



City of San Antonio

Agenda Memorandum

File Number:21-1201

Agenda Item Number: 15.

Agenda Date: 2/11/2021

In Control: City Council A Session

DEPARTMENT: Neighborhood and Housing Services

DEPARTMENT HEAD: Verónica R. Soto, FAICP, Director

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT: Professional Services Agreement for Real Estate Title Services

SUMMARY:

Consideration of an Ordinance authorizing the City Manager or his designee to execute a professional services agreement with Priority Title & Escrow, LLC to conduct real estate title services for various projects within City limits through an on-call contracting services contract funded with Community Development Block Grant program (CDBG) and HOME Investments Partnership 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 over the course of the contract term.

BACKGROUND INFORMATION:

As a recipient of U.S. Department of Housing and Urban Development (HUD) federal funding, the City is required to conduct a thorough search, analysis and review of title reports connected to residential properties proposed to receive rehabilitation assistance. The City utilizes qualified firms to conduct title report services, escrow settlement services, and lenders title policy services. The Consultant is expected to produce timely reviews that help Neighborhood and Housing Services Department (NHSD) ensure compliance with federal regulations and ensure reasonable and timely use of public funding.

The Finance Department, Purchasing Division on behalf of NHSD, released a Request for Qualifications (RFQ) on October 5, 2020 to select a consultant to perform on-call real estate title services. The RFQ was advertised in the San Antonio Express-News, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement System (SAEPS) and an email notification was released to a list of potential Respondents. Proposals were due on November 4, 2020. A total of two (2) firms responded and were deemed eligible for review.

This contract is an exception to the Local Preference Program as it is federally funded. The Veteran-Owned Small Business Preference Program and the Section 3 Business Certification Program were applied in the evaluation of responses received for this contract; however, none of the applicants were a Veteran-Owned Small Business or certified as a Section 3 Business.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority, and/or women businesses available to provide these goods and services.

The Evaluation Committee, Neighborhood and Housing Services Department staff, reviewed and scored the proposals on December 16, 2020. The proposals were evaluated and scored on 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).

ISSUE:

Staff recommends entering into a professional service agreement with Priority Title & Escrow, LLC. Priority Title & Escrow, LLC was selected by the evaluation committee from the two submitted proposals. Priority Title & Escrow, LLC has the necessary experience, qualifications, and history working in this area. As part of the agreement, services to be performed may include, but are not limited to, the following:

- Title Report Services Review;
- Escrow Settlement Services;
- Lenders Title Policy Services Review; and
- Brief City staff and others on the research, findings, and recommendations.

ALTERNATIVES:

City Council could choose not to approve the ordinance and contractual agreement with Priority Title & Escrow, LLC. However, this could impede the City's ability to obtain accurate and reliable analysis for future housing rehabilitation projects.

FISCAL IMPACT:

This ordinance authorizes a contractual agreement with Priority Title Services, LLC to conduct on-call real estate title services for affordable housing rehabilitation projects within City of San Antonio that are being funded with CDBG and HOME federal funding. The term of the agreement is for four years with two one-year renewal options, in an amount not to exceed \$125,000 over the course of the contract term.

All expenditures will be in accordance with the FY 2021 Action Plan and Budget, approved by City Council on August 13, 2020 through Ordinance 2020-08-13-0531. Funding for the subsequent years of the agreement is subject to City Council approval of each subsequent Annual Action Plan and Budget.

RECOMMENDATION:

Staff recommends approval of an ordinance to execute an agreement with Priority Title & Escrow LLC to utilize their services as a Real Estate Title Services Consultant.

This agreement is procured by means of a Request for Qualifications. The Contracts Disclosure Form is attached.

