

THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED ORDINANCE OR RESOLUTION ADOPTED BY THE CITY COUNCIL.

ORDINANCE

AUTHORIZING A PROFESSIONAL SERVICES AGREEMENT WITH PRIORITY TITLE & ESCROW, LLC TO PROVIDE ON-CALL TITLE SERVICES FOR THE CITY'S AFFORDABLE HOUSING PROGRAMS.

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WHEREAS, the City of San Antonio (City) is recipient of federal funding received from the U.S. Department of Housing and Urban Development (HUD) including the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Neighborhood Stabilization Program (NSP) funds; and

WHEREAS, the City utilizes a portion of said federal funding for its affordable housing program activities; and

WHEREAS, the City issued a Request for Qualifications (RFQ) on October 5, 2020 to select a consultant to perform on-call title services in support of its affordable housing activities; and

WHEREAS, an evaluation committee made up of City staff evaluated the two (2) submissions received in response to the RFQ using the following scoring criteria: Experience, Background, and Qualifications (60 points); Proposed Plan (25 points); Section 3 Business Certification (10 points); and, Veteran-Owned Small Business Preference Program (5 points); and

WHEREAS, Priority Title & Escrow, LLC was the highest scoring applicant and the evaluation recommended entering into professional service agreement with it; and

WHEREAS, this ordinance authorizes the execution of a professional services agreement with Priority Title & Escrow, LLC to provide residential title services for the City's affordable housing program activities; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. The City Manager or his designee, the Director of the Neighborhood and Housing Services Department (NHSD) or her designee, or the Assistant Director of NHSD is authorized to negotiate and execute a professional service agreement with Priority Title & Escrow, LLC to conduct real estate title services for various projects within City limits through an on-call professional services agreement funded with Community Development Block Grant (CDBG) program and/or HOME Investment Partnerships Program (HOME) funds. The term of the agreement is for four years, with two one-year renewal options, in an amount not to exceed \$125,000.00 over the course of the contract term. The execution authority granted by this ordinance shall expire 60 days from the effective date.

SECTION 2. Funding in the amount up to \$20,833.33 is available for the first year from fund 25229000 and 28246000, and is included in the FY2021 HUD Action Plan and Budget approved by City Council on August 13, 2020. Funding for the remainder of the agreement will be contingent upon City Council approval of each subsequent HUD Annual Action Plan and Budget.

SECTION 3. Payment not to exceed the budgeted amount is authorized to Priority Title & Escrow, LLC upon issuance of a purchase order.

SECTION 4. The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

SECTION 5. This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

PASSED AND APPROVED this 11th day of February, 2021.

M A Y O R
Ron Nirenberg

ATTEST:

APPROVED AS TO FORM:

Tina Flores, City Clerk

Andrew Segovia, City Attorney