



City of San Antonio

Agenda Memorandum

File Number:21-1234

Agenda Item Number: 16.

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 Residential Rehabilitation Inspection Services

SUMMARY:

Consideration of an Ordinance authorizing the City Manager or his designee to execute a professional service agreement with BBG Consulting, Inc. to provide residential rehabilitation inspection services of Owner Occupied Rehab, Reconstruction, and Minor Repair program activities 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 one (1) one-year renewal option, in an amount not to exceed \$950,000 over the course of the contract term.

BACKGROUND INFORMATION:

The City funds Owner Occupied Rehabilitation, Reconstruction, and Minor Repair activities aimed at rehabilitating substandard single-family structures of low and moderate income homeowners throughout the City. As a recipient of U.S. Department of Housing and Urban Development (HUD) federal funding, the City is required to manage and monitor the rehabilitation construction of these activities. Neighborhood and Housing Services Department (NHSD) is seeking to utilize qualified inspectors to conduct residential property inspections in accordance with local and federal housing quality standards, provide written report of necessary repairs, and perform required inspections throughout the duration of each single-family rehabilitation project. The Consultant is expected to effectively monitor projects and produce timely reports that help NHSD ensure compliance with federal regulations and ensure reasonable use of public funding.

The Finance Department, Purchasing Division on behalf of NHSD, released a Request for Qualifications (RFQ) on October 23, 2020 to select a consultant to perform on-call residential rehabilitation inspection 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 23, 2020. A total of three (3) 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 15, 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 professional service agreement with BBG Consulting, Inc. BBG Consulting, Inc. was selected by the evaluation committee from the three submitted proposals. BBG Consulting, Inc. has the necessary experience, qualifications, and background to perform the services being requested. As part of the agreement, services to be performed may include, but are not limited to, the following:

- Monitor and document job site safety;
- Attend pre-construction meetings and regular on-site construction meetings.
- Coordinate with the City's Development Services Department to oversee proper permitting
- Conduct observations of construction work for compliance with approved contract drawings, specifications, requests for information, change order proposals, approved submittals and shop drawings.
- Review contractor submittals and coordinate City comments (including resolving conflicts).
- Issue observation reports, noting conditions of non-compliance, with proper references to detailed drawings and specifications sections.
- Review and approve contractor payment draws, including survey construction progress to confirm percent complete by trades.
- Attend pre-installation meetings between a Contractor and City, prior to start of project construction, as required by scope of work.
- Monitor inspections for above ceiling, open wall and confirm completion of deficiencies during rough-in phase.
- Proper application of City of San Antonio Neighborhood and Housing Services Rehab Standards and Specifications.
- Interface with and provide support to City representatives, design professionals, contractors, utilities and regulatory agencies, to assist with resolution of construction phase conflicts.
- Monitor project close-out procedures, including Operation and Maintenance (O&M) manuals, as-builts, punch lists and warranty walk-through.
- Consult with City staff and Contractor superintendents on work progress and construction problems;
- Maintain a daily activity diary of a project's work in progress and status of completion, to include notes and pictures
- Meet regularly with City staff to discuss project status and any project related problems.
- Coordinate construction or repair activities between Contractors and utility companies to avoid conflict and to ensure a minimum disruption of services; and

- Meet regularly with City staff to discuss project status and any project related problems.

ALTERNATIVES:

City Council could choose not to approve the ordinance and contractual agreement with BBG Consulting, Inc. However, this could impede the City's timely performance and proper expenditure of funds for future housing rehabilitation projects.

FISCAL IMPACT:

This ordinance authorizes a contractual agreement with BBG Consulting, Inc. to provide residential rehabilitation inspection 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 one (1) one-year renewal option, in an amount not to exceed \$950,000 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 BBG Consulting, Inc. to utilize their services as a Residential Rehabilitation Housing Inspection Consultant.

This agreement is procured by means of Request for Qualifications and the Contracts Disclosure Form is attached.