



City of San Antonio

Agenda Memorandum

File Number:19-1141

Agenda Item Number: 29.

Agenda Date: 1/17/2019

In Control: City Council A Session

DEPARTMENT: Neighborhood and Housing Services Department (NHSD)

DEPARTMENT HEAD: Verónica R. Soto, AICP

COUNCIL DISTRICTS IMPACTED: Citywide

SUMMARY:

The Neighborhood and Housing Services Department requests authorization to enter into a one year service agreement with the National Association for Latino Community Asset Builders (NALCAB) to conduct an organizational assessment and to develop a strategic plan for the San Antonio Housing Trust (SAHT), the San Antonio Housing Trust Public Facility Corporation (SAHTPFC) and their related entities. The Consultant will assess the SAHT and its associated entities including the San Antonio Housing Trust Foundation, Inc. (SAHTF), San Antonio Housing Trust Finance Corporation (SAHTFC) and San Antonio Housing Trust Public Facility Corporation. The assessment and strategic plan will benchmark the SAHT organizational structure, operations, and performance against other similar entities that are performing at a high level. The Consultant will provide recommendations that can be implemented to optimize the SAHT's and associated entities' production of affordable housing units and align with the City's affordable housing goals. The plan must provide recommendations in organizational structure, management, leadership, operational processes, policy and budgeting and investments. The total contract amount shall not exceed \$150,000.00.

BACKGROUND INFORMATION:

With the acceptance of the Mayor's Housing Policy Task Force (MHPTF) Final Report on September 6, 2018, the San Antonio City Council recommended a strategic assessment for the SAHT to ensure the SAHT's future. The intent is for the selected Consultant to develop a comprehensive third-party assessment of the SAHT and assess the existing priorities, management, leadership, production, and investments. The goal for the selected Consultant is to develop a strategy to increase accountability and transparency as well as align the SAHT with the City's affordable housing priorities and increase affordable housing production capacity.

The SAHT was created by the City of San Antonio in 1988 with a corpus of \$10 million to provide funds to maintain and promote decent and affordable housing and when possible to maximize the investment of other public and private resources. The SAHT is governed by an 11 member Board of Trustees appointed by the San Antonio City Council. The Board of Trustees reviews and recommends to City Council the Housing Trust Fund awards. The Board makes its recommendation decision based on proposals received from sponsors responding to a request for proposals during an open, competitive funding process.

The SAHTPFC was created on July 1, 2009 to provide a tool to develop affordable housing. The SAHTPFC is administered by the San Antonio Housing Trust Foundation. The board of the SAHTPC consists of five City Council members. A SAHTPFC enables housing resources to be better coordinated and directed to accomplish the City's revitalization goals.

The City issued a Request for Proposals (RFP) to secure these services on October 12, 2018 and posted on the City's Bidding and Contracting Opportunities webpage. The RFP was advertised in the San Antonio Express-News. A pre-submittal conference was held on October 18, 2018, to allow for Respondent questions and clarification to the RFP. The City received four responses for evaluation on November 5, 2018.

The evaluation committee met on November 30, 2018 to evaluate the four responsive proposals received. The evaluation team consisted of representatives from the Neighborhood and Housing Services Department, the City's Finance Department and a staff member from the San Antonio Housing Trust. After committee review and discussion, individual technical scores were submitted and presented. Scoring was based on the published evaluation criteria in the RFP, which included: Experience, Background, and Qualifications (25 points), Proposed Plan (35 points), Price (15 points), Small Business Economic Development Advocacy (SBEDA) Program including Small Business Enterprise (SBE) Prime Contract Program (5 points) and the Minority/Women Business Enterprise (M/WBE) Prime Contract Program (5 points), Local Preference Program (LPP) (up to 10 points), and the Veteran-Owned Small Business Preference Program (VOSBPP) (5 points).

After scores were finalized by the selection committee, the pricing scores and the SBEDA scores were revealed. National Association for Latino Community Asset Builders received the highest ranking and was recommended for award by the evaluation committee.

The Local Preference Program was applied in the evaluation of responses received for this contract; however, the highest ranked firm is not a local business.

The Veteran-Owned Small Business Preference Program was applied in the evaluation of responses received for this contract; however, the recommended Respondent did not receive any points for not being a veteran-owned small business.

ISSUE:

This ordinance authorizes the execution of a four month agreement with the National Association for Latino Community Asset Builders (NALCAB) to conduct an organizational assessment and to develop a strategic plan for the San Antonio Housing Trust (SAHT), the San Antonio Housing Trust Public Facility Corporation (SAHTPFC) and their related entities. The project is anticipated to begin February 2019 and be completed May 2019.

The Local Preference Program (LPP) and Veteran-Owned Small Business Preference Program (VOSBPP) were applicable for this solicitation; however, no firms were local business or veteran-owned small businesses, therefore the program points were not applied.

NALCAB will create a strategic plan to assess, evaluate and provide recommendations related to organizational structure, management, leadership, operational processes, policy, budgeting and investments that can be implemented to optimize the SAHT production of affordable housing units and align their mission with the City's affordable housing goals.

This contract is procured by means of Request for Proposals and Contract Disclosure Forms are attached.

ALTERNATIVES:

Should this contract not be awarded the City would have to re-issue the RFP and solicit proposals from additional vendors. This action would delay the City's framework timeline.

FISCAL IMPACT:

This ordinance authorizes an annual contract with the National Association for Latino Community Asset Builders to conduct an organizational assessment and strategic plan for the San Antonio Housing Trust (SAHT), the San Antonio Housing Trust Public Facility Corporation (SAHTPFC) and their related entities in an amount not to exceed \$150,000.00. Funding is available within the FY 2019 General Fund Budget.

RECOMMENDATION:

Staff recommends approval of the services contract with National Association for Latino Community Asset Builders to execute the service contract for consultation of Organizational Analysis and Strategic Plan during a four month period commencing upon signing.