

AGENDA



Recommendation for Council Action

AUSTIN CITY COUNCIL

Regular Meeting: December 14, 2017

Item Number: **047**

Purchasing Office

Authorize negotiation and execution of a contract with Browne, Bortz & Coddington Inc. D/B/A BBC Research and Consulting, or one of the other qualified offerors to Request for Proposals JRH0110, to provide a regional assessment of fair housing, for a term of 14 months for a total contract amount not to exceed \$250,000. (Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program and subcontractor goals were applied to the solicitation. The subcontracting goals were exceeded and the resulting contract will include 28.00% WBE participation).

Lead Department	Purchasing Office.
Fiscal Note	Funding is available in the Fiscal Year 2017-2018 Housing Trust Fund Budget of Neighborhood Housing and Community Development.
Purchasing Language	The Purchasing Office issued a Request for Proposals (RFP) JRH0110 for these services. The solicitation issued on September 4, 2017 and it closed on October 3, 2017. Of the seven offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a response list, is available for viewing on the City’s Financial Services website, Austin Finance Online. Link: Solicitation Documents <https://austintexas.gov/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=120408> .
Prior Council Action	June 15, 2017 - Approved interlocal agreement, item 17.
For More Information	Inquiries should be directed to the City Manager’s Agenda Office, at 512-974-2991 or AgendaOffice@austintexas.gov <mailto:AgendaOffice@austintexas.gov>

	NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Persons: John Hilbun, at 512-974-1054 or john.hilbun@austintexas.gov or <mailto:john.hilbun@austintexas.gov> or Jonathan Dalchau, at 512-974-2938 or jonathan.dalchau@austintexas.gov .
Client Department(s)	Neighborhood Housing and Community Development.

Additional Backup Information:

Any jurisdiction that receives funds from the U.S. Department of Housing and Urban Development (HUD), including the City, must create an assessment of fair housing that reviews barriers to fair housing choice in the public and private sectors of the jurisdiction and examines how a jurisdiction can address impediments. The assessment is used to create five year consolidated plans, which must be submitted to HUD. The plan includes a jurisdiction's needs assessment, market analysis, and a strategic plan to address the community's priority needs for the five year period. The City is required to create a new plan for fiscal years 2019 through 2024. The consolidated plan is designed to help states and local jurisdictions make data-driven, place-based investment decisions.

On June 15, 2017, Council approved an interlocal agreement related to conducting this regional assessment of fair housing on behalf of several regional government parties, which is expected to satisfy the requirements set forth by HUD. The parties include the City of Round Rock, City of Pflugerville, Travis County, Williamson County, Housing Authority of the City of Austin, Housing Authority of Travis County, Housing Authority of the City of Georgetown, Housing Authority of the City of Round Rock, and the Housing Authority of the City of Taylor. These parties will reimburse the City for their portion of the final cost, which will be approximately 75% of the total contract of \$250,000.

The recommended contractor has provided similar services in the past for Neighborhood Housing and Community Development in 2009, 2014, and 2015.

An evaluation team with expertise in this area evaluated the offers and scored BBC Research and Consulting as the best to provide these services based on approach, methodology, work plan, experience and qualifications, local business presence, and cost.

If the City is unable to secure the contract, then the City would not be able to submit its required Assessment of Fair Housing Plan to HUD by the deadline and would not be eligible to receive HUD funding through its consolidated plan for fiscal years 2019-2024.