



# City of San Antonio

## Agenda Memorandum

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

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**Agenda Item Number:** 11

**Agenda Date:** June 3, 2022

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

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**DEPARTMENT:** Neighborhood and Housing Services

**DEPARTMENT HEAD:** Veronica Garcia, Interim Director

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Post-Solicitation High Profile item for Home Rehabilitation Program Delivery funded by the City of San Antonio Community Development Block Grant Program.

**SUMMARY:**

The Neighborhood and Housing Services Department solicited for qualified public or private entities, nonprofit and for profit agencies, authorities, or organizations with the ability to determine program eligibility of homeowners and oversee housing rehabilitation services for these homeowners to be a subrecipient of the City's Minor Repair and/or Owner-Occupied Rehabilitation programs.

The selected sub-recipient(s) will be responsible for providing the following services: 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.

Projects managed 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 up to \$145,000 for home reconstruction projects.

## **BACKGROUND INFORMATION:**

On March 7, 2022, a Request for Proposal (RFP) was released for Home Rehabilitation Program Delivery. The estimated total contract value is up to \$3,000,000 for an initial contract term of 1 year with 2, 1-year options to renew.

On April 29, 2022, two proposals were received. One proposal was deemed non-responsive for failure to meet the application and submittal requirements specified in the RFP. The remaining proposal was deemed responsive and moved forward for full proposal evaluation.

The evaluation committee representatives included:

- Lori Houston, Assistant City Manager, City Manager's Office;
- Veronica Garcia, Interim Director, Neighborhood and Housing Services Department;
- Ann Eaton, Housing Production Administrator, Neighborhood and Housing Services Department;
- Christopher Lazaro, Grants Administrator, Neighborhood and Housing Services Department;
- Abraham Diaz, Special Projects Manager, Neighborhood and Housing Services Department;
- Samantha Diaz, Special Projects Manager, Neighborhood and Housing Services Department; and
- Jason Gray, Project Manager – Affordable Housing Team; Development Services Department.

The evaluation committee met to review and discuss the responsive proposal on May 26, 2022, and, by consensus, recommends awarding a contract to the sole responsive bidder.

This item is scheduled for City Council consideration on June 23, 2022.

## **ISSUE:**

For briefing purposes only

## **FISCAL IMPACT:**

For briefing purposes only

## **ALTERNATIVES:**

For briefing purposes only

## **RECOMMENDATION:**

Staff recommends approval to proceed with scheduling one contract for City Council consideration to provide the Neighborhood and Housing Services Department with Home Rehabilitation Program Delivery funded by the City of San Antonio Community Development Block Grant Program. This contract has an estimated total value up to \$3,000,000.00 for a term of 1 year with 2, 1-year options to renew.