



# City of San Antonio

## Agenda Memorandum

**File Number:**21-1305

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**Agenda Item Number:** 18.

**Agenda Date:** 2/11/2021

**In Control:** City Council A Session

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**DEPARTMENT:** Neighborhood and Housing Services

**DEPARTMENT HEAD:** Verónica R. Soto, FAICP, Director

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:** Professional Services Agreement for Residential Inspection Services

### **SUMMARY:**

Consideration of an Ordinance authorizing the City Manager or his designee to execute a professional service agreement with Veteran Home Inspections, PLLC to provide residential inspection services for Homeownership Incentive Program activities funded with HOME Investment Partnerships Program federal funding. The term of the agreement is for four years, with one (1) one-year renewal option, in an amount not to exceed \$150,000 over the course of the contract term.

### **BACKGROUND INFORMATION:**

The City funds the Homeownership Incentive Program (HIP) aimed at providing first-time homebuyers with down payment and closing cost assistance towards the purchase of an existing or completed inventory new construction home within the city limits of San Antonio. As a recipient of U.S. Department of Housing and Urban Development (HUD) federal funding, the City, prior to the commitment of funding, is required to inspect the housing and document compliance the subject property meets all applicable State and local housing quality standards, code requirements and HUD-prescribed Uniform Physical Condition Standards. The Consultant is expected to effectively perform inspections and produce timely reports that help NHSD ensure compliance with federal regulations and ensure reasonable, timely 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 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. One firm responded to the RFQ and was

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 proposal was 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). After committee review and discussion, Veteran Home Inspections, PLLC was recommended for award by the evaluation committee based on consensus scoring.

### **ISSUE:**

Staff recommends entering into professional service agreement with Veteran Home Inspections, PLLC. Veteran Home Inspections, PLLC was selected via consensus by the evaluation committee. Veteran Home Inspections, PLLC has the necessary experience and qualifications to perform the residential inspection services being requested. As part of the agreement, services to be performed may include, but are not limited to, the following:

- Conduct inspection of residential unit;
- Submit a completed HUD Uniform Physical Condition Standards Inspection form;
- Determine any repairs or deficiencies required with emphasis on homeowners' health and safety and to bring unit up to HUD standards & local code requirements;
- Obtain photographic evidence;
- Brief City staff and others on the findings and recommendations

### **ALTERNATIVES:**

City Council could choose not to approve the ordinance and contractual agreement with Veteran Home Inspections, PLLC. However, this could impede the City's timely performance and proper expenditure of federal funds for the Homeownership Incentive Program.

### **FISCAL IMPACT:**

This ordinance authorizes a contractual agreement with Veteran Home Inspections, PLLC to provide residential inspection services for Homeownership Incentive Program activities within the City of San Antonio that are being funded with 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 \$150,000 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 Veteran Home Inspections, PLLC to utilize their services as a Residential Inspection Consultant.

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