



SAHA REGULAR BOARD MEETING

**MAR. 7
2019**



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HOUSING AUTHORITY
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BOARD OF COMMISSIONERS

Morris A. Stribling, DPM Chairman	Charles Clack Commissioner	Jo-Anne Kaplan Commissioner	Gabriel L. Lopez Commissioner	Sofia A. Lopez Commissioner	Marie R. McClure Commissioner	Jessica Weaver Commissioner
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PRESIDENT & CEO

David Nisivoccia

SAN ANTONIO HOUSING AUTHORITY
***REGULAR BOARD MEETING**
818 S. Flores St., San Antonio, TX 78204
1:00 p.m., Thursday, March 7, 2019

MEETING CALLED TO ORDER

1. The Board of Commissioners or its committee may hold a closed meeting pursuant to Texas Government Code § 551.071-076 for consultation concerning attorney-client matters, real estate, litigation, personnel, and security matters. The Board or committee reserves the right to enter into closed meeting at any time during the course of the meeting.
2. Pledge of Allegiance/Moment of Silence

PRESENTATION

3. Commissioner Service Recognition

MINUTES

4. Minutes
 - Approval of the February 7, 2019, Regular Board Meeting minutes
 - Approval of the February 21, 2019, Special Board Meeting minutes

COMMITTEE MEETING UPDATES

5. Update and discussion regarding the February 21, 2019, Resident Services Committee Meeting (Charles Clack, Chair, Resident Services Committee)
6. Update and discussion regarding the February 21, 2019, Special Board Meeting (Morris A. Stribling, DPM, Chair, Board of Commissioners)

CONSENT ITEMS

7. Consideration and approval regarding Resolution 5913, authorizing an Interlocal Agreement between the San Antonio Housing Authority (SAHA) and Westside Development Corporation (WDC) for community outreach activities related to the Westside Reinvestment Initiative (WRI) for an annual cumulative amount not to exceed \$45,000.00; for a period of one year with the option to renew up to four additional one-year terms (Steven Morando, Director of Procurement and General Services; Lorraine Robles, Director of Development Services and Neighborhood Revitalization)

8. Consideration and approval regarding Resolution 5914, authorizing the award of a contract for operational and organizational assessment consulting services to Nan McKay and Associates, Inc. (WBE, Section 3 Business); for an amount not to exceed \$108,412.00 (Muriel Rhoder, Chief Administrative Officer; Steven Morando, Director of Procurement and General Services)
9. Consideration and approval regarding Resolution 5915, authorizing the San Antonio Housing Authority to become a participant member of the Local Government Purchasing Cooperative (Texas Buyboard), which offers access to nationwide contracts for its members (Steven Morando, Director of Procurement and General Services)
10. Consideration and approval regarding Resolution 5916, authorizing the use of cooperative purchasing program contracts, where the San Antonio Housing Authority (SAHA) is a participating member, for the acquisition of vehicles by SAHA and its Affiliated Entities; for a period of one year with the option to renew up to four additional one-year terms (Steven Morando, Director of Procurement and General Services)
11. Consideration and approval regarding Resolution 5917, authorizing the award of a contract for laundry concessions to CSC Serviceworks, Inc. for a period of one year with the option to renew up to four additional one-year terms (Steven Morando, Director of Procurement and General Services; Kristi Baird, Director of Beacon Communities)
12. Consideration and approval regarding Resolution 5918, authorizing the award of a contract for technology equipment, products, services and software through the Local Government Purchasing Cooperative (Texas Buyboard) to Keywarden Systems Partners, LLP; not to exceed an annual cumulative amount of \$305,210.00 for year one, \$188,850.00 for year two, and \$124,705.00 for year three; for a period of one year with the option to renew up to two additional one-year terms (Steven Morando, Director of Procurement and General Services; Kristi Baird, Director of Beacon Communities)

INDIVIDUAL ITEMS FOR CONSIDERATION

13. Update and discussion regarding the Procurement Activity Report (Steven Morando, Director of Procurement and General Services)
14. Election of Vice-Chair for the Board of Commissioners
15. Committee Appointments (Morris A. Stribling, DPM, Chair, Board of Commissioners)
16. President's Report
 - Youth Career Camp
 - Mega Job Fair
 - 1st Townhall Meeting of the Year
 - SAHA Celebrates Black History Month
 - Development Community Meetings Held
 - Job Shadow Day at SAHA
 - Public Housing Facilities to Receive Air Conditioning Units
 - Affordable Housing Innovation Summit
 - LISC Partnership
 - Housing Commission

17. *Closed Session:

Consultation with Attorney

Deliberate and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.071 (consultation with attorney).

- Litigation Updates

Personnel/Consultation with Attorney

Deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.074 (personnel) and Texas Government Code Sec. 551.071 (consultation with attorney).

- President and CEO Performance Evaluation Process

18. **Citizens to be Heard at approximately 2:00 p.m.** (may be heard after this time) Citizens wishing to speak on issues not related to items posted on the agenda should personally request to be placed on the Citizens to be Heard roster prior to 1:45 p.m. Citizens will be given three minutes to speak. Only one appearance per speaker will be permitted at any regular Board Meeting. If present, a speaker may cede time to another speaker, but no speaker may have the floor for more than 9 minutes. Groups of citizens from the same organization are asked to share nine minutes to address the Board on certain items. Organizations must be represented by an Officer or a Board member, and follow the same speaking rules as individuals.

19. Adjournment

*Note: Whenever the Texas Open Meetings Act (Section 551.001 et seq. of the Texas Government Code) provides for a closed meeting in matters concerning legal advice, real estate, contracts, personnel matters, or security issues, the Board may find a closed meeting to be necessary. For convenience of the citizens interested in an item preceded by an asterisk, notice is given that a closed meeting is contemplated. However, the Board reserves the right to go into a closed meeting on any other item, whether it has an asterisk, when the Board determines there is a need and a closed meeting is permitted.

"Pursuant to § 30.06, Penal Code, (trespass by holder license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a concealed handgun."

"Pursuant to § 30.07, Penal Code, (trespass by holder license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not attend this meeting with a handgun that is carried openly.

MINUTES
SAN ANTONIO HOUSING AUTHORITY
BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
February 7, 2019

SCHEDULED: 1:00 p.m. at 818 S. Flores St., San Antonio, TX, 78204

COMMISSIONERS PRESENT:

Morris A. Stribling, DPM, Chair
Charles Clack, Commissioner
Jo-Anne Kaplan, Commissioner
Gabriel L. Lopez, Commissioner
Sofia A. Lopez, Commissioner
Marie R. McClure, Commissioner
Jessica Weaver, Commissioner

COMMISSIONERS ABSENT:

None

COUNSEL: Doug Poneck, Escamilla & Poneck, LLP; Darin Darby, Escamilla & Poneck, LLP

TRANSLATOR: BCC Communications

STAFF:

David Nisivoccia, President and CEO
Muriel Rhoder, Chief Administrative Officer
Ed Hinojosa, Chief Financial Officer
Timothy E. Alcott, Real Estate and Legal Services Officer
Jo Ana Alvarado, Director of Innovative Technology
Kristi Baird, Director of Beacon Communities
Domingo Ibarra, Director of Security
Diana Kollodziej Fiedler, Director of Finance and Accounting
Aiyana Longoria, Director of Internal Audit
Adrian Lopez, Director of Community Development Initiatives

Hector Martinez, Director of Construction Services and Sustainability
Richard Milk, Director of Policy and Planning
Steven Morando, Director of Procurement and General Services
Brandee Perez, Director of Federal Housing Programs
Michael Reyes, Director of Communications and Public Affairs
Lorraine Robles, Director of Development Services and Neighborhood Revitalization
Janie Rodriguez, Director of Human Resources
Thomas Roth, Director of Asset Management

Item 1: Meeting called to order

Chair Stribling, DPM, called the meeting to order at 1:05 p.m.

Item 2: Pledge of Allegiance/Moment of Silence

Recitation of pledge and moment of silence

PRESENTATION

Item 3: Installation of the following new San Antonio Housing Authority Commissioners by the City of San Antonio Clerk, Ms. Leticia M. Vacek:

- Jo-Anne Kaplan

- Gabriel L. Lopez
- Sofia A. Lopez

MINUTES

Item 4: Minutes

- Approval of the December 6, 2018, Regular Board Meeting minutes

Motion: Commissioner Clack moved to approve the December 6, 2018, Regular Board Meeting minutes. Commissioner McClure seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Gabriel L. Lopez, Commissioner	X			
Sofia A. Lopez, Commissioner				X
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

INDIVIDUAL ITEMS FOR CONSIDERATION

Item 5: Consideration and approval regarding Resolution 5900, accepting the Independent Auditor's Report for the year ending June 30, 2018

Mr. Ed Hinojosa, Chief Financial Officer and Ms. Diana Kollodziej Fiedler, Director of Finance and Accounting introduced members of the auditing firm team, RSM US LLP. The engagement team from RSM US LLP provided a presentation and reported that the audit for the Housing Authority of the City of San Antonio and its component units for the year ended June 30, 2018, had been completed. In planning the audit, RSM US LLP met with staff to coordinate audit engagement details, establish auditor and client responsibilities, and determine any significant changes in SAHA's structure and personnel, as well as determine any new companies and new agreements that may impact the audit approach. RSM US LLP also verified any new accounting or audit requirements published by the U.S. Department of Housing and Urban Development, the Government Accounting Standards Board, or the American Institute of Certified Public Accountants, which would affect the audits. The RSM US LLP reports included: Financial Audit Results Opinion – Unmodified (clean audit), Compliance Audit Results Opinion – Unmodified (clean audit) and Report on Conduct of Audit and Management Letter Comments. After the presentation, the auditors were able to provide answers to the specific questions that the Commissioners had asked regarding the audit results.

Motion: Commissioner Weaver moved to approve Resolution 5900. Commissioner Clack seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			

Gabriel L. Lopez, Commissioner	X			
Sofia A. Lopez, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

Item 6: Consideration and approval regarding Resolution 5901, certifying that the San Antonio Housing Authority's Investment Policy and Investment Strategies have been reviewed in accordance with the requirements set forth in section 2256.005 (E) of the Texas Public Funds Investment Act

Mr. Hinojosa and Ms. Kollodziej Fiedler reported that Section 2256.005 (e) of the Texas Public Funds Investment Act requires that the governing body of each covered entity review its Investment Policy and Investment Strategies not less than annually and adopt a written instrument by rule, order, ordinance, or resolution stating such. The Investment Policy denotes the allowed investment activities, which must conform to all federal, state, and local statutes governing the investment of public and non-public funds. The policy contains relevant information to guide responsible personnel regarding authorized investment activities. They also reported that there are no proposed changes to the Investment Policy at this time.

Motion: Commissioner Clack moved to approve Resolution 5901. Commissioner Weaver seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Gabriel L. Lopez, Commissioner	X			
Sofia A. Lopez, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

Item 7: Consideration and approval regarding Resolution 5904, authorizing the award of a contract for Wheatley Infill New Home Construction to Terramark Interests, LLC; authorizing the President and CEO, and his designated staff to negotiate terms with builder on behalf of the agency; and execute all documents in connection therewith

Ms. Lorraine Robles, Director of Development Services and Neighborhood Revitalization, reported that SAHA requires the services of a contractor to construct single family homes on fifteen lots as part of the Wheatley Choice Neighborhood Implementation Grant. SAHA will contribute the land at no cost to the contractor. The contractor is responsible for all costs associated with financing, building and selling the homes. The homes must be sold to buyers with target income levels of no more than 120% of Area Median Income (AMI) for San Antonio. In order to preserve affordability, if the home is sold by the initial buyer within the first twenty years of home ownership, it must be sold to a buyer whose income also does not exceed 120% of AMI (percentage of AMI adjusted to year of sale). The contractor shall agree to place restrictive covenants on the deed to buyers, which will remain on the property for twenty years from the original date of sale.

Mr. Steven Morando, Director of Procurement and General Services reported that on November 9, 2018, SAHA issued a "Request For Qualifications" (RFQ) #1811-909-23-4858 for Wheatley Infill

New Home Construction, which closed on December 4, 2018. SAHA received one response to this solicitation from Terramark Interests, LLC.

Ms. Robles then introduced Mr. Charlie Turner, CEO of Terramark Interests, and explained that Terramark Urban Homes focuses primarily on urban infill development, having extensive experience in design and development of townhomes, patio homes, single family homes and affordable housing. Terramark purchased six lots on Leigh Street from SAHA and developed six two-story homes (three of which had to meet affordability standards). Mr. Turner provided a presentation containing the history of Terramark, along with photos of previous projects completed and new building concepts. Mr. Turner was also available to answer the Board of Commissioners' questions and concerns regarding the development of the fifteen lots.

The financial impact of the project was also explained. The contractor is fully responsible for all costs associated with the financing, construction and sale of the houses. SAHA will convey the land at no cost to the builder. SAHA is requesting Board approval for Resolution 5905, authorizing the conveyance of fifteen lots to Terramark Interests, LLC for the construction of affordable single-family houses, as part of the Wheatley Choice Neighborhood Infill Strategy. The U.S. Department of Housing and Urban Development (HUD), has approved both the strategy, and the use of conveyance of the lots, as an incentive to Developers, who will be responsible for construction and sale of the single family homes to families earning up to 120% of area median income. The total to acquire the lots was \$156,485.00. SAHA utilized Choice CCI, Citibank, and DSNR funds to acquire the lots for purposes of implementing the CCI plan. The current appraised value of the fifteen lots is approximately \$450,000.00.

Motion: Commissioner McClure moved to approve Resolution 5904. Commissioner Clack seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Gabriel L. Lopez, Commissioner	X			
Sofia A. Lopez, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

Item 8: Consideration and approval regarding Resolution 5905, authorizing conveyance of fifteen lots to Terramark Interests, LLC for the construction of affordable single-family houses as part of the Wheatley Choice Neighborhood Infill Strategy

Ms. Arrie B. Porter, Assistant Director of Choice Neighborhood, explained the Critical Communities Improvement Plan strategies to the Board. She reported that the first strategy is the Infill Strategy to build single family homes, on vacant lots; thereby, repurposing vacant land to provide affordable family housing, while stabilizing the neighborhood. The fifteen parcels, all located in San Antonio, Texas, include the following addresses:

519 Arthur	1718 Burnet	1439 Lamar
601 Arthur	209 Gabriel	818 Poinsettia
607 Arthur	1418 Hays	939 Poinsettia
611 Arthur	1533 Hays	943 Poinsettia

Since the Choice Initiative's inception, neighborhood residents have voiced their desire for single family, affordable homes. SAHA has acquired fifteen lots, which it intends to convey to the builder, Terramark Interests, LLC; thereby, reducing the cost of the homes and increasing their affordability.

Ms. Porter also explained that HUD has approved both the strategy and the use of conveyance of the lots, as an incentive to developers, who will be responsible for construction and sale of the single family homes to families earning up to 120% of area median income. SAHA used CCI, DSNR, and Citibank funds, totaling \$156,485.00 to acquire lots. The total number of lots held also includes several lots within the footprint, previously owned by SAHA. These lots will be utilized for purposes of implementing the Infill Strategy. The current appraised value for the fifteen lots is approximately \$450,000.00.

Motion: Commissioner Clack moved to approve Resolution 5905. Commissioner Gabriel L. Lopez seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Gabriel L. Lopez, Commissioner	X			
Sofia A. Lopez, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

Item 9: Consideration and approval regarding Resolution 5902, to amend the Merced Housing Texas Contract, to include a previously allocated amount of \$200,000.00, for Owner Occupied Rehab, and Exterior Only Improvements

Ms. Porter reported that on August 4, 2016, the SAHA Board of Commissioners approved Resolution 5629, authorizing the selection of Merced Housing for rehabilitation services required to fulfill the Choice Neighborhood Owner Occupied Rehabilitation strategy. The Board approved Choice funding in the amount of \$1,215,256.00 for this strategy; however, HUD had previously approved an additional \$200,000.00 for a total budget of \$1,415,256.00. During a reconciliation of the Choice Neighborhood budget, it was discovered that the HUD budget amount did not match the Board approved Merced Housing contract. SAHA is therefore amending the contract to include an amount not to exceed \$200,000.00 in Choice funding for Contractor's services, for the Choice Neighborhood Owner Occupied Rehab program. The program affords property owners the opportunity to make up to \$47,407.00, in improvements to their homes, through a forgivable loan.

The \$200,000.00 was included in the overall \$1,415,256.00, Choice Neighborhood Implementation Grant Critical Community Improvements budget, and was previously approved and allocated by HUD.

Motion: Commissioner Sofia A. Lopez, recused herself from Resolution 5902, due to a conflict of interest with Merced Housing. Commissioner Weaver then moved to approve Resolution 5902. Commissioner Kaplan seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Gabriel L. Lopez, Commissioner	X			
Sofia A. Lopez, Commissioner				X
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

Item 10: Consideration and approval regarding Resolution 5906, authorizing the award of a contract for Phillis Wheatley Park Hardscape Construction to Straight Line Management, LLC (AABE, DBE, ESBE, MBE, SBE, WBE, Section 3 Business) for an amount not to exceed \$686,888.00

Ms. Porter, reported that on October 5, 2018, SAHA issued an “Invitation For Bids” (IFB #1810-912-31-4851) for Phillis Wheatley Park Hardscape Construction, which closed on October 23, 2018. A total of four bids were received in response to the IFB: CGC General Contractors (ESBE, SBE, WBE), Cleanology Service & Supply (ABE, ESBE, MBE, SBE, Section 3 Business), KP Property Services, Inc. (WBE), and Straight Line Management, LLC (AABE, DBE, ESBE, MBE, SBE, WBE, Section 3 Business). Mr. Morando also reported that all bids were evaluated on specific criteria, and one bid was deemed non responsive. SAHA is recommending contract award to Straight Line Management, LLC. because they were the lowest responsive and responsible bidder. Straight Line Management, LLC was established in 2008, and is located in San Antonio, Texas.

Ms. Porter also reported that the cost for the Phillis Wheatley Park Hardscape Construction is not expected to exceed an amount of \$686,888.00 and will be funded by previously approved HUD Choice Neighborhood Initiatives funds.

Motion: Commissioner Weaver presented Item 10 because Commissioner Stribling, DPM, recused himself from Resolution 5906, due to a conflict of interest with Straight Line Management. Commissioner Clack then moved to approve Resolution 5906. Commissioner Kaplan seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair				X
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Gabriel L. Lopez, Commissioner	X			
Sofia A. Lopez, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

Item 11: Consideration and approval regarding Resolution 5857, authorizing the selection of Hogan Properties Company, Inc. dba HomeSpring Realty Partners (Hogan) as development partner for 5700 Culebra Road and 4847 Callaghan Road and authorizing the President and CEO, and his designated staff to: further clarify and enhance the developer’s proposal, negotiate a

development agreement; submit applications for financing; create any legal entities; execute contracts for conveyance of land; retain legal counsel; and ensure performance of all other matters in connection therewith

Mr. Timothy E. Alcott, Real Estate and Legal Services Officer, reported SAHA requires the services of a development partner to implement a comprehensive development project on 12.566 acres of land, owned by SAHA, that is located at the northwest corner of Culebra Road and Mira Vista Road. In response to the Request for Proposals, Hogan also offered to develop with SAHA, land that Hogan has control of at 4847 Callaghan Road, San Antonio, Texas, 78228 (known as Majestic Ranch) two miles down from the site. In its approach, the development partner was to consider in its strategy and plan a broad range of mixed use options, such as multi-family rentals, live-work units, retail, and non-residential opportunities.

The selected developer, Hogan Properties Company, Inc., dba HomeSpring Realty Partners, was on site and explained the project proposal of the construction of a 300 unit multifamily property on the land, using private activity bonds and 4% tax credits. The rental units will be comprised of fifteen residential buildings, to include 100 one-bedroom units, 140 two-bedroom units, and 60 three-bedroom units. The development will also include a clubhouse with management/leasing and maintenance offices, and a pool designed for seniors and the disabled. HomeSpring Residential Services manages three other multifamily properties near the land that will allow for them to cross-market the Mira Vista Ranch Apartments with these other properties. Majestic Ranch would provide an additional 288 units.

Mr. Alcott explained that a Partnership will be formed to own the land, construct, develop, improve, maintain, lease, and otherwise operate an apartment project offering affordable housing to low and moderate income citizens of the community. SAHA will be identified as a co-developer and anticipates maintaining significant leadership, ownership and operational roles in the development. The Development Partner, in collaboration with SAHA, will be responsible for securing funding for pre-development, the development program, construction, lease up and management. SAHA will have 100% beneficial ownership of the Real Estate through a single asset LLC as landowner (Lessor) and will be General Partner of a Texas Limited Partnership with a Tax Credit Investor as limited partner (Lessee).

The selected development partner will provide all the predevelopment costs, negotiate and secure financing, provide all the necessary guarantees, and SAHA will contribute the land towards the 5700 Culebra Road project and a capital contribution of \$2,000,000 in Moving to Work (MTW) funds for the 4847 Callaghan Road project. SAHA will receive a priority repayment of the MTW funds. The developer will receive its pursuit costs back at closing and will receive a 75% developer fee. The proposal contemplates SAHA receiving 25% of the developer fee and 90% of the surplus cash flow over the life of the properties.

Motion: Commissioner Weaver moved to approve Resolution 5857. Commissioner Clack seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Gabriel L. Lopez, Commissioner	X			
Sofia A. Lopez, Commissioner	X			

Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

- Item 12: Consideration and approval regarding Resolution 5909, authorizing the selection of a development partner for 210 S. Grimes and 7.83 acres on the north east quadrant of Hedges and Grimes St. and authorizing the President and CEO, and his designated staff to: further clarify and enhance the developer's proposal, negotiate a development agreement; submit applications for financing; create any legal entities; execute contracts for conveyance of land; retain legal counsel; and ensure performance of all other matters in connection therewith**

Mr. Alcott reported that SAHA submitted pre-applications for 9% tax credits for both 210 S. Grimes and the 7.83 acres on Hedges and Grimes St. The 210 S. Grimes project ranked in first place, while the 7.83 acres ranked much lower, leading the development team to pull the application. The 210 S. Grimes pre-application proposes 93 affordable units ranging from 30-60% of AMI.

SAHA requires the services of a development partner to implement a comprehensive development plan at 210 S. Grimes (The Convent) and for the 7.83 acres on the north east quadrant of Hedges and Grimes Street. These properties are located on the east side of San Antonio in close proximity to the AT&T Center. SAHA will consider a broad range of mixed use options such as multi-family rentals, live-work units, retail, and non-residential opportunities. SAHA will also consider a developer who is interested in developing the project for an agreed-upon fee or desires to become a partner with SAHA in the ownership, development and operation of the property.

Mr. Alcott further reported that SAHA is in the process of pursuing 2019 9% Low Income Housing Tax Credits (LIHTC) from the Texas Department of Housing and Community Affairs (TDHCA). The agency will also seek Historic Tax Credits and does not anticipate having to contribute capital to these projects. However, once the development team has determined and obtained financing for each project, staff will bring each proposal before the Board of Commissioners for final approval.

- Motion:** Commissioner Gabriel L. Lopez moved to approve Resolution 5909. Commissioner Kaplan seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Gabriel L. Lopez, Commissioner	X			
Sofia A. Lopez, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

- Item 13: Consideration and approval regarding Resolution 5908, authorizing the award of an agency-wide contract for maintenance, repair, modernization, replacement and new construction of elevators, escalators and moving walkways to KONE, Inc., through US Communities Purchasing Cooperative, an Omnia Partner, for an annual cumulative amount not to exceed \$500,000.00; for a period of one year with the option to renew up to four additional one year terms**

Mr. Morando, and Mr. Hector Martinez, Director of Construction Services and Sustainability, reported that SAHA requires the services of a contractor to primarily provide monthly preventative maintenance, routine and emergency repair services, replacement and modernization of existing elevators, and provide support during annual Qualified Elevator Inspector (QEI) Inspections for the forty-two passenger and two freight elevators currently located at various developments within SAHA's Public Housing and Beacon Communities portfolios, as well as, Central Office.

SAHA will be utilizing cooperative and interagency agreements to simplify and expedite the procurement processes. Purchasing Cooperatives assign a lead agency for its solicitations to ensure that competitive bid requirements for most state and local government agencies are followed. SAHA is currently a member of the U.S. Communities Government Purchasing Alliance, a nationwide purchasing cooperative. On December 1, 2018, Kansas City, Missouri, entered into a contract, EV2516 with KONE, Inc. for Elevator and Escalator Maintenance, Repair, Modernization & New Construction for a period of six years, with renewal options for five additional, one year terms. SAHA is requesting the Board's approval to participate in this contract with an initial one-year term and four one-year renewal options, which differs from the lead agency's structure. This will allow SAHA an opportunity to review and evaluate the contract each year, which is our normal practice.

The cost for maintenance, repair, replacement, and annual Qualified Elevator Inspector Inspections agency-wide is not expected to exceed an amount of \$500,000.00 and will be funded through approved operating budgets, capital funds, and available reserves.

Motion: Commissioner Weaver moved to approve Resolution 5908. Commissioner Kaplan seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Gabriel L. Lopez, Commissioner	X			
Sofia A. Lopez, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

Item 14: Consideration and approval regarding Resolution 5907, authorizing the award of an agency-wide contract for irrigation systems inspection, testing, repair and installation to Olympia Landscape Development, Inc. (HABE) for an annual cumulative amount not to exceed \$60,000.00 per year for year one, and \$70,000.00 per year for year two, year three, year four, and year five

Mr. Morando, reported on November 27, 2018, SAHA issued an "Invitation For Bids" (IFB) #1810-934-37-4853 for Irrigation Systems Inspection, Testing, Repair and Installation Services, which closed on December 4, 2018. A total of four bids were received in response to the IFB: All Pro General Construction (DBE, ESBE, HABE, MBE, SBE, Section 3 Business), Olympia Landscape Development, Inc. (HABE), R&C Landscape, LLC (ESBE, HABE, MBE, SBE, Section 3 Business), and San Antonio Ace Sprinklers and Landscaping. After evaluation of all bids, SAHA is recommending contract award to Olympia Landscape Development, Inc. They are the lowest

responsive and responsible bidder. Olympia Landscape Development, Inc. was established in 2004, and is headquartered in Laredo, Texas, with a field office location in San Antonio, Texas.

Ms. Brandee Perez, Director of Federal Housing Programs, also reported that the cost for irrigation systems inspection, testing, repair and installation services is not expected to exceed an annual cumulative amount of \$60,000.00 per year for year one, and \$70,000.00 per year for year two, year three, year four, and year five. These services will be funded through the approved operating budgets and/or operating reserves.

For safety purposes, Commissioner McClure requested to have the company provide identification of the servicemen during and after normal business hours of work. A representative of the company indicated that is their procedure.

Motion: Commissioner Weaver moved to approve Resolution 5907. Commissioner Gabriel L. Lopez seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Gabriel L. Lopez, Commissioner	X			
Sofia A. Lopez, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

Item 15: Consideration and approval regarding Resolution 5903, approving the Over-Income Limit Policy for the Public Housing (PH) program

Ms. Brandee Perez reported that on July 26, 2018, the U.S. Department of Housing and Urban Development (HUD) published the *Housing Opportunity Through Modernization Act (HOTMA) of 2016: Final Implementation of Public Housing Income Limit*, which places an income limit of 120% of the area median income (AMI) on tenancy in the Public Housing (PH) program. The law requires that after a family's income has exceeded 120% of the AMI for two consecutive years, SAHA either (1) terminate the family's tenancy within six months of the second income determination, or (2) raise the rent by charging the family a monthly rent equal to the greater of (a) the applicable fair market rent (FMR), or (b) the amount of monthly subsidy for the unit. HUD requires SAHA to establish policies in the Admissions and Continued Occupancy Plan (ACOP) no later than six months of the effective date of the notice, September 24, 2018.

Ms. Perez further reported that staff requests approval of the proposed policy to terminate tenancy if a family has exceeded 120% of the AMI for two consecutive years. Upon approval of this resolution, the language will be added to the FY2018-19 ACOP to address implementation of the Over-Income Limit Rule, as follows in section (g):

(g) After a family's income has exceeded 120% of the AMI for two (2) consecutive years, SAHA will terminate the family's tenancy within six (6) months following the grace period end date.

The recommended policy will be effective for all interim and annual recertifications with an effective date of April 1, 2019, or later. As the rule requires a two-year grace period following

determination of over-income limit status, implementation will consist of a 24-month phase-in for participants who meet the limit.

Motion: Commissioner Gabriel L. Lopez moved to approve Resolution 5903. Commissioner Kaplan seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Gabriel L. Lopez, Commissioner	X			
Sofia A. Lopez, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

Item 16: Update and discussion regarding the Procurement Activity Report

Mr. Morando reported that there is currently one Invitation For Bids (IFB), and one Quick Quote, being advertised. The Invitation for Bids is for Fair Avenue Apartments Fire Protection Improvements; and the Quick Quote is for Human Resources Management Consulting Services. There are six solicitations that have closed and are currently being evaluated. The six solicitations include the following: Utility Billing Services for Beacon Communities, Laundry Concessions, Demolition of Convent Stable, Compensation Study and Pay Range Review, Remodel of Vacant Units for ConnectHome Computer Lab and Offices, and Operational and Organizational Assessment Consulting Services.

Mr. Morando also reported that Procurement is currently working on a number of solicitations for advertisement. The solicitations include the following: Swimming Pool Maintenance and Repairs for various Beacon Communities, Work Order Request Center and Answering Services for Beacon Communities, Pecan Hill Tree Removal and Sanitary Sewer Retrofit, Repair and Replacement of Shingle Roofs at Villa de Valencia, Sunshine Plaza HVAC Improvements, Key Management System Agency Wide, Mowing and Ground Maintenance Services for Beacon Communities, Public Relations Consulting Services, Media Monitoring Services, Printing and Publication Services, Castle Point Capital Improvements, Fire and Sprinkler Systems at Villa Tranchese, Roof Replacement at Alazan Community Office Building, Rehabilitation of Seven Offline Burn Units at Cassiano Homes, Natural Gas Systems Operator Qualified Training, Demolition Services for Infill Properties, Choice Neighborhood Project Manager, Interlocal with Westside Development Corporation (WDC), Inspection Software for Public Housing, Convent Balcony Repairs, and Records Storage Services - State of Texas Contract.

Item 17: Update and discussion regarding Internal Audit Department Activities

Ms. Aiyana Longoria, Director of Internal Audit, provided the following required communication to the Board of Commissioners: Internal Audit Department Update, Internal Audit Plan Status - FY 2018-2019 Quarter 2 and Summary and Status of Management Corrective Action Plans (related to Internal Audit reporting).

Item 18: Update and discussion regarding Wheatley Choice Neighborhood activities relating to People, Housing and Neighborhood

Ms. Robles provided a brief update on the Housing component of the report, Ms. Porter provided a brief summary of the Neighborhood component of the report and Mr. Adrian Lopez,

Director of Community Development Initiatives, provided a brief summary of the People component of the report. The full report was previously provided to the Board of Commissioners in the February 7, 2019, Regular Board Meeting packet.

- Item 19:** President's Report
- Dale Watson Benefit Concert
 - SAHA Participates in MLK March
 - Golden Gala and Senior Expo
 - San Antonio Spur Surprises Springview Families
 - Holiday Food Distribution
 - KIPP Hosts Christmas Dinner at Cassiano
 - SAHA Celebrates FSS Program Graduates
 - SAHA Transformed Into Santa's Workshop
 - Update on Government Shutdown

Chair Stribling, DPM, recessed for Closed Session at 4:44 p.m.

- Item 20:** *Closed Session:
- Real Estate/Consultation with Attorney**
- Deliberate the management, purchase, exchange, lease or value of certain real properties and obtain legal advice regarding related legal issues pursuant to Texas Government Code Sec. 551.072 (real property) and Texas Government Code Sec. 551.071 (consultation with attorney).
- Discussion of Real Estate Developments

- Item 21: Citizens to be Heard**
- There were two Citizens to be Heard.

- Item 22: Adjournment**
- The Board of Commissioners did not resume the Regular Board Meeting after Closed Session; therefore, the meeting adjourned at 5:40 p.m.

ATTEST:

Morris A. Stribling, DPM
Chair

Date

David Nisivoccia
President and CEO

Date

**MINUTES
SAN ANTONIO HOUSING AUTHORITY
BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
February 21, 2019**

SCHEDULED: 2:00 p.m. in the Community Room of the Springview Apartments, 722 S. Mel Waiters Way, San Antonio, TX, 78203

COMMISSIONERS PRESENT:

Morris A. Stribling, DPM, Chair
Charles Clack, Commissioner
Jo-Anne Kaplan, Commissioner
Marie R. McClure, Commissioner

COMMISSIONERS ABSENT:

Gabriel L. Lopez, Commissioner
Sofia A. Lopez, Commissioner
Jessica Weaver, Commissioner

COUNSEL: Doug Poneck, Escamilla & Poneck, LLP

TRANSLATOR: BCC Communications

STAFF:

David Nisivoccia, President and CEO
Muriel Rhoder, Chief Administrative Officer
Ed Hinojosa, Chief Financial Officer
Timothy E. Alcott, Real Estate and Legal Services Officer
Jo Ana Alvarado, Director of Innovative Technology
Kristi Baird, Director of Beacon Communities
Domingo Ibarra, Director of Security
Aiyana Longoria, Director of Internal Audit

Hector Martinez, Director of Construction Services and Sustainability
Richard Milk, Director of Policy and Planning
Steven Morando, Director of Procurement and General Services
Michael Reyes, Director of Communications and Public Affairs
Lorraine Robles, Director of Development Services and Neighborhood Revitalization
Janie Rodriguez, Director of Human Resources
Thomas Roth, Director of Asset Management

Item 1: Meeting called to order

Chair Morris A. Stribling, DPM, called the meeting to order at 2:10 p.m.

CHOICE NEIGHBORHOOD

Item 2: Update and discussion regarding Wheatley Choice Neighborhood activities relating to People, Housing and Neighborhood

Ms. Lorraine Robles, Director of Development Services and Neighborhood Revitalization, explained the Housing component and the Neighborhood strategies of the Wheatley Choice Neighborhood report. Ms. Arrie Porter, Assistant Director of Choice Neighborhood, provided updates regarding Infill, Owner Occupied Rehab., Business Facade Improvements, the Garcia Street Urban Farm, and the Neighborhood Beautification. Ms. Susan Ramos-Sossaman, Assistant Director of Community Development Initiatives, provided updates regarding the People component of the report.

OPERATIONS

- Item 3:** Consideration and approval regarding Resolution 5911, authorizing the San Antonio Housing Facility Corporation to sell an approximately 5.01 acre parcel improved with a 98,587 square foot warehouse located at 1310 S. Brazos between Tampico Street and S. Laredo Street in San Antonio, Bexar County, Texas; the sale of such property to SAY Sí in the amount of \$2.2 million; and the execution of any and all documents necessary to consummate such transaction

Mr. Steven Morando, Director of Procurement and General Services, reported that on December 21, 2018, San Antonio Housing Facility Corporation issued an Invitation For Bids "IFB" #1812-998-84-4872 for the sale of a parcel of land containing approximately 5.01 acres and improvements located at 1310 S. Brazos, San Antonio, Texas, 78207, being identified as Lot 16, New City Block 36A that closed on January 11, 2019. A total of one bid was received in response to this solicitation from SAY Sí that is consistent with the appraised value.

Mr. Thomas Roth, Director of Asset Management, then introduced Mr. John Hinojosa, Executive Director of SAY Sí, and explained that the organization was launched as an umbrella program under the King William Neighborhood Association in 1994. They are a nonprofit creative youth development program that provides students with opportunities to develop the artistic and social skills needed to prepare for college and artistic careers. They offer tuition-free onsite programs serving 250 students annually, primarily from low income families, ranging in age from 10-19. They also serve an additional 2,500 youth in offsite community programs. SAY Sí intends to renovate this property into their headquarters and Westside Campus.

Mr. Roth further stated that the most recent appraisal performed by Noble and Associates valued the parcel at \$2.2 million, as of October 23, 2018. The bid price is consistent with the appraised value. The San Antonio Housing Facility Corporation (SAHFC) will utilize the net sale proceeds.

- Motion:** Commissioner Kaplan moved to approve Resolution 5911. Commissioner Clack seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Marie R. McClure, Commissioner		X		

- Item 4:** Consideration and approval regarding Resolution 5910, authorizing the San Antonio Housing Facility Corporation (SAHFC) to approve the transaction with the Oaks of Westlakes Apartments, including the execution of all documentation necessary to carry out the transaction; authorizing the purchase of the apartments and the lease of such apartments; authorizing the acquisition of the membership interest in SAHFC Oaks of Westlakes LP, LLC; and authorizing the financing for such transaction; and other matters in connection therewith

Mr. Timothy E. Alcott, Real Estate and Legal Services Officer, reported that Millbrook Realty Group (Millbrook) has proposed a public-private partnership with the San Antonio Housing Facility Corporation (SAHFC) to acquire the Oaks of Westlakes Apartments

located at 534 Hunt Lane, San Antonio, Texas. Millbrook is a real estate acquisition firm, which currently owns 1,558 units across the country. This is a 268-unit market rate project built in 1984. SAHFC is participating in the project to convert 50% of the market rate units to affordable units and to lease them to individuals and families earning below 80% of the San Antonio median family income. Mr. Alcott informed the Board that neither SAHA nor SAHFC will issue any debt for, or invest any funds in the transaction. A Millbrook-controlled partnership (Investment Partnership) will be required to raise all of the debt (approximately \$21,000,000.00) and equity (approximately \$4,000,000.00) needed for the Project and undertake approximately \$1,500,000.00 of rehabilitation to the Project. At the closing of their loans, SAHFC will acquire the Project with funds supplied by the Investment Partnership as an upfront lease payment on the lease from SAHFC to the Investment Partnership equal to the purchase price of the Project. Thereafter, SAHFC will receive rent of \$25,000 per year. The lease will have a term of 75 years and will require the Investment Partnership to rehabilitate and operate the Project. SAHFC will have to subordinate its interest in the Project to the Investment Partnership's debt on the Project. The Project will be exempt from property taxes for any year that it has 50% of the units set aside for individuals and families making less than 80% of the median family income. The Investment Partnership may sell its interest under the lease at any time; however, SAHFC will have to remain the owner of the Project for the full term, unless the Investment Partnership agrees otherwise. At closing, SAHFC will create a limited liability company, which will be a limited partner in the Investment Partnership, which will enable it to receive 27.5% of the cash flow from the Project. It is estimated that this will generate approximately \$118,000.00 in rent and income in year one and increase to \$174,000.00 in year seven. Should the Investment Partnership wish to sell its leasehold interest, SAHFC can elect to convert its interest into rent under the lease or receive 27.5% of the net cash proceeds after the equity and debt is paid back. In all events, SAHFC will remain the owner of the Project unless it agrees to sell its interest and put the Project on the tax rolls. SAHFC will also enter into a development agreement addressing the rehabilitation and operation of the Project.

Mr. Alcott further reported that the San Antonio Housing Facility Corporation will be paid a \$225,000.00 closing fee.

Motion: Commissioner Clack moved to approve Resolution 5910. Commissioner Kaplan seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Marie R. McClure, Commissioner	X			

After approval of Resolution 5910, Chair Stribling, DPM, recessed for the San Antonio Housing Facility Corporation Board Meeting at 2:36 p.m. The Special Board Meeting was resumed at 2:41 p.m. and recessed again for the Las Varas Public Facility Corporation Board Meeting at 2:52 p.m. The Special Board Meeting was resumed at 2:58 p.m.

Item 5: Consideration and approval regarding Resolution 5912, authorizing approval of a resolution by the Las Varas Public Facility Corporation (LVPFC) for the issuance, sale and delivery of multi-family housing revenue bonds (Wurzbach Manor Apartments)

Series 2019; authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multi-family residential rental development; and containing other provisions relating to the subject

Mr. Alcott introduced Mr. William Walter, attorney with CoatslRose a Professional Corporation, to explain some of the benefits of issuing bonds. Mr. Alcott reported that LVPFC was created by SAHA pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, which also requires the governing body of SAHA to approve by resolution any bonds issued by LVPFC. The Housing Authority of the City of San Antonio (SAHA) will not be liable for repayment of the bonds. The issuance costs are the responsibility of the borrower of the loan made with the bond proceeds.

Motion: The above resolution by LVPFC was amended with the following stipulation: The Bonds, which are issued in an aggregate principal amount not to exceed \$20,000,000 to finance the acquisition and rehabilitation of a multifamily housing residential rental development located at approximately 8730 Wurzbach Road, San Antonio, Texas 78240, and owned and operated by LIH Wurzbach Manor, LP, a Texas limited partnership, (Project) are hereby approved pursuant to Section 303.071 of the Act. Commissioner Clack moved to approve Resolution 5912 as amended above. Commissioner Kaplan seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Marie R. McClure, Commissioner	X			

Item 6: Resolution 5913, authorizing an Interlocal Agreement between the San Antonio Housing Authority (SAHA) and Westside Development Corporation (WDC) for community outreach activities related to the Westside Reinvestment Initiative (WRI) for an annual cumulative amount not to exceed \$45,000.00; for a period of one year with the option to renew up to four additional one-year terms

Ms. Robles reported that on February 13, 2014, SAHA received Board approval to enter into an Interlocal Agreement with WDC to assist SAHA with community outreach to current homeowners and neighbors in the WRI neighborhoods for a period of one year in the amount of \$49,000.00, with the option to renew for one additional year of the same amount. In order to allow for continuation of this service and exhaust unexpended funds, in February 2016, SAHA entered into a second Interlocal Agreement with WDC for a period of one year with the option to renew one additional one-year term. The current Agreement will expire on February 26, 2019. SAHA requires the ongoing services of WDC to assist with community outreach to current homeowners and neighbors in the WRI neighborhoods. WDC will assist SAHA with agenda and meeting coordination; establish an ongoing relationship between residents and the San Antonio Police Department (SAPD), San Antonio Fear Free Environment Unit (SAFFE); access current neighborhood lighting schemes in collaboration with SAHA, CPS Energy, City of San Antonio (COSA), and SAPD to increase the safety of residents; assist in leveraging financial resources in order to extend capital capabilities, which may include soliciting relevant partnership opportunities with other non-profit organizations and COSA, and possibly extending COSA capital improvements into the area; and assist SAHA in marketing newly-developed single-family dwellings. Ms. Robles further reported that the WDC

personnel and material costs related to community outreach activities in the Westside Reinvestment Initiative (WRI) neighborhoods are estimated not to exceed an annual amount of \$45,000.00 and will be funded by litigation settlement funds.

Motion: Commissioner Clack moved to approve Resolution 5913. Commissioner Kaplan seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Marie R. McClure, Commissioner	X			

Item 7: Resolution 5914, authorizing the award of a contract for operational and organizational assessment consulting services to Nan McKay and Associates, Inc. (WBE, Section 3 Business); for an amount not to exceed \$108,412.00

Ms. Muriel Rhoder, Chief Administrative Officer, reported that at the request of the Board of Commissioners, SAHA sought the services of a consultant to conduct an in-depth operational and organizational assessment of the Agency. The assessment will focus on the organizational structure, levels of staffing, workflow, and operational procedures. SAHA is seeking recommendations from the consultant that will incorporate operational efficiencies, organizational structures and staffing levels, and performance measures to ensure the agency operates at the highest level of efficiency and effectiveness for its current and future needs and requirements. This assessment will not include the Development Services and Neighborhood Revitalization Department.

Mr. Morando, Director of Procurement and General Services further reported that on December 21, 2018, SAHA issued a Request For Proposals (RFP) #1812-918-83-4874 for Operational and Organizational Assessment Consulting Services that closed on January 18, 2019. A total of ten proposals were received in response to this solicitation and then SAHA developed a short list of qualified entities, not moving forward with three respondents that lacked Housing Authority experience. The remaining proposals were evaluated on strategic approach and timeline, fees/cost, and strength of the consultant's Section 3 and SWMBE Utilization Plans. Based on the above, SAHA is recommending contract award to Nan McKay and Associates, Inc. because they were the highest rated responsive and responsible firm. Nan McKay and Associates, Inc. was founded in 1980, and is headquartered in El Cajon, California, with field office locations in Miami and Tallahassee, Florida; Chicago, Illinois; Frankfort, Kentucky; and Marrero, Louisiana.

The cost for the operational and organizational assessment is not expected to exceed an amount of \$108,412.00, to include a project cost of \$98,556.00 plus a 10% contingency in the amount \$9,856.00, that will only be used, if necessary. This project will be funded through the approved operating budgets.

Motion: Commissioner Clack moved to approve Resolution 5914. Commissioner Kaplan seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained

Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Marie R. McClure, Commissioner	X			

Item 8: Resolution 5915, authorizing the San Antonio Housing Authority to become a participant member of the Local Government Purchasing Cooperative (Texas Buyboard), which offers access to nationwide contracts for its members

Mr. Morando reported that this request is to obtain Board of Commissioners approval to allow SAHA to become a member of the Texas Buyboard, a nationwide purchasing cooperative, which will provide access to any of the cooperative's awarded contracts, on an as needed basis. Use of any individual contract under the Texas Buyboard cooperative will be approved for use by SAHA in accordance with the SAHA Procurement Policy. Texas Buyboard would add to the cooperative purchasing opportunities available to SAHA. SAHA is currently a member of the State of Texas Cooperative Purchasing Program, which gives it access to all State-awarded contracts, such as Texas Multiple Award Schedules (TxMAS), and Department of Information Services (DIR) technology contracts.

Mr. Morando also reported that there is no cost for SAHA to become a member of the Texas Buyboard. There are no additional fees except for the purchase of vehicles, which includes a flat \$400 service charge per Purchase Order, regardless of the quantity of vehicles and trucks ordered. Rebates are paid to members that utilize contracts under Texas Buyboard. These rebates are established and paid once a year based on approval of the cooperative's Board of Trustees. Currently, rebates of approximately 10% are paid for spending up to \$1 million. The rebate percentage increases as the member's spending increases.

Motion: Commissioner Kaplan moved to approve Resolution 5915. Commissioner Clack seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Marie R. McClure, Commissioner	X			

Item 9: Resolution 5916, authorizing the use of cooperative purchasing program contracts, where the San Antonio Housing Authority (SAHA) is a participating member, for the acquisition of vehicles by SAHA and its Affiliated Entities; for a period of one year with the option to renew up to four additional one-year terms

Mr. Morando reported that SAHA and its Affiliated Entities seek purchasing authority for vehicles needed for its operations. The vehicles will be purchased on an as-needed basis through contracts offered by various Cooperative Purchasing Programs, of which SAHA is a participating member. Currently, SAHA is a member of the following cooperative purchasing programs: the State of Texas Cooperative Purchasing Program, the Purchasing Cooperative Network (TCPN), US Communities (an Omnia Partner) and the Houston-Galveston Area Council of Governments (H-GAC). SAHA will be requesting approval to become a member of the Local Government Purchasing Cooperative (Texas Buyboard) at the March 7, 2019, Board of Commissioners meeting. By virtue of its

membership in cooperative purchasing programs, SAHA may utilize any contract that has been awarded by these organizations. In all cases, the cooperative contracts utilized by SAHA will meet the State of Texas and U.S. Department of Housing and Urban Development (HUD) competitive bid and solicitation processes.

Mr. Morando further reported that approval is requested to allow SAHA and its Affiliated Entities to purchase vehicles on an as needed basis throughout the year, utilizing various cooperative purchasing program contracts. The cost associated with vehicle purchases may either exceed \$50,000 in the aggregate and normally require prior Board approval, or vehicles may be purchased within the Contracting Officer's delegated approval authority. The details of all vehicles purchased will be reported to the Board of Commissioners on a quarterly basis. The funding source for the vehicle purchases will be through available reserves.

Motion: Commissioner Clack moved to approve Resolution 5916. Commissioner Kaplan seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Marie R. McClure, Commissioner	X			

Item 10: Resolution 5917, authorizing the award of a contract for laundry concessions to CSC Serviceworks, Inc. for a period of one year with the option to renew up to four additional one-year terms

Mr. Morando and Ms. Kristi Baird, Director of Beacon Communities, reported that SAHA requires the services of a vendor to furnish, install, and maintain laundry equipment at various properties within SAHA's Public Housing and Beacon Communities portfolios. Washers must be Energy Star and Consortium for Energy Efficiency (CEE) Tier III water use rated. The dryers must be rated as high efficiency and provide the lowest consumption of energy possible for commercially operated machines. At least one washer and one dryer at each location must be ADA compliant. The vendor may also install vending machines that will provide laundry detergent, fabric softener, bleach and other laundry related supplies. All equipment will be operated through the use of credit/debit cards to include prepaid cards. Coin operation will be the exception and requires prior approval by SAHA property management.

Mr. Morando further reported that on November 28, 2018, SAHA issued an "Invitation For Bids" (IFB) #1811-983-45-4860 for Laundry Concessions, which closed on December 18, 2018. A total of two bids were received in response to this solicitation: CSC ServiceWorks, Inc. and Wash Multifamily Laundry Systems, LLC. Both bids were evaluated on specific criteria and based on the results, CSC ServiceWorks, Inc. is being recommended for contract award. CSC ServiceWorks, Inc., as they provided the lowest overall cost for this service with the highest commission that will be provided to the agency. CSC ServicesWorks, Inc. was incorporated in 2013, and is headquartered in Plainview, New York.

Ms. Baird also reported that SAHA shall receive 60% of the gross receipts, to include all monies collected from the washers and dryers plus the vending machines, less any

refunds. The cost per wash will be \$1.25 for years one and two; and \$1.35 for years three through five. The cost per dry will be \$1.25 for years one through four, and \$1.35 for year five. Certain developments within Beacon Communities offer residents the option to lease a washer and dryer. If the development is billed for the appliances, the monthly cost is \$33.00 per set. If the resident is billed directly, the monthly cost is \$34.95 plus tax and additionally, the resident will also incur a one time \$35.00 delivery fee. Pricing for the items in the vending machines was not obtained; however, language in the solicitation reminded bidders that SAHA serves residents with low income and prices shall not be excessive. The cost for these items must be better than or consistent with the prices offered to the general market for similar services.

Motion: Commissioner Clack moved to approve Resolution 5917. Commissioner Kaplan seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Marie R. McClure, Commissioner	X			

Item 11: Resolution 5918, authorizing the award of a contract for technology equipment, products, services and software through the Local Government Purchasing Cooperative (Texas Buyboard) to Keywarden Systems Partners, LLP; not to exceed an annual cumulative amount of \$305,210.00 for year one, \$188,850.00 for year two, and \$124,705.00 for year three; for a period of one year with the option to renew up to two additional one-year terms

Mr. Morando and Ms. Baird reported that SAHA developments within Public Housing and Beacon Communities portfolios, as well as SAHA's General Services Department, are currently using a manual key storage and tracking system. SAHA requires the services of a vendor to provide a replacement system that will allow for increased security and control, while preventing unauthorized access to keys, i.e., office, maintenance, vehicle, apartment/unit and reducing the instances of lost or misplaced keys.

The Key Bank System will assist property management with maintaining accountability of a large quantity of keys. The system allows for an in-house administrator to establish authorization levels for key access. Features of this system include a variety of 18-gauge steel cabinets with customizable modules securing up to 1,800 keys, 48-hour battery backup, and computerized control and real-time accountability allowing for instant visual identification of the key requested by the user. The access history of each key is instantly recorded, so property management will always know who has which key and when it was taken. This system also allows you to program and generate reports. KeyWarden Systems Partners, LLP, which also operates under the name KeyWarden Systems is located in New Braunfels, Texas, and has been a provider of high-security products for the last eight years.

Mr. Morando further reported that the current award recommendation for technology, equipment, products, services and software is not expected to exceed an annual cumulative amount of \$305,210.00 for year one, \$188,850.00 for year two, and \$124,705.00 for year three and will be funded through the approved operating budgets.

Motion: Commissioner Kaplan moved to approve Resolution 5918. Commissioner Clack seconded

the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Marie R. McClure, Commissioner	X			

Item 12: Update and discussion regarding Beacon Quarterly Capital Update

Ms. Baird provided an update of the community capital projects in the Beacon portfolio for the following properties: Woodhill, Monterrey Park, Castle Point, La Providencia, Villa De Valencia, Pecan Hill, Burning Tree, Encanta Villa and Churchill Estates Townhomes.

After Item 12, Chair Stribling, DPM, recessed for Closed Session at 3:48 p.m.

Item 13: *Closed Session:

Consultation with Attorney

Deliberate and obtain legal advice regarding legal issues pursuant to Texas Government Code Sec. 551.071 (1)(B)(settlement offer).

- Discussion of proposed settlement of the Cause No. 2018CV01851, Don Albert Payne and Gloria Jean Payne vs. Midcrown Pavilion Apartments in the County Court at Law No. 3, Bexar County, Texas

The Special Board Meeting was resumed at 4:17 p.m. and voted on the following proposed settlement:

Motion: Commissioner Clack moved to approve the settlement of Cause No. 2018CV01851, Don Albert Payne and Gloria Jean Payne vs. Midcrown Pavilion Apartments in the County Court at Law No. 3, Bexar County, Texas, as discussed in Closed Session. Commissioner Kaplan seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Charles Clack, Commissioner	X			
Jo-Anne Kaplan, Commissioner	X			
Marie R. McClure, Commissioner	X			

Item 14: Adjournment

Chair Stribling, DPM, adjourned the meeting at 4:18 p.m.

ATTEST:

Morris A. Stribling, DPM
Chair, Board of Commissioners

Date

David Nisivoccia
President and CEO

Date



To: Board of Commissioners

Date: March 7, 2019

From: Charles Clack, Committee Chair, Resident Services Committee

Subject: Update and discussion regarding the February 21, 2019, Resident Services Committee Meeting

A Resident Services Committee meeting was held on Thursday, February 21, 2019, in the Community Room of the Springview Apartments. Attendees included Commissioner Charles Clack, Commissioner Jo-Anne Kaplan, Commissioner Marie R. McClure, SAHA President and CEO David Nisivoccia and SAHA staff. The meeting was attended by ten residents.

Minutes

The October 18, 2018, Resident Services Committee Meeting minutes were approved.

Update and discussion regarding the Community Development Initiatives Quarterly Report

Ms. Susan Ramos-Sossaman, Assistant Director of Community Development Initiatives, provided a summary of the department's major accomplishments and activities through the first and second quarter of fiscal year 2018-2019.

Update and discussion regarding the Community Development Initiatives Program Success Stories

Ms. Ramos-Sossaman reported that while the CDI Department is proud of the progress of the various metrics, it is important to note some of the success stories of our residents. Residents, Jessica Zavala and Holly Prater, were recognized during the meeting for their accomplishments and were happy to share their respective success stories with the Commissioners.

Update and discussion regarding the ConnectHome/Older Adults Technology Services Partnership

Ms. Ramos-Sossaman reported that In an effort to continue to expand services through the ConnectHome Program, SAHA partnered with Older Adults Technology Services (OATS), which is a nonprofit organization from New York that works to harness the power of technology to change the way we age. OATS supplements the program by going one step further and creating more opportunities that are specific to our seniors; including working in small groups to further engage with technology in order to combat social isolation and to boost health outcomes. OATS teaches seniors how to use mainstream devices and applications that are popular among all age groups in order to promote integration and relevance.



To: Board of Commissioners

Date: March 7, 2019

From: Morris A. Stribling, DPM, Chair, San Antonio Housing Authority Board of Commissioners

Subject: Update and discussion regarding the February 21, 2019, Special Board Meeting

A Special Board meeting was held on Thursday, February 21, 2019, in the Community Room of the Springview Apartments. Attendees included Board Chair Morris A. Stribling, Commissioner Charles Clack, Commissioner Jo-Anne Kaplan, Commissioner Marie R. McClure, SAHA President and CEO David Nisivoccia and SAHA staff.

The following topics were discussed at the Special Board meeting:

Update and discussion regarding Wheatley Choice Neighborhood activities

An update for the Wheatley Choice Neighborhood was provided by Ms. Lorraine Robles, Director of Development Services and Neighborhood Revitalization, Ms. Arrie Porter, Assistant Director of Choice Neighborhood and Susan Ramos-Sossaman, Assistant Director of Community Development Initiatives.

The following resolutions were approved by the Board members in attendance:

Consideration and approval regarding Resolution 5911, authorizing the San Antonio Housing Facility Corporation to sell an approximately 5.01 acre parcel improved with a 98,587 square foot warehouse located at 1310 S. Brazos between Tampico Street and S. Laredo Street in San Antonio, Bexar County, Texas; the sale of such property to SAY Sí in the amount of \$2.2 million; and the execution of any and all documents necessary to consummate such transaction was presented by Mr. Steven Morando, Director of Procurement and General Services and Mr. Thomas Roth, Director of Asset Management.

Consideration and approval regarding Resolution 5910, authorizing the San Antonio Housing Facility Corporation (SAHFC) to approve the transaction with the Oaks of Westlakes Apartments, including the execution of all documentation necessary to carry out the transaction; authorizing the purchase of the apartments and the lease of such apartments; authorizing the acquisition of the membership interest in SAHFC Oaks of Westlakes LP, LLC; and authorizing the financing for such transaction; and other matters in connection therewith was presented by Mr. Timothy E. Alcott, Real Estate and Legal Services Officer.

Consideration and approval regarding Resolution 5912, authorizing approval of a resolution by the Las Varas Public Facility Corporation (LVPFC) for the issuance, sale and delivery of multi-family housing revenue bonds (Wurzbach Manor



Apartments) Series 2019; authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multi-family residential rental development; and containing other provisions relating to the subject was presented by Mr. Alcott.

The following resolutions were approved to move forward to the Board meeting:

Resolution 5913, authorizing an Interlocal Agreement between the San Antonio Housing Authority (SAHA) and Westside Development Corporation (WDC) for community outreach activities related to the Westside Reinvestment Initiative (WRI) for an annual cumulative amount not to exceed \$45,000.00; for a period of one year with the option to renew up to four additional one-year terms was presented by Mr. Steven Morando, Director of Procurement and General Services and Ms. Lorraine Robles, Director of Development Services and Neighborhood Revitalization.

Resolution 5914, authorizing the award of a contract for operational and organizational assessment consulting services to Nan McKay and Associates, Inc. (WBE, Section 3 Business); for an amount not to exceed \$108,412.00 was presented by Ms. Muriel Rhoder, Chief Administrative Officer, and Mr. Morando.

Resolution 5915, authorizing the San Antonio Housing Authority to become a participant member of the Local Government Purchasing Cooperative (Texas Buyboard), which offers access to nationwide contracts for its members was presented by Mr. Morando.

Resolution 5916, authorizing the use of cooperative purchasing program contracts, where the San Antonio Housing Authority (SAHA) is a participating member, for the acquisition of vehicles by SAHA and its Affiliated Entities; for a period of one year with the option to renew up to four additional one-year terms was presented by Mr. Morando.

Resolution 5917, authorizing the award of a contract for laundry concessions to CSC Serviceworks, Inc. for a period of one year with the option to renew up to four additional one-year terms was presented by Mr. Morando and Ms. Kristi Baird, Director of Beacon Communities.

Resolution 5918, authorizing the award of a contract for technology equipment, products, services and software through the Local Government Purchasing Cooperative (Texas Buyboard) to Keywarden Systems Partners, LLP; not to exceed an annual cumulative amount of \$305,210.00 for year one, \$188,850.00 for year two, and \$124,705.00 for year three; for a period of one year with the option to renew up to two additional one-year terms was presented by Mr. Morando and Ms. Baird.

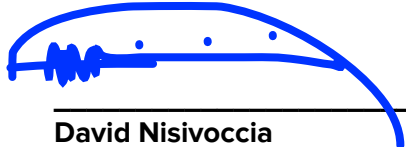


Update and discussion regarding Beacon Quarterly Capital Update

Ms. Baird provided an update of the community capital projects in the Beacon portfolio for the following properties: Woodhill, Monterrey Park, Castle Point, La Providencia, Villa De Valencia, Pecan Hill, Burning Tree, Encanta Villa and Churchill Estates Townhomes.

BOARD OF COMMISSIONERS

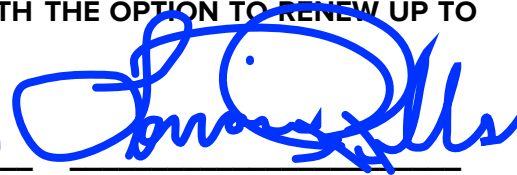
RESOLUTION 5913, AUTHORIZING AN INTERLOCAL AGREEMENT BETWEEN THE SAN ANTONIO HOUSING AUTHORITY (SAHA) AND WESTSIDE DEVELOPMENT CORPORATION (WDC) FOR COMMUNITY OUTREACH ACTIVITIES RELATED TO THE WESTSIDE REINVESTMENT INITIATIVE (WRI) FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$45,000.00; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS



David Nisivoccia
President and CEO



Steven Morando
Director of Procurement
and General Services



Lorraine Robles
Director of Development
Services and Neighborhood
Revitalization

REQUESTED ACTION:

Consideration and approval regarding Resolution 5913, authorizing an Interlocal Agreement between the San Antonio Housing Authority (SAHA) and Westside Development Corporation (WDC) for community outreach activities related to the Westside Reinvestment Initiative (WRI) for an annual cumulative amount not to exceed \$45,000.00; for a period of one year with the option to renew up to four additional one-year terms.

FINANCIAL IMPACT:

WDC personnel and material costs related to community outreach activities in the Westside Reinvestment Initiative (WRI) neighborhoods are estimated not to exceed an annual amount of \$45,000.00 and will be funded by litigation settlement funds.

SUMMARY:

On February 13, 2014, we received Board approval to enter into an Interlocal Agreement with WDC to assist SAHA with community outreach to current homeowners and neighbors in the WRI neighborhoods for a period of one year in the amount of \$49,000.00, with the option to renew for one additional year of the same amount.

In order to allow for continuation of this service and exhaust unexpended funds, in February 2016, SAHA entered into a second Interlocal Agreement with WDC for a period of one year with the option to renew one additional one-year term. The current Agreement will expire on February 26, 2019.

SAHA requires the ongoing services of WDC to assist with community outreach to current homeowners and neighbors in the WRI neighborhoods. WDC will assist SAHA with agenda and meeting coordination; establish an ongoing relationship between residents and the San Antonio Police Department (SAPD), San Antonio Fear Free Environment Unit (SAFFE); access current neighborhood lighting schemes in collaboration with SAHA, CPS Energy, City of San Antonio (COSA), and SAPD to increase the safety of residents; assist in leveraging financial resources in order to extend capital capabilities, which may include soliciting relevant partnership

opportunities with other non-profit organizations and COSA, and possibly extending COSA capital improvements into the area; and assist SAHA in marketing newly-developed single-family dwellings.

WDC was founded in 2006, by the City of San Antonio Council and Mayor. WDC operates as a 501(c)(3) and city delegate agency, receiving funds from the City of San Antonio, financial institutions, private foundations and individual donors.

WDC addresses long-term economic development concerns in the inner Westside of San Antonio, including blight, gaps in goods and available services, high unemployment rate, and low per capita income for an area where 93% of the population is Hispanic and/or Latino.

The organization is committed to implementing planning and economic development initiatives that protect and preserve the culture and history, but also create a viable, sustainable and thriving urban community. Through WDC's core small business programs and revitalization efforts, they work toward the mission of economic stability for the Westside.

Contract oversight will be provided by Lorraine Robles, Director of Development Services and Neighborhood Revitalization, who will monitor the vendor's adherence to contract requirements and performance.

STRATEGIC GOAL:

Develop a local and national reputation for being an effective leader, partner, and advocate for affordable housing and its residents.

ATTACHMENT:

Resolution 5913

**San Antonio Housing Authority
Resolution 5913**

RESOLUTION 5913, AUTHORIZING AN INTERLOCAL AGREEMENT BETWEEN THE SAN ANTONIO HOUSING AUTHORITY (SAHA) AND WESTSIDE DEVELOPMENT CORPORATION (WDC) FOR COMMUNITY OUTREACH ACTIVITIES RELATED TO THE WESTSIDE REINVESTMENT INITIATIVE (WRI) FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$45,000.00; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS

WHEREAS, the San Antonio Housing Authority has dedicated funds to rebuild the homes in the Westside Reinvestment Initiative (WRI) and provide community assistance to the residents; and

WHEREAS, on February 13, 2014, we received Board approval to enter into an Interlocal Agreement with WDC to assist SAHA with community outreach in the WRI neighborhoods for a period of one year in the amount of \$49,000.00, with the option to renew for one additional year of the same amount; and

WHEREAS, in order to allow for continuation of this service and exhaust unexpended funds, in February 2016, SAHA entered into a second Interlocal Agreement with WDC for a period of one year with the option to renew one additional one-year term; and

WHEREAS, SAHA requires the ongoing services of WDC to assist with community outreach to current homeowners and neighbors in the WRI neighborhoods. The current award recommendation for community outreach activities is not expected to exceed an annual cumulative amount of \$45,000.00; for a period of one year with the option to renew up to four additional one-year terms and will be funded by litigation settlement funds; and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5913, authorizing an Interlocal Agreement between the San Antonio Housing Authority (SAHA) and Westside Development Corporation (WDC) for community outreach activities related to the Westside Reinvestment Initiative (WRI) for an annual cumulative amount not to exceed \$45,000.00; for a period of one year with the option to renew up to four additional one-year terms.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved the 7th day of March 2019.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

BOARD OF COMMISSIONERS

RESOLUTION 5914, AUTHORIZING THE AWARD OF A CONTRACT FOR OPERATIONAL AND ORGANIZATIONAL ASSESSMENT CONSULTING SERVICES TO NAN MCKAY AND ASSOCIATES, INC. (WBE, SECTION 3 BUSINESS); FOR AN AMOUNT NOT TO EXCEED \$108,412.00



David Nisivoccia
President and CEO



Steven Morando
Director of Procurement
and General Services



Muriel Rhoder
Chief Administrative
Officer

REQUESTED ACTION:

Consideration and approval regarding Resolution 5914, authorizing the award of a contract for operational and organizational assessment consulting services to Nan McKay and Associates, Inc. (WBE, Section 3 Business) for an amount not to exceed \$108,412.00.

FINANCIAL IMPACT:

The cost for the operational and organizational assessment is not expected to exceed an amount of \$108,412.00, to include a project cost of \$98,556.00 plus a 10% contingency in the amount \$9,856.00, that will only be used, if necessary. This project will be funded through the approved operating budgets.

SUMMARY:

SAHA requires the services of a consultant to conduct an in-depth operational and organizational assessment of the Agency. The assessment will focus on the organizational structure, levels of staffing, workflow, and operational procedures. SAHA is seeking recommendations from the consultant that will incorporate operational efficiencies, organizational structures and staffing levels, and performance measures to ensure the agency operates at the highest level of efficiency and effectiveness for its current and future needs and requirements. This assessment will not include the Development Services and Neighborhood Revitalization Department.

On December 21, 2018, SAHA issued a Request For Proposals (RFP) #1812-918-83-4874 for Operational and Organizational Assessment Consulting Services that closed on January 18, 2019. The RFP was published on the SAHA website, Electronic State Business Daily (ESBD), The Hart Beat, posted on NAHRO, Public Purchase and direct solicited to 105 firms. A total of ten proposals were received in response to this solicitation: CVR Associates, Inc. (HABE), Du & Associates, Inc. (ABE, WBE), Human Capital Initiatives, LLC (HCi), MGT Consulting Group, Nan McKay and Associates, Inc. (WBE, Section 3 Business), Patterson & Associates Consulting, LLC (AABE, WBE), R&M Global Advisors, LLC (SBE, HABE), ReEngine Consulting, LLC (DBE, HABE), RightSource (Section 3 Business), and Stone Oak Solution (DBE, HUB). All proposals were initially evaluated on qualifications and experience of consultant and qualifications and experience of key personnel/assigned project team members. SAHA developed a short list of qualified entities, not moving forward with three respondents that lacked Housing Authority experience. The remaining proposals were evaluated on strategic approach and timeline, fees/cost, and strength

of the consultant's Section 3 and SWMBE Utilization Plans. Based on the above, we are recommending contract award to Nan McKay and Associates, Inc. They are the highest rated responsive and responsible firm.

Nan McKay and Associates, Inc. was founded in 1980, and is headquartered in El Cajon, California, with field office locations in Miami and Tallahassee, Florida; Chicago, Illinois; Frankfort, Kentucky; and Marrero, Louisiana. They have been certified as a WBE by the Women's Business Enterprise National Council (WBENC) and are registered as a Section 3 Business. Nan McKay's expertise includes, but is not limited to, administrative plan development, compliance reviews, customer service solutions, Fair Housing and 504 consulting, Moving to Work (MTW), policy and procedure development, program and operational assessments, quality control, regulatory compliance and training, staff coaching and mentoring, strategic planning, technical assistance, and technology solutions. This firm provides services to housing authorities, property management companies and municipalities. Nan McKay will contribute a reasonable percentage of the proposed professional fees to SAHA's Education Investment Foundation.

This firm has received prior awards from SAHA for various types of training, to include Section 8 Eligibility and Rent Determination, Housing Choice Voucher, FSS Case Management, Policy Revisions, HCV Executive Management with Exam, Model Admin Plan, and Section 8 Financial Management. They provide services to a myriad of housing authorities, property management companies, and municipalities. Their Texas Housing Authority clients include, but are not limited to, Amarillo Housing Authority, Arlington Housing Authority, Austin Housing Authority, Beaumont City Housing Authority, Bexar County Housing Authority, Bryan Housing Authority, City of Brownsville Housing Authority, Corpus Christi Housing Authority, Houston Housing Authority, Laredo Housing Authority, Port Arthur Housing Authority, Dallas Housing Authority, El Paso City Housing Authority, Fort Worth Housing Authority, Harris County Housing Authority, Tarrant County Housing Authority, Travis County Housing Authority, and Waco Housing Authority.

Contract oversight will be provided by Muriel Rhoder, Chief Administrative Officer, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to ensure the vendor submits the Contractor's Section 3 Compliance report on a monthly basis, monitor compliance with the vendor's SWMBE subcontractor good faith utilization plan, provide annual contract performance evaluation surveys to end users, and assist departments in the contract renewal or new solicitation process.

STRATEGIC GOAL:

Transform core operations to be a high performing and financially strong organization.

ATTACHMENTS:

Resolution 5914
Scoring Matrix
Advertisement List

**San Antonio Housing Authority
Resolution 5914**

RESOLUTION 5914, AUTHORIZING THE AWARD OF A CONTRACT FOR OPERATIONAL AND ORGANIZATIONAL ASSESSMENT CONSULTING SERVICES TO NAN MCKAY AND ASSOCIATES, INC. (WBE, SECTION 3 BUSINESS) FOR AN AMOUNT NOT TO EXCEED \$108,412.00

WHEREAS, on December 21, 2018, SAHA issued a Request For Proposals (RFP) #1812-918-83-4874 for Operational and Organizational Assessment Consulting Services that closed on January 18, 2019; and

WHEREAS, a total of ten proposals were received in response to the RFP; and

WHEREAS, Nan McKay and Associates, Inc. (WBE, Section 3 Business) is being recommended for contract award. They are the highest rated responsive and responsible firm; and

WHEREAS, the cost for the operational and organizational assessment is not expected to exceed an amount of \$108,412.00, to include a project cost of \$98,556.00 plus a 10% contingency in the amount \$9,856.00, that will only be used, if necessary. This project will be funded through the approved operating budgets; and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5914, authorizing the award of a contract for operational and organizational assessment consulting services to Nan McKay and Associates, Inc. (WBE, Section 3 Business) for an amount not to exceed \$108,412.00.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved the 7th day of March 2019.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

Scoring Matrix Operational and Organizational Assessment Consulting Services 1812-918-83-4874										
Criterion Description	Max Points									
Qualifications and Experience of Consultant:	Weight	CVR Associates	Du & Associates	Human Capital Initiatives, LLC	MGT. of America Consulting, LLC	Nan McKay and Associates, Inc.	Patterson and Associates	Right Source		
	1-5									
Rater 1	30%	5.00	4.00	5.00	4.00	5.00	4.50	4.50		4.50
Rater 2		4.00	3.50	4.50	3.50	4.50	2.50	3.00		3.50
Rater 3		4.50	4.00	4.50	3.00	5.00	3.00	3.00		3.00
Total Score		13.50	11.50	14.00	10.50	14.50	10.00	10.00		11.00
Average Score		4.50	3.83	4.67	3.50	4.83	3.33	3.67		3.67
Weighted Score		1.35	1.15	1.40	1.05	1.45	1.00	1.10		1.10
Project Team:	1-5									
	20%									
Rater 1		5.00	5.00	5.00	4.00	4.50	3.00	4.00		4.00
Rater 2		4.00	4.00	4.50	3.50	4.50	3.00	3.00		3.00
Rater 3		5.00	4.00	5.00	2.00	5.00	3.00	3.00		3.00
Total Score		14.00	13.00	14.50	9.50	14.00	9.00	10.00		10.00
Average Score		4.67	4.33	4.83	3.17	4.67	3.00	3.33		3.33
Weighted Score		0.93	0.87	0.97	0.63	0.93	0.60	0.67		0.67
Strategic Approach and Timeline	1-5									
	20%									
Rater 1		4.50	4.00	4.00	4.50	5.00	4.50	4.50		4.50
Rater 2		4.00	3.00	3.50	3.50	4.00	2.50	3.00		3.00
Rater 3		5.00	0.00	5.00	5.00	5.00	4.00	3.00		3.00
Total Score		13.50	7.00	12.50	13.00	14.00	11.00	10.50		10.50
Average Score		4.50	2.33	4.17	4.33	4.67	3.67	3.50		3.50
Weighted Score		0.90	0.47	0.83	0.87	0.93	0.73	0.70		0.70
Price proposal:	1-5									
	20%									
Total Score		1.20	5.00	1.11	2.23	2.91	3.15	1.51		1.51
Weighted Score		0.24	1.00	0.22	0.45	0.58	0.63	0.30		0.30
Strength of the Section 3 plans:	1-5									
	5%									
Rater 1		3.00	3.00	3.00	3.00	3.00	3.00	3.50		3.50
Rater 2		3.00	3.00	3.00	3.00	3.00	3.00	3.00		3.00
Rater 3		0.00	0.00	0.00	0.00	0.00	0.00	2.00		2.00
Total Score		6.00	6.00	6.00	6.00	6.00	6.00	9.00		9.00
Average Score		2.00	2.00	2.00	2.00	2.00	2.00	3.00		3.00
Weighted Score		0.10	0.10	0.10	0.10	0.10	0.10	0.15		0.15
Strength of the SWMBE plans:	1-5									
	5%									
Rater 1		3.00	3.00	3.00	3.00	3.00	3.00	3.00		3.00
Rater 2		3.00	3.00	3.00	3.00	3.00	3.00	3.00		3.00
Rater 3		0.00	2.00	0.00	0.00	0.00	2.00	0.00		0.00
Total Score		6.00	8.00	6.00	6.00	6.00	8.00	6.00		6.00
Average Score		2.00	2.67	2.00	2.00	2.00	2.67	2.00		2.00
Weighted Score		0.10	0.13	0.10	0.10	0.10	0.13	0.10		0.10
Section 3 Preference: A firm may qualify for Section 3 status for up to an additional 5 points #										
Category I: As detailed in Attachment D	5 (.25)									
Category II: As detailed in Attachment D	4 (.2)									
Category III: As detailed in Attachment D	3 (.15)									
Category IV: As detailed in Attachment D	2 (.1)									
Total Weighted Score		3.62	3.72	3.62	3.20	4.20	3.20	3.12		3.12

Advertisement List
Solicitation # 1812-918-83-4874
Operational and Organizational Assessment Consulting Services

Associations /Vendors	Contact Name	Email	Method of Contact(Specify)
Associations Revised as of 03/9/2018			
African American Chamber of Commerce of San Antonio	Lou Miller	blackchamber@aol.com	
Alamo Asian American Chamber of Commerce	Elva Adams	elva.adams@wellsfargo.com	
Alamo City Black Chamber Of Commerce	Bede Ramcharan	info@alamocitychamber.org	
American Council of Engineering Companies - San Antonio (ACEC-SA)	Anne Whittington	anne@acectx.org	
American Institute of Architects	Paula	paula@aia.org	
American Subcontractors Association	Jennifer Swinney	jennifer@asasanantonio.org	
Associated Builders and Contractors S. Texas Chapter	Steve Schultz	steve@abcsouthtexas.org	
Builders Exchange	Jeannette Olguin	jeannette@virtualbx.com	
Construct Connect		content@constructconnect.com	
CFMA	Tommy Wallace	wallacet@zhi.com kimr@avacpa.com	
Chinese Chamber of Commerce	Jing Hao	jing.hao@gsaccc.org	
Goodwill Industries	Steven Hussain Angelique de Oliveira	shussain@goodwill.sa.org adeoliveira@goodwillsa.org	
Greater San Antonio Builders Association	Kristi Sutterfield	ksutterfield@sabuilders.com	
The San Antonio Chamber of Commerce	Julie Oltersdorf	julieo@sachamber.org	
Hispanic Contractors Association de San Antonio	Clarissa Perez Dave Sanchez	exdir@hcadesa.org admin@hcadesa.org dave@hcadesa.org	
IEC	Julie Howard	jhoward@iecsanantonio.com rvasquez@iecsanantonio.com	
MCA-SMACNA		mca-smacna@mca-smacna.org	
Minority Business Council	Hector Garcia	hector@hegarciacpa.com	
National Alliance of Craftsmen Association	Victor Landa	arvelasquez01@yahoo.com	
National Association of Women in Construction (NAWIC)	Sandee Morgan	nawicerin@gmail.com nawicsatx@gmail.com	
NAWBO San Antonio	Madeline Slay	Madeline@masarchitecture.com	
Plumbing Heating Cooling Contractors Association	Heidi Timble	Heidi@phcc-sanantonio.org	
Professional Engineers in Private Practice	Diane Hoskins	bexarpepp@sbcglobal.net	

Advertisement List
Solicitation # 1812-918-83-4874
Operational and Organizational Assessment Consulting Services

Associations /Vendors	Contact Name	Email	Method of Contact(Specify)
Real Estate Council of San Antonio	Martha Mangum	martham@recsanantonio.com	
SAABE	Melodie	mg.assoc.mgmt@gmail.com	
San Antonio Board of Realtors	Suzanne	Suzanne@sabor.com	
SA Chapter of the Associated General Contractors	Dana Marsh	sanantonioagc@gmail.com	
San Antonio Hispanic Chamber of Commerce	Ramiro Cavazos	ramiroc@sahcc.org mariyaf@sahcc.org	
San Antonio Masonry Contractors Association	Debbie Mason	samca@satx.rr.com	
San Antonio Women's Chamber of Commerce	Cindy Libera	admin@sawomenschamber.org	
SmartApartmentData.com		construction@SmartApartmentData.com	
South Central Regional Certification Agency	Julio Fuentes	jfuentes@sctrca.org	
South San Antonio Chamber of Commerce	Al Arreola Jr	al@southsa.org	
Southwest Minority Supplier Diversity Council	Robert Casas	smsdc@smsdc.org	
Surety Association of South Texas, Inc.	Jim Swindle	jim@alamobonds.com	
Texas Society of Professional Engineers	Laura Campa	meghan@tspe.org jennifer@tspe.org	
TIBH Industries	Robert Olivo	robertolivo@tibh.org	
UTSA Minority Business Development Agency	Orestes Hubbard Jennifer Mort Jacqueline Jackson	orestes.hubbard@utsa.edu jennifer.mort@utsa.edu Jacqueline.Jackson@utsa.edu	
UTSA Procurement Technical Assistance Center	Terri Williams	ptac@utsa.edu	
West San Antonio Chamber of Commerce	Julie Jimenez	info@westsachamber.org julie@westsachamber.org	
Women's Business Enterprise	Avery Smith	bids@wbea-texas.org	
NAHRO	Web Site	http://nahro.economicengine.com	
Public Purchase	Web Site	www.publicpurchase.com	
Texas ESD	Web Site	https://portal.cpa.state.tx.us/	
North San Antonio Chamber of Commerce	Web Site	https://northsachamber.chambermaster.com	
Direct Solicits as of 00/00/00			
	HUBS on CMBL		
BLCCS, LLC	Shannon Novak	shannon@blc2s.com	
	Section 3 Bidders		
Sam's Contracting & Consulting	Arron Sams	aaron@samscc.com	

Advertisement List
Solicitation # 1812-918-83-4874
Operational and Organizational Assessment Consulting Services

Associations /Vendors	Contact Name	Email	Method of Contact(Specify)
	Direct Solicits		
		bgrindl@aol.com	
	Stephanie Beard	sbeard@remnantcmg.com	
3rdiprocessfx	Gwen Mitchell	gmitchell@3rdiprocessfx.com	
A.O. Phillips & Associates	Acie O. Phillips, Jr.	baadams@aophillips.com	
Accenture	Jonathan Andrews	jonathan.p.andrews@accenture.com	
AG/CM	Ken Charli Ryan	kpolasek@agcm.cc cvaladez@agcm.com rrosborough@agcm.com	
B2E Global Services, LLC	Moniki Mason	monikispecks@gmail.com	
Bg Logistics And Consulting	Brandon Grubbs	brandon.bglc@outlook.com	
Bicycle Consulting Group	George Mangos	George.Mangos@BicycleCG.com	
BomaQ		information@urbanetek2.com	
Brainard Strategy, Inc.	LaDonna Crawford	Lcrawford@brainardstrategy.com	
Bridgepoint Consulting, LLC	Michael H. Johnson	mjohnson@bridgepointconsulting.com	
Bright Consulting Solutions	Ronnell Bright	ron@bcsteam.net	
Bronner Group, LLC	MARILYN KATZIN	MKATZIN@BRONNERGROUP.COM	
Capgemini America, Inc.	Ken Sinclair	stateandlocal.nar@capgemini.com	
Capsol Consulting, LLC	Diego Ramos	diego.ramos33@gmail.com	
Cohnreznick LLP	Kent Burgess	Kent.burgess@cohnreznick.com	
Convectus Solutions, LLC	Joanne Ung	joanne.ung@convectus.com	
Crowder Strategies LLC	Kobie Crowder	president@crowderstrategiesllc.com	
CVR Associates	Melanie Len Fradique	melanie@cvrassociates.com lhenry@cvrassociates.com fradique@cvrassociates.com KNadwodny@cvrassociates.com	
David L Mills Company	David L Mills	Dave@DLMCompany.com	
Dazzie McKelvy L.L.C.	Dazerina McKelvy	dazzie@wfmatters.net	
Deliberate Changes LLC	Corinne Chalmers	cchalmers@deliberatechanges.com	
Deloitte & Touche	Bryan Cloar	bcloar@deloitte.com	
Deloitte Consulting LLP	Bryan Cloar	bcloar@deloitte.com	
Deloitte LLP	Bryan Cloar	bcloar@deloitte.com	
Dems	Olusola Dosunmu	olusola_dosunmu@demsllc.com	
DNR Strategy And Consulting	Deanna Thompson	deanna@dnrstrategy.consulting	
Dr. Duke Consulting, LLC	Hallie Duke	hallie@drdukeconsulting.com	
Draker-Cody, Inc.	Rick Draker	rdraker@drakercody.com	
Dunn Consulting Company		Frank@fdunn.com	
Dye Management Group Inc	Crystal Milam	cmilam@dyemanagement.com	
Edopp Solutions	Crystal Bessix	contact@edoppsolutions.com	
Entigic Consulting, LLC		Cat@EntigicConsulting.com	
Eos Business Consulting	Olivia A LaFont	EOSBConsultants@gmail.com	
Epic Collaborative Advisors	Arquilla Hargrove	arquella@epiccollaborativeadvisors.com	
Ernst & Young, LLP	Doug Holt	richard.holt@ey.com	

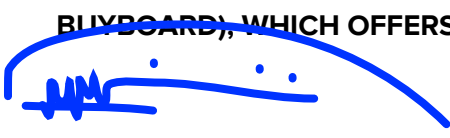
Advertisement List
Solicitation # 1812-918-83-4874
Operational and Organizational Assessment Consulting Services

Associations /Vendors	Contact Name	Email	Method of Contact(Specify)
Fairbanks Llc	Isamu Fairbanks	ifairbanks@fairbanksllc.com	
Fugro Consultants, Inc.	Raymond Garcia	r.garcia@fugro.com	
Gans, Gans & Associates	Simone Gans Barefield	Simone@gansgans.com	
GBK Consultants LLC	Gerald Douglas	gblackman@satxtech.com	
Hijuka LLC	Anthony Nwadei	acnwadei@hijuka.com	
Hollis Rutledge & Associates	Hollis V. Rutledge	hollis@rutledge-associates.com	
ICF	ICF BDO	bdev@icf.com	
Ideation Planning, Llc	Abra Nusser	abra@ideationplanning.com	
Integrity, Llc	Cynthia Nevels	cynthian@integrity.us	
Janice Dugar Davis, Llc	Janice D Davis	jdugardavis@yahoo.com	
Kaepfel Consulting, Llc	Scott Kaepfel	scott@kaepfelconsulting.com	
KCM Consulting	Kevin Easterday	Keasterday@kcmconsultingllc.com	
Knowles Consulting Services	Walter Knowles	wknowles@knowlesconsultingservice.com	
KPMG LLP	Susan Warren	smwarren@kpmg.com	
KSBR LLC	Katy Sellers	katy@ksbr-llc.com	
Lackey de Carvajal PMCM	Michael Lackey	Mike.lackey@lccx.com	
LCG, CONSULTING	Liz Garbutt	lizgarbutt@me.com	
Man Consulting, Llc	Abraham Man	acman@manconsultingllc.com	
Maximus Consulting Services	Tere Ramseer	rfpinfo@maximus.com	
Mgt Of America Consulting	Shannon Blakey	rcvrfp@mgtamer.com	
Montoya Constrctn & Cnsltng		marlo.montoyaconstrucion@gmail.com	
Moody & Associates		vdmoody@gmail.com	
Moran Consulting, Inc.	Robert Moran	service@moraninc.com	
Morris & Siler Consultants		quentella_morris@aol.com	
Mosaica Partners	Laura Kolkman	lkolkman@mosaicpartners.com	
Mpact Strategic Consulting Llc	S Robinson	srobinson@mpact-consulting.com	
New Horizon Strategies, Llc	Laurie Hall	laurie.hall@newhorizonstrategies.com	
New Worq Llc	Ann McKeown	ann.mckeown@newworq.com	
Nodus, Inc.	Debra Waggoner	debbie@nodusinc.com	
Novaces Llc	Mike Garcia	mgarcia@novaces.com	
Oberon Mngmnt & Consulting		tmarshallins@aol.com	
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Organized Synergy Consulting	Schlida Young	sy@oscg-llc.com	
Partner Forces Llc	Jennifer J Stone	jenny.stone@partnerforces.com	
Pathway Power	Lav Chintapalli	hello@pathwaypower.com	
Perez Project Consulting	Gabriel	gperez@ppcprojects.com	
Perlinski & Company	Isabel Perlinski	isabel.perlinski@perlinskico.com	
Point B, Inc	Diana Wagner	dwagner@pointb.com	
QTM Consultant		RNEVELS@QTMCONSULTANT.COM	
R&M Global Advisors, Llc	Eric Marin	eric.marin@rmglobaladvisors.com	
Rimkus Consulting	Michael Lamp	MCLamp@rimkus.com	
RRG CONSULTING	Jim Guinn	Admin@rrgconsult.com	
RSM US LLP	Steve Mermelstein	steve.mermelstein@rsmus.com	
Sense Corp	Jimmy Schatte	tx-govsales@sensecorp.com	
Solomonedwardsgroup, Llc	Riley Niles	rniles@solomonedwards.com	

Operational and Organizational Assessment Consulting Services

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BOARD OF COMMISSIONERS

RESOLUTION 5915, AUTHORIZING THE SAN ANTONIO HOUSING AUTHORITY TO BECOME A PARTICIPANT MEMBER OF THE LOCAL GOVERNMENT PURCHASING COOPERATIVE (TEXAS BUYBOARD), WHICH OFFERS ACCESS TO NATIONWIDE CONTRACTS FOR ITS MEMBERS

David Nisivoccia
President and CEO



Steven Morando
Director of Procurement and
General Services

REQUESTED ACTION:

Consideration and approval regarding Resolution 5915, authorizing the San Antonio Housing Authority to become a participant member of the Local Government Purchasing Cooperative (Texas Buyboard), which offers access to nationwide contracts for its members.

FINANCIAL IMPACT:

There is no cost for SAHA to become a member of the Texas Buyboard. There are no additional fees except for the purchase of vehicles, which includes a flat \$400 service charge per Purchase Order, regardless of the quantity of vehicles and trucks ordered. Rebates are paid to members that utilize contracts under Texas Buyboard. These rebates are established and paid once a year based on approval of the cooperative's Board of Trustees. Currently, rebates of approximately 10% are paid for spending up to \$1 million. The rebate percentage increases as the member's spending increases.

SUMMARY:

This request is to obtain Board of Commissioners approval to allow SAHA to become a member of the Texas Buyboard, a nationwide purchasing cooperative, which will provide access to any of the cooperative's awarded contracts, on an as needed basis. Use of any individual contract under the Texas Buyboard cooperative will be approved for use by SAHA in accordance with the SAHA Procurement Policy.

Texas Buyboard would add to the cooperative purchasing opportunities available to SAHA. SAHA is currently a member of the State of Texas Cooperative Purchasing Program, which gives it access to all State-awarded contracts, such as Texas Multiple Award Schedules (TxMAS), and Department of Information Services (DIR) technology contracts. Additionally, SAHA is a member of the U.S. Communities Government Purchasing Alliance (partner of Omnia Partners) the Cooperative Purchasing Network (TCPN) and the Houston-Galveston Area Council of Governments (H-GAC), all nationwide purchasing cooperatives, which have contracts currently utilized by SAHA. All State of Texas, U.S. Communities, TCPN, H-GAC and Buyboard contracts follow an acceptable competitive bid or proposal solicitation process.

Because these cooperatives award contracts based on competitive bid or proposal processes, SAHA is not required to issue its own competitive solicitation in cases where the use of available contracts is appropriate and in accordance with SAHA's Procurement Policy. These contracts provide a good alternate source of facilities and operations products, equipment, supplies and services.

Texas Buyboard was established in 1998, and has over 2,000 active vendors and over 6,000 member organizations. It is an administrative agency created in accordance with various state statutes. Because all contracts are advertised and solicited directly by the cooperative, no lead agency is involved. The day-to-day activities of the cooperative are administered and handled by the Texas Association of School Boards (TASB) and is governed by its eleven member Board of Trustees.

STRATEGIC GOAL:

Transform core operations to be a high performing and financially strong organization.

ATTACHMENT:

Resolution 5915

**San Antonio Housing Authority
Resolution 5915**

RESOLUTION 5915, AUTHORIZING SAHA TO BECOME A PARTICIPANT MEMBER OF THE LOCAL GOVERNMENT PURCHASING COOPERATIVE (TEXAS BUYBOARD), WHICH OFFERS ACCESS TO NATIONWIDE CONTRACTS FOR ITS MEMBERS

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes; and

WHEREAS, SAHA requests approval to become a participant member of the Local Government Purchasing Cooperative (Texas Buyboard), which will provide access to contracts they procure; and

WHEREAS, this cooperative program awards contracts based on the competitive bid or proposal process; therefore, SAHA would not be required to issue its own competitive solicitation in cases where the use of available contracts is appropriate and in accordance with SAHA procurement policies; and

WHEREAS, there is no cost for SAHA to become a member of the Local Government Purchasing Cooperative (Texas Buyboard); and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5915, authorizing SAHA to become a participant member of the Local Government Purchasing Cooperative (Texas Buyboard), which offers access to nationwide contracts for its members.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved the 7th day of March 2019.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

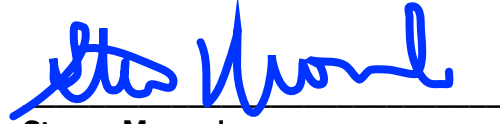
David Nisivoccia
President and CEO

BOARD OF COMMISSIONERS

RESOLUTION 5916, AUTHORIZING THE USE OF COOPERATIVE PURCHASING PROGRAM CONTRACTS, WHERE THE SAN ANTONIO HOUSING AUTHORITY (SAHA) IS A PARTICIPATING MEMBER, FOR THE ACQUISITION OF VEHICLES BY SAHA AND ITS AFFILIATED ENTITIES; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS



David Nisivoccia
President and CEO



Steven Morando
Director of Procurement and
General Services

REQUESTED ACTION:

Consideration and approval regarding Resolution 5916, authorizing the use of cooperative purchasing program contracts, where the San Antonio Housing Authority (SAHA) is a participating member, for the acquisition of vehicles by SAHA and its Affiliated Entities; for a period of one year with the option to renew up to four additional one-year terms.

FINANCIAL IMPACT:

Approval is requested to allow SAHA and its Affiliated Entities to purchase vehicles on an as-needed basis throughout the year, utilizing various cooperative purchasing program contracts. The cost associated with vehicle purchases may either exceed \$50,000 in the aggregate and normally require prior Board approval, or vehicles may be purchased within the Contracting Officer's delegated approval authority. The details of all vehicles purchased will be reported to the Board of Commissioners on a quarterly basis. The funding source for the vehicle purchases will be through available reserves.

SUMMARY:

SAHA and its Affiliated Entities seek purchasing authority for vehicles needed for its operations. The vehicles will be purchased on an as-needed basis through contracts offered by various Cooperative Purchasing Programs, of which SAHA is a participating member. Currently, SAHA is a member of the following cooperative purchasing programs: the State of Texas Cooperative Purchasing Program, the Purchasing Cooperative Network (TCPN), US Communities (an Omnia Partner) and the Houston-Galveston Area Council of Governments (H-GAC). SAHA will be requesting approval to become a member of the Local Government Purchasing Cooperative (Texas Buyboard) at the March 7, 2019, Board of Commissioners meeting.

By virtue of its membership in cooperative purchasing programs, SAHA may utilize any contract that has been awarded by these organizations. In all cases, the cooperative contracts utilized by SAHA will meet the State of Texas and U.S. Department of Housing and Urban Development (HUD) competitive bid and solicitation processes.

This request will provide SAHA with more flexibility to select vehicles from several alternate sources. We will also avoid problems associated with a cooperative purchasing program contract

expiring and SAHA requiring a new vehicle(s) prior to a new contract being awarded. Generally, there will be at least one of our coops that have a contract in effect at any point in time. This provides an opportunity for SAHA to order vehicles in a timely manner, as necessary, to meet its operational needs.

The various contracts include all major categories of cars, trucks, vans, utility vehicles, and alternative fuel vehicles that may be required by SAHA and its Affiliated Entities. To ensure that the agency continues to get the best pricing under these contracts, Procurement will check with local dealers and/or its various cooperatives for pricing prior to placing an order.

STRATEGIC GOAL:

Transform core operations to be a high performing and financially strong organization.

ATTACHMENT:

Resolution 5916

**San Antonio Housing Authority
Resolution 5916**

RESOLUTION 5916, AUTHORIZING THE USE OF COOPERATIVE PURCHASING PROGRAM CONTRACTS, WHERE SAHA IS A PARTICIPATING MEMBER, FOR THE ACQUISITION OF VEHICLES BY SAHA AND ITS AFFILIATED ENTITIES; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes; and

WHEREAS, SAHA and its Affiliated Entities seek purchasing authority for vehicles needed for its operations. The vehicles will be purchased on an as-needed basis through contracts offered by various Cooperative Purchasing Programs, of which SAHA is a participating member; and

WHEREAS, in all cases, the cooperative contracts utilized by SAHA will meet the State of Texas and HUD competitive bid and solicitation processes; and

WHEREAS, the details of all vehicles purchased will be reported to the Board of Commissioners on a quarterly basis. The funding source for the vehicle purchases will be through available reserves; and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with these contracts.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5916, authorizing the use of cooperative purchasing program contracts, where SAHA is a participating member, for the acquisition of vehicles by SAHA and its Affiliated Entities; for a period of one year with the option to renew up to four additional one-year terms.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with these contracts.

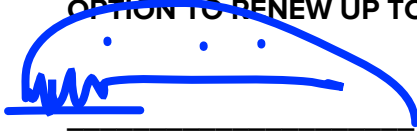
Passed and approved the 7th day of March 2019.

Morris A. Stribling, DPM
Chair, Board of Commissioners

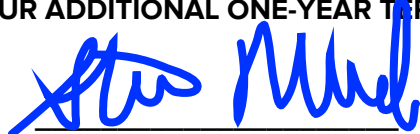
Attested and approved as to form:

David Nisivoccia
President and CEO

BOARD OF COMMISSIONERS

RESOLUTION 5917, AUTHORIZING THE AWARD OF A CONTRACT FOR LAUNDRY CONCESSIONS TO CSC SERVICeworks, INC. FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS

David Nisivoccia
President and CEO



Steven Morando
Director of Procurement
and General Services



Kristi Baird
Director of Beacon
Communities

REQUESTED ACTION:

Consideration and approval regarding Resolution 5917, authorizing the award of a contract for laundry concessions to CSC Serviceworks, Inc. for a period of one year with the option to renew up to four additional one-year terms.

FINANCIAL IMPACT:

SAHA shall receive 60% of the gross receipts, to include all monies collected from the washers and dryers plus the vending machines, less any refunds. The cost per wash will be \$1.25 for years one and two; and \$1.35 for years three through five. The cost per dry will be \$1.25 for years one through four, and \$1.35 for year five.

Certain developments within Beacon Communities offer residents the option to lease a washer and dryer. If the development is billed for the appliances, the monthly cost is \$33.00 per set. If the resident is billed directly, the monthly cost is \$34.95 plus tax and additionally, the resident will also incur a one time \$35.00 delivery fee.

Pricing for the items in the vending machines was not obtained; however, language in the solicitation reminded bidders that SAHA serves residents with low income and prices shall not be excessive. The cost for these items must be better than or consistent with the prices offered to the general market for similar services.

SUMMARY:

SAHA requires the services of a vendor to furnish, install, and maintain laundry equipment at various properties within SAHA's Public Housing and Beacon Communities portfolios. Washers must be Energy Star and Consortium for Energy Efficiency (CEE) Tier III water use rated. The dryers must be rated as high efficiency and provide the lowest consumption of energy possible for commercially operated machines. At least one washer and one dryer at each location must be ADA compliant. The vendor may also install vending machines that will provide laundry detergent, fabric softener, bleach and other laundry related supplies. All equipment will be operated through the use of credit/debit cards to include prepaid cards. Coin operation will be the exception and requires prior approval by SAHA property management.

On November 28, 2018, SAHA issued an "Invitation For Bids" (IFB) #1811-983-45-4860 for Laundry Concessions, which closed on December 18, 2018. The IFB was published on the SAHA website, Electronic State Business Daily (ESBD), the Hart Beat, posted on NAHRO, Public Purchase and direct solicited to six vendors. A total of two bids were received in response to this solicitation: CSC ServiceWorks, Inc. and Wash Multifamily Laundry Systems, LLC. Both bids were evaluated on the following criteria: commission to the agency, the reputation of the bidder and their goods or services, the quality of the goods or services, the extent to which the goods or services meet SAHA's needs, total long term cost, and any relevant criteria contained in the solicitation document.

Based on the above, CSC ServiceWorks, Inc. is being recommended for contract award. CSC ServiceWorks, Inc. provided the lowest overall cost for this service with the highest commission that will be provided to the agency.

CSC ServicesWorks, Inc. was incorporated in 2013, and is headquartered in Plainview, New York. They are a provider of multi-family residential and commercial coin and card operated laundry equipment with over one million machines in service. They also provide tire inflation and vacuum vending services at convenience stores and gas stations nationwide. Their family of companies include the following: Coinmach, Mac-Gray, CSC ServiceWorks Academic Division, Air Valet, Appliance Warehouse, Super Laundry, Kwik Wash, SDi Laundry Solutions, AIR-serv and Sparkle Solutions. This vendor is currently under contract with SAHA for laundry concessions services. Their client list includes, but is not limited to, Corpus Christi Housing Authority, St. Louis Housing Authority, Alpha Barnes Real Estate Services, and San Antonio Alternative Housing. Their Section 3 Good Faith Effort Plan includes hiring one individual in the technician category and one individual in the laborer (unskilled) category.

Contract oversight will be provided by Brandee Perez, Director of Federal Housing Programs, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to ensure the vendor submits the Contractor's Section 3 Compliance report on a monthly basis, monitor compliance with the vendor's SWMBE subcontractor good faith utilization plan, provide annual contract performance evaluation surveys to end users, and assist departments in the contract renewal or new solicitation process.

STRATEGIC GOAL:

Preserve and improve existing affordable housing resources and opportunities.

ATTACHMENTS:

Resolution 5917

Tabulation

Advertisement List

San Antonio Housing Authority
Resolution 5917

RESOLUTION 5917, AUTHORIZING THE AWARD OF A CONTRACT FOR LAUNDRY CONCESSIONS TO CSC SERVICEWORKS, INC. FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS

WHEREAS, on November 28, 2018, SAHA issued an "Invitation For Bids" (IFB) #1811-983-45-4860 for Laundry Concessions, which closed on December 18, 2018; and

WHEREAS, a total of two bids were received in response to the IFB; and

WHEREAS, CSC ServiceWorks, Inc. is being recommended for contract award. They provided the lowest overall cost for this service with the highest commission that will be provided to the agency; and

WHEREAS, SAHA shall receive 60% of the gross receipts, to include all monies collected from the washers and dryers plus the vending machines, less any refunds. The cost per wash will be \$1.25 for years one and two; and \$1.35 for years three through five. The cost per dry will be \$1.25 for years one through four, and \$1.35 for year five.

Certain developments within Beacon Communities offer residents the option to lease a washer and dryer. If the development is billed for the appliances the monthly cost is \$33.00 per set. If the resident is billed directly, the monthly cost is \$34.95 plus tax and additionally, the resident will also incur a one time \$35.00 delivery fee.

Pricing for the items in the vending machines was not obtained; however, language in the solicitation reminded bidders that SAHA serves residents with low income and prices shall not be excessive. The cost for these items must be better than or consistent with the prices offered to the general market for similar services; and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5917, authorizing the award of a contract for laundry concessions to CSC ServiceWorks, Inc. for a period of one year with the option to renew up to four additional one-year terms.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved the 7th day of March 2019.

Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

BID TABULATION-Evaluation Laundry Concessions 1811-983-45-4860				
Bidder ---->>	CSC Service Works	Wash Option 1	Wash Option 2	
Laundry Concession Commission	60.00%	53.00%	45.00%	
Single Use Vending Commission	60.00%	No Bid	No Bid	
Year 1 Wash Fee	\$1.25	\$1.25	\$1.25	
Year 2 Wash Fee	\$1.25	\$1.25	\$1.25	
Year 3 Wash Fee	\$1.35	\$1.30	\$1.30	
Year 4 Wash Fee	\$1.35	\$1.35	\$1.35	
Year 5 Wash Fee	\$1.35	\$1.35	\$1.35	
Year 1 Dry Fee	\$1.25	\$1.25	\$1.25	
Year 2 Dry Fee	\$1.25	\$1.25	\$1.25	
Year 3 Dry Fee	\$1.25	\$1.25	\$1.25	
Year 4 Dry Fee	\$1.25	\$1.25	\$1.25	
Year 5 Dry Fee	\$1.35	\$1.35	\$1.35	
Washer Tier 1 Monthly Rental/Lease	\$16.50	\$15.00	\$16.50	
Dryer Tier 1 Monthly Rental/Lease	\$16.50	\$15.00	\$16.50	
Washer Tier 2 Monthly Rental/Lease	No bid	No Bid	No Bid	
Dryer Tier 2 Monthly Rental/Lease	No bid	No Bid	No Bid	
notes	\$33 per set for Property direct, Renter Direct is \$34.95 + Tax + \$35 del	Washer rental/lease is for a set at \$30/mo	Option 2 washer/dryer is a stack model	

Advertisement List
Solicitation # 1811-983-45-4860
Laundry Concession Services

Associations /Vendors	Contact Name	Email	Method of Contact(Specify)
Associations Revised as of 03/9/2018			
African American Chamber of Commerce of San Antonio	Lou Miller	blackchamber@aol.com	
Alamo Asian American Chamber of Commerce	Elva Adams	elva.adams@wellsfargo.com	
Alamo City Black Chamber Of Commerce	Bede Ramcharan	info@alamocitychamber.org	
American Council of Engineering Companies - San Antonio (ACEC-SA)	Anne Whittington	anne@acectx.org	
American Institute of Architects	Paula	paula@aiasa.org	
American Subcontractors Association	Jennifer Swinney	jennifer@asasanantonio.org	
Associated Builders and Contractors S. Texas Chapter	Steve Schultz	steve@abcsouthtexas.org	
Builders Exchange	Jeannette Olguin	jeannette@virtualbx.com	
Construct Connect		content@constructconnect.com	
CFMA	Tommy Wallace	wallacet@zhi.com kimr@avacpa.com	
Chinese Chamber of Commerce	Jing Hao	jing.hao@gsaccc.org	
Goodwill Industries	Steven Hussain Angelique de Oliveira	shussain@goodwill.sa.org adeoliveira@goodwillsa.org	
Greater San Antonio Builders Association	Kristi Sutterfield	ksutterfield@sabuilders.com	
The San Antonio Chamber of Commerce	Julie Oltersdorf	julieo@sachamber.org	
Hispanic Contractors Association de San Antonio	Clarissa Perez Dave Sanchez	exdir@hcadesa.org admin@hcadesa.org dave@hcadesa.org	
IEC	Julie Howard	jhoward@iecsanantonio.com rvasquez@iecsanantonio.com	
MCA-SMACNA		mca-smacna@mca-smacna.org	
Minority Business Council	Hector Garcia	hector@hegarciacpa.com	
National Alliance of Craftsmen Association	Victor Landa	arvelasquez01@yahoo.com	
National Association of Women in Construction (NAWIC)	Sandee Morgan	nawicerin@gmail.com nawicsatx@gmail.com	
NAWBO San Antonio	Madeline Slay	Madeline@masarchitecture.com	
Plumbing Heating Cooling Contractors Association	Heidi Timble	Heidi@phcc-sanantonio.org	
Professional Engineers in	Diane Hoskins	bexarpepp@sbcglobal.net	

**Advertisement List
Solicitation # 1811-983-45-4860
Laundry Concession Services**

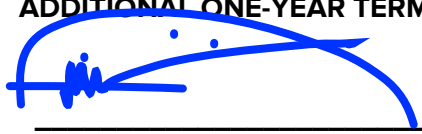
Associations /Vendors	Contact Name	Email	Method of Contact(Specify)
Private Practice			
Real Estate Council of San Antonio	Martha Mangum	martham@recsanantonio.com	
SAABE	Melodie	mg.assoc.mgmt@gmail.com	
San Antonio Board of Realtors	Suzanne	Suzanne@sabor.com	
SA Chapter of the Associated General Contractors	Dana Marsh	sanantonioagc@gmail.com	
San Antonio Hispanic Chamber of Commerce	Ramiro Cavazos	ramiroc@sahcc.org mariyaf@sahcc.org	
San Antonio Masonry Contractors Association	Debbie Mason	samca@satx.rr.com	
San Antonio Women's Chamber of Commerce	Cindy Libera	admin@sawomenschamber.org	
SmartApartmentData.com		construction@SmartApartmentData.com	
South Central Regional Certification Agency	Julio Fuentes	jfuentes@sctrca.org	
South San Antonio Chamber of Commerce	Al Arreola Jr	al@southsa.org	
Southwest Minority Supplier Diversity Council	Robert Casas	smsdc@smsdc.org	
Surety Association of South Texas, Inc.	Jim Swindle	jim@alamobonds.com	
Texas Society of Professional Engineers	Laura Campa	meghan@tspe.org jennifer@tspe.org	
TIBH Industries	Robert Olivo	robertolivo@tibh.org	
UTSA Minority Business Development Agency	Orestes Hubbard Jennifer Mort Jacqueline Jackson	orestes.hubbard@utsa.edu jennifer.mort@utsa.edu Jacqueline.Jackson@utsa.edu	
UTSA Procurement Technical Assistance Center	Terri Williams	ptac@utsa.edu	
West San Antonio Chamber of Commerce	Julie Jimenez	info@westsachamber.org julie@westsachamber.org	
Women's Business Enterprise	Avery Smith	bids@wbea-texas.org	
NAHRO	Web Site	http://nahro.economicengine.com	
Public Purchase	Web Site	www.publicpurchase.com	
Texas ESBD	Web Site	https://portal.cpa.state.tx.us/	
North San Antonio Chamber of Commerce	Web Site	https://northsachamber.chambermaster.com	
Direct Solicits as of 00/00/00			
	HUBS on CMBL		
No HUB's ON CMBL			

Advertisement List
Solicitation # 1811-983-45-4860
Laundry Concession Services

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BOARD OF COMMISSIONERS

RESOLUTION 5918, AUTHORIZING THE AWARD OF A CONTRACT FOR TECHNOLOGY EQUIPMENT, PRODUCTS, SERVICES AND SOFTWARE THROUGH THE LOCAL GOVERNMENT PURCHASING COOPERATIVE (TEXAS BUYBOARD) TO KEYWARDEN SYSTEMS PARTNERS, LLP; NOT TO EXCEED AN ANNUAL CUMULATIVE AMOUNT OF \$305,210.00 FOR YEAR ONE, \$188,850.00 FOR YEAR TWO, AND \$124,705.00 FOR YEAR THREE; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO TWO ADDITIONAL ONE-YEAR TERMS



David Nisivoccia
President and CEO



Steven Morando
Director of Procurement
and General Services



Kristi Baird
Director of Beacon
Communities

REQUESTED ACTION:

Consideration and approval regarding Resolution 5918, authorizing the award of a contract for technology equipment, products, services and software through the Local Government Purchasing Cooperative (Texas Buyboard) to KeyWarden Systems Partners, LLP; not to exceed an annual cumulative amount of \$305,210.00 for year one, \$188,850.00 for year two, and \$124,705.00 for year three; for a period of one year with the option to renew up to two additional one-year terms.

FINANCIAL IMPACT:

The current award recommendation for technology, equipment, products, services and software is not expected to exceed an annual cumulative amount of \$305,210.00 for year one, \$188,850.00 for year two, and \$124,705.00 for year three and will be funded through the approved operating budgets.

SUMMARY:

The U.S. Department of Housing and Urban Development (HUD) encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. The cooperatives award contracts based on a competitive bid or proposal process; therefore, SAHA is not required to issue its own competitive solicitation in cases where the use of available contracts are appropriate and in accordance with SAHA procurement policies. SAHA is currently requesting approval to become a member of Local Government Purchasing Cooperative (Texas Buyboard), a nationwide purchasing cooperative that follows an acceptable competitive bid or proposal solicitation process.

Texas Buyboard issued a Notice of Proposal Invitation No 579-19 for technology, equipment, products, services and software that closed on May 17, 2018. On January 1, 2019, one of the awarded contracts was to KeyWarden Systems Partners, LLP, through December 31, 2019. The contract is subject to two possible one-year renewals.

SAHA developments within Public Housing and Beacon Communities portfolios, as well as SAHA's General Services Department, are currently using a manual key storage and tracking

system. SAHA requires the services of a vendor to provide a replacement system that will allow for increased security and control, while preventing unauthorized access to keys, i.e., office, maintenance, vehicle, apartment/unit and reducing the instances of lost or misplaced keys.

The Key Bank System will assist property management with maintaining accountability of a large quantity of keys. The system allows for an in-house administrator to establish authorization levels for key access. Features of this system include a variety of 18-gauge steel cabinets with customizable modules securing up to 1,800 keys, 48-hour battery backup, and computerized control and real-time accountability allowing for instant visual identification of the key requested by the user. The access history of each key is instantly recorded, so property management will always know who has which key and when it was taken. This system also allows you to program and generate reports.

KeyWarden Systems Partners, LLP, which also operates under the name KeyWarden Systems is located in New Braunfels, Texas, and has been a provider of high-security products for the last eight years. This company provides electronic systems to control and track keys to various government agencies, multi-family management companies, fleet operations, universities, secure facilities and auto dealerships. Their client list includes, but is not limited to, Austin Community College, Bexar County Sheriff's Office, Flour Bluff Independent School District, H.E.B., Lubbock County Detention Center, Port of Houston Police Department, Texas A&M Kingsville, Texas Department of Public Safety, Texas Facilities Commission, Texas State University, Texas State Department of Housing and Residential Life, and University of Texas San Antonio.

Contract oversight will be provided by Kristi Baird, Director of Beacon Communities, who will monitor the vendor's adherence to contract requirements and performance. The Procurement Department will be responsible to ensure the vendor submits the Contractor's Section 3 Compliance Report on a monthly basis and monitor compliance with the vendor's SWMBE subcontractor good faith utilization plan.

STRATEGIC GOAL:

Preserve and improve existing affordable housing resources and opportunities.

ATTACHMENT:

Resolution 5918

**San Antonio Housing Authority
Resolution 5918**

RESOLUTION 5918, AUTHORIZING THE AWARD OF A CONTRACT FOR TECHNOLOGY EQUIPMENT, PRODUCTS, SERVICES AND SOFTWARE THROUGH THE LOCAL GOVERNMENT PURCHASING COOPERATIVE (TEXAS BUYBOARD) TO KEYWARDEN SYSTEMS PARTNERS, LLP; NOT TO EXCEED AN ANNUAL CUMULATIVE AMOUNT OF \$305,210.00 FOR YEAR ONE, \$188,850.00 FOR YEAR TWO, AND \$124,705.00 FOR YEAR THREE; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO TWO ADDITIONAL ONE-YEAR TERMS

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes; and

WHEREAS, SAHA is currently requesting approval to become a member of Local Government Purchasing Cooperative (Texas Buyboard); therefore, SAHA is not required to issue its own competitive solicitation in cases where the use of available contracts are appropriate and in accordance with SAHA procurement policies; and

WHEREAS, on January 1, 2019, Texas Buyboard awarded a contract to Keywarden Systems Partners, LLP, through December 31, 2019, that is subject to two possible one-year renewals for technology equipment, products, services and software. This was a competitively procured award; and

WHEREAS, KeyWarden Systems Partners, LLP is recommended for contract award; and

WHEREAS, the current award recommendation for technology, equipment, products, services and software is not expected to exceed an annual cumulative amount of \$305,210.00 for year one, \$188,850.00 for year two, and \$124,705.00 for year three; and will be funded through the approved operating budgets; and

WHEREAS, staff requests the Board of Commissioners authorize the President and CEO, or designee, to execute all documents associated with this contract.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of SAHA hereby:

- 1) Approves Resolution 5918, authorizing the award of a contract for technology equipment, products, services and software through the Local Government Purchasing Cooperative (Texas Buyboard) to Keywarden Systems Partners, LLP; not to exceed an annual cumulative amount of \$305,210.00 for year one, \$188,850.00 for year two, and \$124,705.00 for year three; for a period of one year with the option to renew up to two additional one-year terms.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

Passed and approved the 7th day of March 2019.


Morris A. Stribling, DPM
Chair, Board of Commissioners

Attested and approved as to form:

David Nisivoccia
President and CEO

MEMORANDUM

To: Board of Commissioners

From: David Nisivoccia, President and CEO 

Presented by: Steven Morando, Director of Procurement and General Services

RE: Procurement Activity Report

SUMMARY:

Through the calendar year ended December 30, 2018, the San Antonio Housing Authority's Procurement Department issued 26 formal and 20 informal solicitations, receiving a total of 276 responses. This resulted in an average of 5.5 responses per formal solicitation and 6.6 responses per informal solicitation, for an overall average response rate of 6.0 per solicitation. Through the fourth quarter, new contracts awarded were \$25,734,460.23; Blanket awards were \$10,475,000.00 and contract renewals were \$10,469,282.09, which resulted in a grand total awarded of \$46,678,742.32. Of this total, \$5,176,218.34 or 11.1 percent, were awarded to Small, Women-Owned and Minority Business Enterprises (SWMBE), and \$3,665,225.80 or 7.9 percent, were awarded to Section 3 business concerns.

For the 4th calendar quarter ending December 31, 2018, SAHA contractors reported 8 of their 17 new hires qualified as Section 3 individuals, which represented 47.1 percent of all new hires. The new hires were composed of four male and four female individuals. The weighted average wage rate for these Section 3 individuals is \$15.12 per hour and the breakdown by category is as follows:

0	new Section 3 hires earned below \$10.00 per hour
0	new Section 3 hires earned from \$10.00 to < \$12.00 per hour
3	new Section 3 hires earned from \$12.00 to < \$14.00 per hour
3	new Section 3 hires earned from \$14.00 to < \$16.00 per hour
2	new Section 3 hires earned from \$16.00 to < \$20.00 per hour

For the calendar year ending December 31, 2018, SAHA contractors reported 81 of their 166 new hires qualified as Section 3 individuals, which represented 48.8 percent of all new hires. The new hires were composed of 45 male and 36 female individuals. For the year-to-date, SAHA has hired 28 of its Section 3 temporary employees into full time positions within the agency. The weighted average wage rate for these Section 3 individuals is \$13.53 per hour and the breakdown by category is as follows:

2	new Section 3 hires earned below \$10.00 per hour
20	new Section 3 hires earned from \$10.00 to < \$12.00 per hour
35	new Section 3 hires earned from \$12.00 to < \$14.00 per hour
17	new Section 3 hires earned from \$14.00 to < \$16.00 per hour
7	new Section 3 hires earned from \$16.00 to < \$20.00 per hour

Current Solicitations: There are currently three Invitation For Bids (IFB), currently being advertised. They are for Swimming Pool Maintenance and Repair for Various Beacon

Communities, Swimming Pool Water Quality Maintenance Equipment for Beacon Communities, and Villa Tranchese Fire Protection Improvements.

Closed/Pending Solicitations: There are six solicitations that have closed and are currently being evaluated. The six solicitations include the following: Demolition of Convent Stable, Remodel of Vacant Units for ConnectHome Computer Lab and Offices, Human Resources Management Consulting Services, Removal and Replacement of Sheetrock in Water Heater Closets, Aluminum Screen Panels for Cassiano Homes, and Fair Avenue Apartments Fire Protection Improvements.

Solicitations in Development: Procurement is currently working on a number of solicitations for advertisement. The solicitations include the following: Work Order Request Center and Answering Services for Beacon Communities, Pecan Hill Tree Removal and Sanitary Sewer Retrofit, Repair and Replacement of Shingle Roofs at Villa de Valencia, Public Relations Consulting Services, Printing and Publication Services, Media Monitoring Services, Castle Point Capital Improvements, Natural Gas Systems Operator Qualified Training, Rehabilitation of Seven Offline Burn Units at Cassiano Homes, Roof Replacement at Alazan Community Office Building, Generator Maintenance and Repair Services, Master Developer - Victoria Commons including Artisan Park Townhomes Phase IIB, Mirasol Properties - Security Cameras and Monitoring, Demolition Services for Infill Properties, Development Partners for SAHA Projects - Pool, Oracle America, Inc. (JD Edwards), Emphasys Software, Inspection Software for Public Housing, Automatic/Automated Gate Maintenance, Repair and Replacement, Remove and Replace Bathtubs and Shower Pans, Biohazard Clean Up Services - Agency Wide, Tree Trimming Services, Records Storage Services - State of Texas Contract, Third Party Fleet Maintenance Services, and Insurance Broker of Record for Property, Casualty and Workers Compensation.

Blanket Awards:

Awarded projects for the blanket Board approved awards are listed below:

Contract Title	Number of Awards	Amount of Blanket Award	Projects Awarded Fourth Quarter 2018
Architectural and Engineering Services	8	\$1,500,000.00	\$90,650.00
Carpet and Flooring Purchase, Replacement and Installation	2	\$325,000.00	\$79,553.61
Environmental Engineering	1	\$600,000.00	\$23,800.00
Professional Engineering	4	\$1,500,000.00	\$168,205.41
Residential Style HVAC Systems	3	\$1,200,000.00	\$264,602.10
Legal Services	9	\$500,000.00	
Bond/Mixed Finance Counsel	3	1% of Bond of Issue	\$17,704.60
Special Counsel Board Matters	1	\$60,000.00	\$12,056.20

Pest Control for Beacon Communities	2	\$220,000.00	\$12,964.75
Pest Control for Various SAHA Public Housing and Administrative Properties	2	\$500,000.00	\$36,035.23
Residential Real Estate Appraisal Services	3	\$150,000.00	\$14,495.00
Commercial Real Estate Broker	6	Maximum 6% fee; \$200/consulting and market analysis	\$0.00
Residential Real Estate Broker Services	2	\$250,000.00	\$24,859.50
Temporary and Contract Personnel Services	4	\$2,600,000.00	\$428,097.58
Make Ready Services for Public Housing	4	\$2,200,000.00	\$738,864.50
Plumbing and Related Maintenance Services	3	\$2,200,000.00	\$427,606.50
Disaster Restoration of Operations Services	2	\$150,000.00	\$0.00
Architectural & Engineering and Other Forensic Consulting Services	4	\$1,500,000.00	\$0.00

PROPOSED ACTION:

None at this time.

FINANCIAL IMPACT:

Amounts paid according to award provisions.

STRATEGIC OBJECTIVE:

Transform core operations to be a high performing and financially strong organization.

ATTACHMENT:

Procurement Activity Report

Procurement Activity Report February 25, 2019

Solicitations Currently being Advertised				
SAHA Department	Type	Solicitation Name	Bidders Conference	Closes
Beacon Communities	IFB	Swimming Pool Maintenance and Repairs for Various Beacon Communities	2/15/2019	3/1/2019
Beacon Communities	IFB	Swimming Pool Water Quality Maintenance Equipment for Beacon Communities	3/1/2019	3/12/2019
Construction Services	IFB	Villa Tranchese Fire Protection Improvements	2/26/2019	3/15/2019
Solicitations Under Evaluation				
SAHA Department	Type	Solicitation Name	Date Closed	Status
Agency-Wide	IFB	Laundry Concessions	12/18/2018	Board Meeting 3/7/2019
Executive	RFP	Operational and Organizational Assessment Consulting Services	1/18/2019	
Agency-Wide	Coop	Participant Member of Local Government Purchasing Cooperative (Texas Buyboard)	N/A	
DSNR	Interlocal Agreement	Interlocal Agreement with Westside Development Corporation (WDC)	N/A	
Agency-Wide	Coop	Technology Equipment, Products, Services and Software through the Local Government Purchasing Cooperative (Texas Buyboard)	NA	
Agency-Wide	Coop	Use of Cooperative Purchasing Program Contracts for Acquisition of Vehicles	N/A	
Public Housing	QQ	Demolition of Convent Stable	1/4/2019	Negotiation Due Diligence Procurement Evaluation
Public Housing	IFB	Remodel of Vacant Units for ConnectHome Computer Lab and Offices	1/17/2019	
Public Housing	QQ	Removal and Replacement of Sheetrock in Water Heater Closets	1/30/2019	
Human Resources	QQ	Human Resources Management Consulting Services	2/8/2019	
Public Housing	QQ	Aluminum Screen Panels for Cassiano Homes	2/15/2019	
Construction Services	IFB	Fair Avenue Apartments Fire Protection Improvements	2/19/2019	
Future Solicitations				
Beacon Communities		Work Order Request Center and Answering Services for Beacon Communities	March 2019	
		Pecan Hill Tree Removal and Sanitary Sewer Retrofit	April 2019	
		Repair and Replacement of Shingle Roofs at Villa de Valencia	April 2019	
Communications and Public Affairs		Public Relations Consulting Services	March 2019	
		Printing and Publication Services	April 2019	
		Media Monitoring Services	May 2019	
Construction Services		Castle Point Capital Improvements	March 2019	
		Natural Gas Systems Operator Qualified Training	March 2019	
		Rehabilitation of Seven Offline Burn Units at Cassiano Homes	March 2019	
		Roof Replacement at Alazan Community Office Building	April 2019	
		Generator Maintenance and Repair Services	May 2019	
DSNR		Master Developer - Victoria Commons including Artisan Park Townhomes Phase IIB	March 2019	
		Mirasol Properties - Security Cameras and Monitoring	March 2019	
		Demolition Services for Infill Properties	April 2019	
		Development Partners for SAHA Projects - Pool	May 2019	
Innovative Technology		Oracle America, Inc. (JD Edwards)	July 2019	
		Emphasys Software	August 2019	
Public Housing		Inspection Software for Public Housing	March 2019	
		Automatic/Automated Gate Maintenance, Repair and Replacement	March 2019	
		Remove and Replace Bathtubs and Shower Pans	April 2019	
		Biohazard Clean Up Services - Agency Wide	April 2019	
		Tree Trimming Services	May 2019	
Procurement & General Services		Records Storage Services - State of Texas Contract	March 2019	
		Third Party Fleet Maintenance Services	March 2019	
Risk Management		Insurance Broker of Record - Property, Casualty and Workers Compensation	April 2019	

Informal Awards Up to \$50,000

SAHA Department	Solicitation Name	Vendor	Amount	Date
Public Housing	Wall and Roof Insulation at Alazan	Garcia Brothers Make-Ready & Repairs	\$2,750.00	1/28/2019
Public Housing	Sheetrock Installation at Alazan	Garcia Brothers Make-Ready & Repairs	\$2,950.00	1/29/2019
Beacon Communities	Gutter Clean Out at Villa de Valencia	R&J Muniz Remodeling	\$2,996.00	1/29/2019
Beacon Communities	Washer and Dryer rentals at Crown Meadows	Appliance Warehouse of America, Inc	\$1,074.61	2/5/2019
Housing Choice Voucher	HCV Executive Management Training	Nan McKay & Associates	\$3,577.50	2/6/2019
Beacon Communities	Landing Repair at Villa de Valencia	Mendoza & Mendoza	\$2,875.00	2/6/2019
Public Housing	Water Heater Replacement at Le Chalet	The Brandt Companies	\$3,561.21	2/13/2019
Human Resources	Compensation Study and Pay Range Review	Human Capital Initiatives	\$50,000.00	2/13/2019
Beacon Communities	Utility Billing Services for Beacon Communities	Guardian Water & Power, Inc.	\$50,000.00	2/11/2019

President's Report

Youth Career Camp

The San Antonio Housing Authority's Jobs Plus team is leading teens between 14 and 18 years old on the Fourth Annual Youth Career Camp on March 11 to tour the Spurs Organization and learn behind the scenes at KSAT. The students will spend a day on their spring break to learn about marketing and communication career opportunities. The students will tour production booths and have an opportunity to record in the studio.

Mega Job Fair

In partnership with several organizations, SAHA will be hosting a "Mega" Job Fair from 10:00 a.m. to 1:00 p.m. on March 1, 2019, at Cassiano Homes. The job fair will be open to the public.



New season, new job!

The San Antonio Housing Authority's Job Plus Program is partnering with multiple organizations to host a Mega Job Fair.

Dress to impress and bring an updated resume for an opportunity to interview on-site for open positions at:

HEB	SAWS	Costa Solutions
City of San Antonio	San Antonio ISD	Tri-Starr Group

Child care programs and centers will also be on site to distribute information on childcare for individuals seeking employment.

Contact Yadira Saucedo at **210.559.2278** for assistance or more information.



1st Townhall Meeting of the Year

The Employee Quarterly Town Hall Meetings will begin the week of February 25, 2019. Mr. Nisivoccia will update employees on the latest development projects to increase affordable housing options in the city, discuss the Beacon Communities Transition Plan, introduce proposed Moving-to-Work (MTW) Activities and provide an update on organizational studies.

SAHA Celebrates Black History Month

SAHA celebrated Black History Month on February 22, 2019, to commemorate individuals, the history and heritage of African Americans. SAHA staff contributed sides and desserts for the annual potluck. The Brennan High School Color Guard led a presentation of colors, and the Brennan High School Dance Team performed a hip hop routine. Several departments in the organization entered a door decorating contest. CDI placed second and won \$50, and Finance placed first and won \$100.



Development Community Meetings Held

Alazan Lofts - On Wednesday, February 27, 2019, SAHA will be seeking community input on the exterior design of Alazan Lofts, the agency's newest proposed development in the historic Westside of San Antonio. The NRP will reveal preliminary designs of the look of the community for discussion and comments. The Lofts will feature 88 mixed-income, multi-family units with 1-3 bedrooms located in the center of a vibrant, historical neighborhood in the heart of San Antonio's Westside. A majority of the units will be affordable. Thirty-two will be reserved for families making 60 percent AMI, another 32 will be reserved for families making 50 percent AMI and 16 will be reserved for families making 30 percent AMI. The remainder will be rented at market rate. SAHA estimates the project will cost approximately \$18 million.

Tampico Lofts - The Tampico Lofts project was proposed for 200 Tampico St. on February 12, 2019, at El Progreso Hall on Guadalupe Street. SAHA and 210 Development Group hosted a public meeting to gather input on a \$24 million, 200-unit mixed-income development being proposed for a 3.7-acre piece of land southwest of downtown along Alazan Creek.

The Convent - The Development Services and Neighborhood Revitalization Department met with the Eastside community on January 31, 2019, to announce its plan to transform the Convent at Springview on Grimes Street into a 75-unit apartment complex called Our Lady of Charity. SAHA will pursue a Low-Income Housing Tax Credit (LIHTC) to build the community. The plans will include renovations to several structures and the former Miller Child Development Center building. The total development is expected to cost approximately \$18 million.

Job Shadow Day at SAHA

SAHA joined the community in hosting Job Shadow Day on February 5, 2019. SAHA participated in the 2019 Citywide Job Shadow Day sponsored by SA Works. The agency hosted eighteen high school students from McCollum High School who are focused on careers in the business sector. Participants from various departments shared real world job experiences with students in the hopes of giving them a meaningful experiential learning opportunity by connecting the classroom with the real world.



Public Housing Facilities to Receive Air Conditioning Units

SAHA partnered with Mayor Ron Nirenberg, the City of San Antonio, philanthropist, Gordon Hartman, and Texas State Representative, Diego Bernal, to secure \$1.5 million in funding to provide more than 2,000 Public Housing units in twenty-two different housing complexes with air conditioning. SAHA will prioritize the air conditioning units for seniors and the disabled, followed by other residents beginning this summer.

Affordable Housing Innovation Summit

The gathering of all CEO's of the large Housing Authorities in Texas will be held March 4-5, 2019. The Affordable Housing Innovation Summit will take place this year in Dallas, Texas. The purpose of the gathering is to discuss industry best practices and the direction of the industry.

LISC Partnership

SAHA and LISC are expanding their partnership and exploring a number of different projects:

- Local voucher program: LIVE SA workforce housing voucher pilot program, focuses on the financial stability and career paths of at least 25 individuals currently earning between 50-80% AMI.
- Mobility counseling: supporting 50 voucher households in researching, funding, and following up on a move to higher opportunity neighborhoods.
- Technical and staffing assistance with the planning, financing and development of a new "tiny house" model project to stabilize and support community college students at risk of homelessness.
- Analysis and restructuring of Year 15 LIHTC projects, including technical assistance from LISC's National Housing Group.
- Continued research and analysis on potential portfolio RAD submission, through LISC's National Housing Group.
- Engagement with LISC National programs such as Safety, Creative Placemaking and Healthy Housing to assist with redevelopment of existing Public Housing units.
- Cooperation on the development of and active membership in local coalitions promoting housing for vulnerable populations and financial/housing counseling.
- Potential collaboration on housing finance corporation transactions (bond issuances and 4% LIHTC).

Housing Commission

The newly formed Housing Commission started meeting in February 2019. The first meeting was held February 7, 2019. Last Friday, February 22, the Housing Committee met for a work session to discuss Commission goals and meeting protocols. The Housing Commission is scheduled to meet on a monthly basis and is chaired by Lourdes Castro Ramirez, and staffed by the City of San Antonio's Neighborhood and Housing Services Department. President and CEO David Nisivoccia is also a member of the Housing Commission.