



## Recommendation for Action

**File #:** 19-2769, **Agenda Item #:** 60.

9/19/2019

### **Posting Language**

Authorize negotiation and execution of a multi-term contract with Alejandro Dominguez D/B/A UPCS Inspectors LLC, to provide property standards inspection, income eligibility and rental rate verification services, for up to four years for a total contract amount not to exceed \$605,000.

(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. For the services required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established).

### **Lead Department**

Purchasing Office.

### **Client Department(s)**

Neighborhood Housing and Community Development.

### **Fiscal Note**

Funding in the amount of \$151,250 is contingent upon approval of the Fiscal Year 2019-2020 Operating Budget of Neighborhood Housing and Community Development. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Purchasing Office issued a Request for Proposals (RFP) 7200 JSB3000 for these services. The solicitation issued on May 20, 2019 and it closed on June 18, 2019. The recommended contractor submitted the only responsive offer. A complete solicitation package, including a log of the offer received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=130093) <[https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitation\\_details.cfm?sid=130093](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=130093)>.

### **For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or email to: [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 Person: John Besser, at 512-974-2261 or email to: [john.besser@austintexas.gov](mailto:john.besser@austintexas.gov) <<mailto:john.besser@austintexas.gov>>.

### **Additional Backup Information:**

The contract will provide property standards inspection and monitoring services, to include resident income eligibility and rental rate verification reviews, for affordable rental housing in support of Neighborhood Housing and Community Development's (NHCD) Rental Housing Development Assistance Program (RHDA) and certain developer incentive ordinances adopted in the City's Land Development Code.

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NHCD is responsible for monitoring activities in support of certain developer incentive ordinances in the City's Land Development Code that contain an affordable rental housing component as well as for various inspections in support of the RHDA program. Rental housing units that receive RHDA funding are subject to both income and rental verifications as well as inspection requirements. For most funding sources, a representative sample of units must be periodically monitored. Affordable rental housing units that are developed from the developer incentive initiatives are subject to income and rental rate restrictions. During the first year of occupancy all projects must be monitored for income eligibility and designated rental rates. Each year after, a representative sample of units must be verified. This contract is imperative in preparing for the substantial increase in affordable units as a result of the most recent Affordable Housing Bond.

An evaluation team with expertise in this area evaluated the offer and scored Alejandro Dominguez D/B/A UPCS Inspectors LLC as qualified to provide these services based on their approach to work, corporate experience, personnel qualifications, price, local preference, and service-disabled veteran business enterprise.

This contract will replace two contracts that expired on April 19, 2019 and September 18, 2019, and the current contract expiring May 28, 2020. The requested authorization amount was determined using estimates of increased annual usage due to the \$250M Affordable Housing Bond and historical spending. The recommended contractor is the current contractor for these services.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Contract Authorization</u></b>
Initial Term	1 yr.	\$151,250
Optional Extension 1	1 yr.	\$151,250
Optional Extension 2	1 yr.	\$151,250
Optional Extension 3	1 yr.	\$151,250
<b>TOTAL</b>	<b>4 yrs.</b>	<b>\$605,000</b>

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.