Ghawi, Secretary