

**Effective March 16, 2020 Governor Gregg Abbott authorized the temporary suspension of some of the statutory provisions of the Texas Open Meetings Law This Meeting of the Board of Trustees of the San Antonio Housing Trust Foundation, Inc is being held pursuant to this authorization and will limit face-to-face meetings to slow the spread of the Corona Virus (COVID19). See attached Open Meeting Laws Subject to Temporary Suspension**

## AGENDA

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**A meeting of the SAN ANTONIO HOUSING TRUST FOUNDATION, INC BOARD OF DIRECTORS will be held at  
the San Antonio Housing Trust Board Conference Room  
2515 Blanco Rd., San Antonio, TX 78212  
and via video and teleconference  
on Tuesday, July 20, 2021, at 11:00 a.m.  
to consider the following matters:**

*NOTICE: This board meeting will be held in person and via Zoom. Members of the public may access this meeting by the free of charge video conference link by logging into the Zoom website –*

<https://us02web.zoom.us/j/87328119642?pwd=K01hUUVHQkt0aldwV2R6YlpHTUUVUT09>

*or dial in number 1 346 248 7799*

*Meeting ID: 873 2811 9642*

*Passcode: 538565*

*no more than 15 minutes before the meeting. 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 of the San Antonio Housing Trust Foundation, 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. Closed meeting, if required, is authorized by the statute and will be conducted prior to the conclusion of the meeting. If, during the course of the meeting, any discussion of any item listed on the agenda should be held in closed meeting, the Board will convene in such closed meeting in accordance with Texas Government Code Sections 551.071 - 551.084. The Board may take action in the open portion of the meeting on items discussed in the closed meeting. The Board will consider, discuss, and take appropriate action regarding the following items.*

1. Call to Order and Roll Call
2. Approval of Board Meeting Minutes for May 27, 2021.
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.
4. Treasurer’s Report – June 2021
5. Executive Director’s Report
6. Briefing, discussion, and possible action to release Request for Proposals for a Strategic Planning Consultant to develop a 5-year Strategic Plan for the Trust Entities.
7. Executive Session pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (Consultation with attorney on personnel, contracts, real estate and litigation matters may be discussed)

**ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED ON IN OPEN SESSION**

8. Adjournment

## San Antonio Housing Trust Foundation, Inc.

### Agenda Item 2

#### MINUTES

**DATE:** Thursday, May 27, 2021

**TIME AND PLACE:** 2:00 p.m.; Zoom meeting; The Roseville Apartments Community Center, 4139 E Houston St, San Antonio, TX 78220

**PRESENT:** Celina Peña, Paul DeManche, Hilliard Galloway, Estrellita Garcia-Diaz, John Whitsett, Erica Martinez, and John Harris

**ABSENT:**

**STAFF MEMBERS:** Pedro Alanis- Executive Director; Nicole Collazo- Assistant Director, Maria Bradley- Senior Administrative Assistant, Robert “Woody” Wilson– Attorney.

**VISITORS:**

1. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 2:02p.m.

2. **APPROVAL OF BOARD MEETING MINUTES FOR APRIL 26,2021.**

Director John Whitsett motioned and seconded by Director Estrella Garcia Diaz for the approval of the April 26<sup>th</sup> minutes.

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.**

**NO CITIZENS TO BE HEARD.**

4. **RECOMMENDATION OUT OF COMMITTEE: BRIEFING, DISCUSSION, AND POSSIBLE ACTION REGARDING THE GOVERNANCE REALIGNMENT OF ALL SAN ANTONIO HOUSING TRUST RELATE ENTITIES AND RECOMMENDATION REGARDING AMENDED AND RESTATED ORGANIZATIONAL DOCUMENTS.**

Pete Alanis stated back in 2019 the City of San Antonio had engaged NALCAB to undertake an assessment of the San Antonio Housing Trust and provide strategic recommendations to strengthen the Trust. Those recommendations included hiring an Executive Director, monitoring convenance and establishing policies. The first recommendation was related to the realignment of the composition of the Board of directors for the SAHT entities to better balance the selected skills and interest skills of the board and enhance transparency. NALCAB explained that there was a lack of coordination between the 11-member housing trust foundation board and the 5 member PFC and FC board. It limited the understanding of the roles of each entity and what the other entity was doing. There was not a policy that collectively guided the actions of the 4 boards collectively to pursue common goals of the Housing Trust.

A Joint Transition Committee was established to address technical challenges that required for the transition. The Committee included 3 members of the Foundation and 3 members from the PFC and FC Board. The members are Celina Peña, Paul DeManche, John Whitsett, Councilwoman Viagran, Councilwoman Gonzales, and Councilman Treviño.

The Committee met on several occasions to make recommendations and adjustments needed. The last meeting was on May 14, 2021, where they agreed on a final statement of purpose and to process the selection of new Board members and recommended moving forward with the alignment.

Revised the statement of purpose, the new agreed upon statement of purpose is as follows:

“The San Antonio Housing Trust will be committed to creating and preserving housing that is

primarily affordable, accessible, obtainable and/or sustainable to residents within the City of San Antonio; and to support community development efforts that build and sustain neighborhoods, empower residents, and provide for positive equitable outcomes.”

The new proposed Governance structure would include 5 City Council members, 3 community board members would have experience in real estate, financial underwriting, property development, housing finance and capital market, or other housing industry experience. The other 3 community board members would have experience in housing advocacy, non-profit fundraising, policy making, community engagement, or reside in an affordable housing unit.

Motion out of Committee- Director Celina Pena and seconded by Director Paul DeManche to approve the presented Governance restructure.

**MOTION CARRIED 7-0**

**5. RECOMMENDATION OUT OF COMMITTEE: BRIEFING, CONSIDERATION AND POSSIBLE ACTION REGARDING A MID-YEAR BUDGET ADJUSTMENT TO THE FY 2021 FOUNDATION OPERATING BUDGET.**

Staff meet with Finance Committee member Director Estrellita to review the mid-year operating budget. Pete Alanis briefed on the budget. He is anticipating about \$2 million in unallocated cash amount by the end of the year from increased revenues from the Public Facility Corporation and from the Finance Corporation which the Foundation gets 25% of those revenues. The operation budget does not have any changes, 47% has been expended out of the 7 months so the spending standpoint is at a good position. Pete is recommending an increase in personnel services by about \$30,000 and decrease in contractual services by about \$2,000 and an increase in insurance.

Motion out of Committee -Director Estrellita Garcia-Diaz and Director John Whitsett seconded to approve mid-year budget adjustment for FY 2021.

**MOTION CARRIED 7-0**

**6. EXECUTIVE SESSION: Pursuant to 551.071, 551.072, 551.074 of the Texas Government Code (consultation with attorney, personnel, contracts, real estate, and litigation matters may be discussed)**

ANY ITEM DISCUSSED IN EXECUTIVE SESSION MAY BE ACTED UPON IN OPEN SESSION.

NONE.

**7. ADJOURNMENT-** Without objection the chair adjourned the meeting at 2:43pm.

Signed this \_\_\_\_\_ of \_\_\_\_\_, 2021

Respectfully Submitted by:

\_\_\_\_\_  
Secretary

**San Antonio Housing Trust Foundation, Inc.**  
**Agenda Item 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. Instructions to sign up for Citizens to be heard via Zoom video conference.

- To sign up for Citizens to be heard in a Zoom meeting, please send name and organization to chat box.
- You can also call 210-735-2772 to place your name on the list.

**San Antonio Housing Trust Foundation, Inc.**  
**Agenda Item 4**

**Treasurer's Report - July 2021**

<b>SAN ANTONIO HOUSING TRUST FOUNDATION</b>				
<b>OPERATING EXPENSE BUDGET</b>				
<b>FY 2021</b>				
	<i>Mid-Year Adopted FY 2021 Budget</i>	<b>End of June 2021</b>	<i>FY 2021 Remaining Budget</i>	<b>% Expended</b>
<b>USES</b>				
<b>Personnel Services</b>				
Salaries	\$ 384,167	\$ 262,419	121,748	<b>68%</b>
Auto Allowance	6,000	4,640	1,360	<b>77%</b>
Telephone Allowance	600	439	161	<b>73%</b>
Taxes-Payroll	35,065	23,818	11,247	<b>68%</b>
Taxes-Unemployment	2,000	-	2,000	<b>0%</b>
Insurance - Workmen's Comp	1,090	1,584	(494)	<b>145%</b>
Insurance - Life	5,231	206	5,025	<b>4%</b>
Insurance - Health	56,700	40,292	16,408	<b>71%</b>
Leave Buyback	1,629	1,629	-	<b>100%</b>
Retirement Plan Exp.	46,100	25,967	20,133	<b>56%</b>
Travel & Training	7,065	625	6,440	<b>9%</b>
<i>Subtotal Personnel Services</i>	<b>\$ 545,647</b>	<b>\$ 361,619</b>	<b>\$ 184,028</b>	<b>66%</b>
<b>Contractual Services</b>				
Audit	\$ 16,000	\$ 9,540	6,460	<b>60%</b>
Contract-Bookkeeping	12,000	8,550	3,450	<b>71%</b>
Legal Fees	25,000	14,804	10,196	<b>59%</b>
Fees to Professional	111,008	26,084	84,924	<b>23%</b>
Maint. & Repairs	45,000	27,014	17,986	<b>60%</b>
Rental of Equipment & Facilities	3,500	3,534	(34)	<b>101%</b>
Telephone and Internet	3,500	2,937	563	<b>84%</b>
<i>Subtotal Contractual Services</i>	<b>\$ 216,008</b>	<b>\$ 92,462</b>	<b>\$ 123,546</b>	<b>43%</b>
<b>Commodities</b>				
Bind, print & reproduction	\$ 200	\$ -	200	<b>0%</b>
Mail & parcel post	750	428	322	<b>57%</b>
Office Supplies	5,500	3,802	1,698	<b>69%</b>
Utilities	7,500	4,916	2,584	<b>66%</b>
<i>Subtotal Commodities</i>	<b>\$ 13,950</b>	<b>\$ 9,147</b>	<b>\$ 4,803</b>	<b>66%</b>
<b>Insurance/Other Expenditures</b>				
Insurance - Business package	\$ 22,000	\$ 12,112	9,888	<b>55%</b>
Advertising	12,000	2,875	9,125	<b>24%</b>
Membership, Fees & Licenses	3,000	2,030	970	<b>68%</b>
Subscriptions & Dues	3,000	2,720	280	<b>91%</b>
Entertainment & food	250	-	250	<b>0%</b>
<i>Subtotal Insurance/Other Expenditures</i>	<b>\$ 40,250</b>	<b>\$ 19,737</b>	<b>\$ 20,513</b>	<b>49%</b>
<b>Capital Outlay</b>				
Equipment purchases	\$ 10,000	\$ 2,794	7,206	<b>28%</b>
Furniture purchases	1,000	45	955	<b>5%</b>
<i>Subtotal Capital Outlay</i>	<b>\$ 11,000</b>	<b>\$ 2,840</b>	<b>\$ 8,160</b>	<b>26%</b>
<b>Total General Operating Budget</b>	<b>\$ 826,855</b>	<b>\$ 485,805</b>	<b>\$ 341,050</b>	<b>59%</b>

**San Antonio Housing Trust Foundation, Inc.**  
**Agenda Item 5**

**Executive Director's Report**

July 20, 2020

**Governance Re-Alignment**

On June 10, 2011, the San Antonio City Council approved the governance re-alignment to promote unity, transparency, and policy focused decision making across all entities of the San Antonio Housing Trust. SAHT staff is currently working with our PR/Communications firm in advertising with various media outlets and at our partner properties in English and in Spanish, to spread the word about opportunities to join the re-aligned board.

Current board members will be required to apply through the City Clerks office to be considered for one of the six at large community board position. City staff will provide an initial screening of the applications and then forward to the Trust Joint Transition Committee (JTC) for further consideration.

In early August, the JTC shall meet to review applications for recommendation to the City of San Antonio's Governance Subcommittee who will meet in mid-August to consider all applicants. City Council shall approval of the 6 community board positions and 5 City Council positions will be considered by the full City Council in September 2021, after which, the new governing documents (articles/bylaws) shall be filed with the appropriate State of Texas Agencies to complete the re-alignment process.

The current board makeup of the SAHT entities is expected to continue to meet until the completion of the re-alignment is filed with the State of Texas.

**Requests for Proposals**

Staff released two RFQs in May to select Legal Services and Financial Auditing firms to assist the SA Housing Trust for at least the next two-year period. Proposals were due July 16, 2021. The number and list of firms that applied was not available at the time of this report.

**PFC and FC Update**

The PFC and Finance Corporation have collectively received \$2.91 million in revenues from the start of the Fiscal Year. The PFC has earned \$2.05 million, and the Finance Corporation has earned \$858k. This is generally in line with mid-year budget expectations.

The Foundation has received \$727k (includes \$671,203 that was advanced by the PFC/FC at the beginning of the Fiscal Year). The PFC is expected to receive approximately \$4.66 million in additional funds by the end of the Fiscal Year. The Finance Corporation is expected to receive \$32,280 in additional funds by the end of the Fiscal Year. The Foundation will receive 25% of these expected revenues (\$1.17 million) by the end of the Fiscal Year.

All SA Housing Trust PFC and Finance Corporation partnerships has been uploaded to our new website.

**Website**

The new website including the new mapping feature has been released online. We are currently working on uploading content to the various sections of the website including agreements, agendas, minutes, policies, reports etc... Our goal is to have full content uploaded within the next few weeks.

**SAHT Video**

A short video to help introduce the San Antonio Housing Trust to the broader community is currently in editing. Filming portion has been completed of sites and individuals. We anticipate having the completed video for release online towards the end of July/early August.

**San Antonio Housing Trust Foundation, Inc.**  
**Agenda Item 6**

***Briefing, discussion, and possible action to release Request for Proposals for Strategic Planning Consultant to develop a 5-year Strategic Plan for the Trust Entities.***

**Summary:**

The San Antonio Housing Trust is accepting proposals to develop a Strategic Plan that aligns with the City of San Antonio's Mayor's Housing Task Force Recommendations, For Everyone Home Initiative, Strategic Housing Implementation Plan, HUD Consolidated Plan, and other local housing efforts to establish key performance indicators, strategic outcomes, and programmatic actions, resource allocation within the framework of a robust public engagement process to guide the San Antonio Housing Trusts investments, tools, and partnerships in affordable housing over the next five years.

The RFP shall be released on July 26, 2021 through August 30, 2021. The new board structure is anticipated to be finalized in September 2021. The Five-Year Strategic Plan shall be one of the major first efforts of the newly re-structured board.

*Scope of Services*

- Ensure an inclusive and equitable public engagement process;
- Review completed local systematic affordable housing plans, assessments, and initiatives;
- Review and conduct research on other housing programs and models for addressing affordable housing challenges in other large cities;
- Establish key performance indicators & strategic outcomes;
- Identify key strategic partnership opportunities;
- Recommend policy and programmatic actions; and
- Recommend resource allocation of current and future SAHT tools and resources.

Submissions shall be evaluated based on a 100-point scale demonstrating competence, experience, knowledge, qualifications, price, minority/women owned businesses, and location of the professional service. After proposals are submitted, the Foundation staff shall commence the initial review and prepare a recommendation of the highest qualified firms.

**Recommendation:**

Staff recommends authorizing the release of a Request for Proposals for Strategic Planning Consultant to develop a 5-year Strategic Plan for the Trust Entities

**Attachments:**

Request for Proposals

# SAN ANTONIO HOUSING TRUST



REQUEST FOR PROPOSALS

FOR

STRATEGIC PLANNING CONSULTANT



**REQUEST FOR PROPOSALS**  
**DUE BY 5:00, August 30, 2021**

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## SUMMARY

The San Antonio Housing Trust is accepting proposals to develop a Strategic Plan that aligns with the City of San Antonio's Mayor's Housing Task Force Recommendations, For Everyone Home Initiative, Strategic Housing Implementation Plan, HUD Consolidated Plan, and other local housing efforts to establish Key Performance Indicators, Strategic Outcomes, and Programmatic Actions, Resource Allocation within the framework of a *robust public engagement process* to guide the San Antonio Housing Trusts investments, tools, and partnerships in affordable housing over the next five years.

**Statement of Purpose:** The San Antonio Housing Trust provides opportunities to support affordable housing projects, programs, and initiatives in the form of loans, grants, and partnerships. We are committed to creating and preserving housing that is primarily affordable, accessible, attainable, and/or sustainable to residents within the City of San Antonio; and to support community development efforts that build and sustain neighborhoods, empower residents, and provide for positive equitable outcomes.

## BACKGROUND

There are four entities that perform different functions to carry out the objectives of the Trust (the "Trust entities"). The Trust is seeking a firm to provide legal services to the following four entities.

### 1. Housing Trust Fund

The Trust is a fund established with a \$10 million corpus by the City of San Antonio governed by a Board of Trustees appointed by the San Antonio City Council. The Board of Trustees reviews and recommends decisions to the full San Antonio City Council on the Housing Trust Fund. The Trust earns interest from an established corpus, revenue generated from prior loan repayments, funds sourced from the other Trust entities, funds sourced from the City, and donations. The Board recommends funding for affordable housing initiatives based on proposals received from sponsors responding to a request for funding proposals during an open and competitive, solicitation process.

### 2. Foundation

The day-to-day administration of the Housing Trust Fund and its affiliated entities is performed by the San Antonio Housing Trust Foundation, Inc. initially formed in 1991, as a Section 501(c)(3) non-profit organization, under contract with the City of San Antonio. The Foundation provides administrative support for all the Trust entities. Staff provides recommendations for grants and low interest loans for projects and initiatives designed to support the City of San Antonio's efforts to produce, preserve, and protect affordable housing.

### 3. Finance Corporation

An entity formed by the Trust for the sole purpose of issuing private activity bonds to support the development or preservation of affordable housing projects. The Texas Low Income Housing Tax Credit Program requires applicants to have a reservation induced by bond inducing entities. The San Antonio Housing Trust Finance Corporation (SAHTFC) was

formed by the City of San Antonio in 1997 to act as a financial pass-through entity to issue bonds to provide lower than market rate financing for affordable single and multi-family housing.

### **Public Facility Corporation**

The San Antonio Housing Trust Public Facilities Corporation (SAHTPFC or PFC) is a tool utilized by the Trust to create new affordable housing opportunities through partnerships with the development community. The PFC typically acts as the General Partner and the developer a Limited Partner. This structure allows a property tax exemption which reduces operating expenses and sales tax exemption which reduces building costs thus allowing an affordable housing project to be financially feasible. In exchange, the community receives both affordable units and a financial return to support other affordable housing initiatives. On December 10, 2009, the City Council adopted Resolution 2009-12-10- 0038R authorizing the creation of the San Antonio Housing Trust Public Facility Corporation pursuant to Chapter 303 of the Texas Local Government Code. Only cities, counties, school districts, housing authorities, and certain special districts have the authority to create a PFC under Chapter 303 of the Texas Local Government Code.

### **Governance Re-alignment**

On June 10, 2021, the City of San Antonio approved changes to the governance structure and operations of the San Antonio Housing Trust, San Antonio Housing Trust Foundation, San Antonio Housing Trust Public Facility Corporation, and the San Antonio Housing Trust Finance Corporation to better balance the collective skills, interests, and authorities of the board members and thus promote unified policy development, perspective in decision making, and an enhancement of transparency. The new board structure is anticipated to be finalized in September 2021. The Five-Year Strategic Plan shall be one of the major first efforts of the newly re-structured board.

### **SCOPE OF SERVICES**

The San Antonio Housing Trust Foundation, Inc. seeks proposals from experienced Strategic Planning Consultants that includes a detailed methodology on how the consulting firm will design the Strategic Planning Process to include the following goals for this Five-Year Plan:

- Ensure an inclusive and equitable Public Engagement Process
- Review completed local systematic Affordable Housing Plans, Assessments, and Initiatives.
- Review and conduct research on other housing programs and models for addressing affordable housing challenges in other large cities.
- Establish Key Performance Indicators & Strategic Outcomes
- Identify Key Strategic Partnership Opportunities
- Recommend Policy and Programmatic Actions
- Recommend Resource Allocation of current and future SAHT Tools and Resources

## TERM

The Foundation shall seek a completed Strategic Plan within six (6) months of commencement.

## EVALUATION CRITERIA

Submissions shall be evaluated based on a 100-point scale demonstrating competence, experience, knowledge, qualifications, price, minority/women owned businesses, and location of the professional service as follows:

- Respondent's specific record and experience relevant to the above Scope of Services such as working preferably with similar housing related public or nonprofit entities. **30 Points**
- Professional qualifications of the individuals who will perform the work (including subcontracted personnel). **20 Points**
- Respondent's price proposal to carry out the scope of services provided above. **20 Points**
- Respondent's experience in completing inclusive and equitable public engagement in both English and Spanish. **10 Points**
- Respondent's certified minority- and women-owned business enterprises and/or the employment of minority group members and women in the performance of the Trust Contract. **10 points**
- Respondent's local office location, access, and availability to the Trust entities **5 Points**
- Respondent's insurability and status of current work **5 points**

## EVALUATION PROCESS

After proposals are submitted, the Foundation staff shall commence the initial review and prepare a recommendation of the highest qualified firms. The recommendations will be made to an evaluation committee:

- The Foundation may call upon anyone deemed necessary to assist with the evaluation.
- The Foundation may obtain information from references.
- The Foundation may contact the proposed respondents for the purpose of obtaining additional information or clarification during the evaluation period.
- The Foundation shall evaluate each Qualification Package received, in accordance with the factors identified above.
- The Foundation shall reserve the right to request written clarification and references.
- The Foundation may rank and determine the highest qualified respondent based solely upon the evaluation of the Statement of Qualifications package, any subsequent written clarifications required, and reference information obtained.

If based on the review of the Qualifications Packages the Foundation deems it necessary to interview respondents in order to determine the most responsive proposal, the Foundation may identify more than one respondent to be interviewed.

If recommended, the Foundation staff will notify the most responsive respondent in writing. Upon notification, the parties will attempt to negotiate scope and extent of work to be performed, time for performance, compensation/fee structure, and other terms. If terms on the fee structure cannot be negotiated, the evaluation committee reserves the right end negotiations and select the next highest qualified respondent. Final adoption of the successful Respondent will be contingent upon approval from the appropriate Trust entity Boards.

**TIMELINE**

Milestone	Date
RFQ Release Date	July 26, 2021
Pre-submittal Conference* (optional)	August 6, 2021 at 2pm
Last Day for Questions	August 13, 2021 at 5pm
Proposal Due Date	August 30, 2021 at 5pm

Pre-submittal Conference is optional. The meeting will take place via ZOOM at the following link at 2pm:

<https://us02web.zoom.us/j/87442397866?pwd=bWFhZEJOMDJlQXAvVTc2QU9jUXY2UT09>

Meeting ID: 874 4239 7866

Password: 151985

**STATEMENT OF PROPOSAL**

The information in the Respondent 's Statement of Proposal in this Package shall be presented in the same order and sequence as outlined below.

1. Organizational Information

Describe the Respondent’s name, principals, ownership organization, address, contact information, year established, former names, and identify home or branch office making submittal. Include: Name, Location, and description, and contact Person and telephone Number.

2. Key Personnel

The Respondent shall provide a resume for key personnel that will be assigned to the Trust. The information for each individual must include the following: Name, Area(s) of Expertise, Years of Experience, and Professional Licenses(s), if applicable.

### 3. Resource Utilization Plan

Workload Status Based on the Respondent's current workload and staffing, indicating the current percentage of capacity at which the Respondent is operating. Indicate the current backlog (if any) of key personnel assignments in months.

### 4. Experience and Qualifications

The Respondent shall list examples of the Respondent 's record and experience related to the submitted Scope of Services.

### 5. Statement of Work

Provide the description and approaches to the work to be performed in the Scope of Services.

### 6. Timeline

Provide a description of monthly activities expected during the term of the contract.

### 7. References

Provide at least three references. References must include: Name & Location, Respondent's role and responsibility. Project description and reference phone contact information.

### 8. Claims/Performance/Insurance/Bonding

- a. If the Respondent currently involved in litigation or arbitration based on its work, briefly describe the nature of the claim.
- b. If the Respondent has ever been terminated from an assignment for non-performance, please briefly explain.
- c. Is the Respondent currently carrying General Liability, Workers Compensation, Professional Liability and Errors and Omissions insurance, and will it continue to carry such insurance for the duration of the contract term?

### 9. Minority and Woman Owned Business

- a. Provide documentation that the Respondent is a minority or women-owned business enterprise and/or will have the employment of minority group members and women in the performance of the Trust Contract.

### 10. Price Proposal

- a. Provide the proposed fee, pricing structure, and invoice schedule. Please include a cost per hour per position along with estimated number of anticipated hours for completed the scope of work. The Price Proposal may include additional or alternative services available.

*Costs for preparing the RFP Package and any subsequent materials or presentations shall be the sole responsibility of the prospective Respondent.*

## SUBMISSION REQUIREMENTS

The Submission Package will include the following components as shown:

- *One Page Transmittal Letter*  
The letter shall provide the names, title, address (physical and mailing) and telephone number of the official contact and shall be numbered if more than one page.
- *Statement Concerning Insurance*  
Confirmation that the Respondent has in place general liability insurance, worker's compensation, and professional liability insurance.
- *Statement Concerning Conflict of Interest*  
Disclose those interests of the Respondent that would impede with or interfere in the carrying out the duties and responsibilities of the proposal.
- *Statement of Proposal*

The entire Submission Package shall stand alone and include full responses to all RFP instructions. The Submission Package must not exceed 25 pages of 8 ½" X 11" paper.

The Respondent shall submit **two (2)** copies of the Submission Package **AND** One (1) electronic copy of a signed Submission Package submitted via email or file share link.

Packages may be delivered by courier, U.S mail, or overnight delivery. Submission may also be delivered electronically via e-mail to Nicole Collazo, Assistant Director at [nicolec@saht.org](mailto:nicolec@saht.org). No faxes will be accepted. If delivered by courier or U.S. mail, the Submission Package should be in sealed envelopes which are clearly labeled and addressed as follows:

CONFIDENTIAL: SUBMISSION PACKAGE FOR STRATEGIC CONSULTANT ENCLOSED  
SA Housing Trust  
2515 Blanco Rd  
San Antonio TX 78212

Note: If the Respondent is a Joint Venture firm, then documentation of its incorporation may be requested.

*The Foundation reserves the right to reject any and all qualifications received in response to this request. The Foundation is not obligated to award a contract solely based on this request or to otherwise pay for information solicited. Information received will be considered contractual in nature and will be used in validation and evaluation of qualifications and in any subsequent contractual agreement.*

*All data and information submitted by the Respondents in response to this RFP may become public information, as provided by the Texas Open Records Act, Texas Government Code. The Foundation does not assume responsibility for asserting legal arguments for confidentiality on behalf of the Respondent.*