

# BOARD OF COMMISSIONERS



Regular Board Meeting  
December 7, 2017

**BOARD OF COMMISSIONERS**

Chairman Morris A. Stribling, DPM	Vice-Chairman Charles R. Muñoz	Commissioner Thomas F. Adkisson	Commissioner Francesca Caballero	Commissioner Charles Clack	Commissioner Marie R. McClure	Commissioner Jessica Weaver
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**President and CEO**  
David Nisivoccia

**San Antonio Housing Authority  
\*Regular Board Meeting  
818 S. Flores St., San Antonio, TX, 78204  
1:00 p.m., Thursday, December 7, 2017**

**1. Meeting called to order**

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**

**3. Minutes**

- Approval of the November 2, 2017, Regular Board Meeting minutes
- Approval of the November 2, 2017, San Antonio Housing Facility Corporation Board Meeting minutes
- Approval of the November 16, 2017, Special Board Meeting minutes
- Approval of the November 16, 2017, Special Board Meeting minutes (Operations and Choice Neighborhood Committee) Meeting minutes
- Approval of the November 16, 2017, Special Board Meeting minutes (Finance Committee)

**4. Update and discussion regarding East Meadows (Mr. Vince Bennett, President, McCormack Baron Salazar, Inc.)**

**CONSENT ITEMS**

5. Consideration and approval regarding Resolution 5767, authorizing the President and Chief Executive Officer to issue a Declaration of Official Intent (Designation of Qualified Tax Exempt Obligation) for all program expenditures related to project design and development of a self-managed energy performance contract, such that all expenditures are anticipated to be reimbursed through the proceeds of a potential tax exempt municipal lease purchase agreement for a self-managed energy performance contract (Ed Hinojosa, Chief Financial Officer)
6. Consideration and approval regarding Resolution 5768, authorizing the San Antonio Housing Authority to execute or amend and deliver an equipment lease/purchase agreement not to exceed \$5,700,000 with respect to the acquisition, purchase, financing and leasing of certain equipment for the public benefit; authorizing the execution and delivery of documents required by the lender and the U.S. Department of Housing and Urban Development in connection therewith; and, authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution (Ed Hinojosa, Chief Financial Officer)

7. Consideration and approval regarding Resolution 5766, adopting the updated Housing Authority of the City of San Antonio, Texas, Procurement Policy (Steven Morando, Director of Procurement and General Services)
8. Consideration and approval regarding Resolution 5763, authorizing the award of a contract for Roof Replacement at Frank Hornsby Apartments to Garland/DBS, Inc., through the U.S. Communities Government Purchase Alliance, for an amount not to exceed \$670,185.60 (Steven Morando, Director of Procurement and General Services; Hector Martinez, Director of Construction Services and Sustainability)
9. Consideration and approval regarding Resolution 5771, authorizing the award of a contract for underground utility locating services to Underground Services, Inc. dba SoftDig (SBE) for an annual cumulative amount not to exceed \$50,000.00; 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; Hector Martinez, Director of Construction Services and Sustainability)
10. Consideration and approval regarding Resolution 5772, authorizing the award of a contract for Cross Creek Burned Unit #1503 Rehabilitation to Calidad, LLC (ESBE, SBE, WBE) for an amount not to exceed \$136,308.60 (Steven Morando, Director of Procurement and General Services; Hector Martinez, Director of Construction Services and Sustainability)
11. Consideration and approval regarding Resolution 5770, approving the 2018 Payment Standard Schedule at 90% of the FY 2018 Fair Market Rents for the Housing Choice Voucher Program (Brandee Perez, Director of Federal Housing Programs)
12. Consideration and approval regarding Resolution 5773, authorizing the submission of a disposition and demolition application to the U.S. Department of Housing and Urban Development for the site known as Tampico Warehouse AMP TX006000001 Alazan/Guadalupe, the sale and long term lease of such property and its improvements and the execution of documents necessary to consummate such actions (Timothy E. Alcott, Real Estate and Legal Services Officer)

#### **INDIVIDUAL ITEMS FOR CONSIDERATION**

13. Update and discussion regarding the Procurement Activity Report (Steven Morando, Director of Procurement and General Services)
14. Update and discussion regarding the November 16, 2017, Operations and Choice Neighborhood Committee Meeting (Morris A. Stribling, DPM, Chair Board of Commissioners (Charles Clack, Chair, Resident Services Committee)
15. Update and discussion regarding the November 16, 2017, Finance Committee Meeting (Thomas F. Adkisson, Chair, Finance Committee)
16. President's Report
  - AT&T Fiber Optics Discussions
  - Dale Watson Benefit Concert
  - Blueridge Homes Advertisement
  - 20th Annual Golden Gala
  - SAHA 3rd Annual Toy Drive
  - Recognition of SAHA Veterans
  - Annual Garage Sale Benefits EIF

- SAHA Takes on Halloween

17. \*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).

- Real Estate to be Acquired for Development
- Victoria Commons Development

**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

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.

The Board thanks you for coming to the meeting.

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  
November 2, 2017**

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

**COMMISSIONERS PRESENT:**

Charles R. Munoz, Vice-Chair  
Jessica Weaver, Commissioner  
Charles Clack, Commissioner  
Thomas F. Adkisson, Commissioner  
Francesca Caballero, Commissioner  
Marie R. McClure, Commissioner

**COMMISSIONERS ABSENT:**

Morris A. Stribling, DPM, Chair

**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  
Adrian Lopez, Director of Community  
Development Initiatives  
Janie Rodriguez, Director of Human  
Resources  
Brandee Perez, Director of  
Federal Housing Programs  
Patrick Zacchini, Director of Internal Audit

Steven Morando, Director of Procurement and  
General Services  
Domingo Ibarra, Director of Security  
Hector Martinez, Director of Construction Services  
and Sustainability  
Thomas Roth, Director of Asset Management  
Richard Milk, Director of Policy and Planning  
Diana Kollodziej Fiedler, Director of Finance and  
Accounting

**Item 1: Meeting called to order**

Vice-Chair Munoz called the meeting to order at 1:02 p.m.

**Item 2: Pledge of Allegiance/Moment of Silence**

Recitation of pledge and moment of silence

**Item 3: Minutes**

- Approval of the October 5, 2017, Regular Board Meeting minutes
- Approval of the October 19, 2017, Special Board Meeting minutes (Resident Services Committee)
- Approval of the October 19, Special Board Meeting minutes
- Approval of the October 19, 2017, San Antonio Housing Finance Corporation Board Meeting minutes
- Approval of the October 19, 2017, San Antonio Housing Facility Corporation Board Meeting minutes

**Motion:** Commissioner Adkisson moved to approve all sets of minutes. Commissioner Clack seconded the motion. Approved.



Member	Aye	Nay	Absent At Time of Vote	Abstained
Charles R. Munoz, Vice-Chair	X			
Jessica Weaver, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Francesca Caballero, Commissioner	X			
Charles Clack, Commissioner	X			
Marie R. McClure, Commissioner	X			

## INDIVIDUAL ITEMS FOR CONSIDERATION

**Item 4:** Consideration and approval regarding Resolution 5748, authorizing the sale of approximately 3.13 acres of vacant land located on Rosary Street, between S. Garcia Street and S. Rio Grande Street, in San Antonio, TX; the sale of such property to the highest bidder and the execution of any and all documents necessary to consummate such transaction

Item #4 was pulled from a Consent item and from moving forward for approval at Commissioner Caballero's request. Commissioner Caballero requested to pull this item for further discussion after the Board and Staff executives return from the Asset Management retreat. The Asset Management retreat is scheduled for November 17, 2017.

**Motion:** Commissioner Caballero moved to table Item No. 4 until the next Regular Board Meeting on December 7, 2017. Commissioner Adkisson seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Charles R. Munoz, Vice-Chair	X			
Jessica Weaver, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Francesca Caballero, Commissioner	X			
Charles Clack, Commissioner	X			
Marie R. McClure, Commissioner	X			

**Item 5:** Consideration and approval regarding Resolution 5761, authorizing the modification and extension of a revolving line of credit in the original face amount of \$3,000,000 from the Frost National Bank and authorizing the execution and delivery on behalf of San Antonio Housing Facility Corporation (SAHFC) of all required documents, certificates and agreements

Item No. 5 was pulled from a Consent item, as Commissioner Adkisson requested additional information regarding Frost Bank's competitive credit offerings. Diana Kollodziej Fiedler, Director of Finance and Accounting, addressed Commissioner Adkisson's question and explained to the Board that the line of credit is already in place and that the only charge SAHA is responsible for is the initiation fee of \$3,000.00, without any ongoing maintenance fees.

**Motion:** Commissioner Clack moved to approve Item No. 5. Commissioner Weaver seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Charles R. Munoz, Vice-Chair	X			
Jessica Weaver, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Francesca Caballero, Commissioner	X			
Charles Clack, Commissioner	X			
Marie R. McClure, Commissioner	X			

## CONSENT ITEMS

**Item 6:** Consideration and approval regarding Resolution 5762, authorizing the expenditure of additional funds for reconstruction of several canopy roofs at Lincoln Heights Courts to Garland/DBS, Inc., through the U.S. Communities Government Purchasing Alliance, for an amount not to exceed \$1,221,066.00  
Consent

**Item 7:** Consideration and approval regarding Resolution 5765, authorizing the award of contracts for pest control services for various SAHA Public Housing and administrative properties to Pest Management, Inc. (DBE) and Pied Piper Pest Control (ESBE, HABE, MBE, SBE, Section 3 Business) for an annual cumulative amount not to exceed \$500,000.00; both for a period of one year with the option to renew up to four additional one-year terms  
Consent

**Motion:** Commissioner Adkisson moved to approve Consent Items 6 and 7. Commissioner Clack seconded the motion. Approved..

Member	Aye	Nay	Absent At Time of Vote	Abstained
Charles R. Munoz, Vice-Chair	X			
Jessica Weaver, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Francesca Caballero, Commissioner	X			
Charles Clack, Commissioner	X			
Marie R. McClure, Commissioner	X			

Chair Munoz recessed for the San Antonio Housing Facility Corporation meeting at 1:10 p.m.

The regular board meeting was reconvened at 1:12 p.m.

**Item 8:** Update and discussion regarding the Procurement Activity Report  
Steven Morando, Director of Procurement and General Services, focused on highlighted pieces of the report and informed the Board that there were no Change Orders approved during the 3rd quarter of 2017; and that SAHA purchased a 2017 Chevrolet Silverado 1500 Pickup Truck in the amount of \$18,766.00, as a replacement vehicle for the Alazan-Apache Courts.

Mr. Morando also provided an extended preview of the current solicitations for advertisement and included the following: Fire Alarm and Fire Sprinkler Life-Safety Systems Inspection, and Testing and Repairs; Carpet Replacement and Installation Services; Unit Make Ready Services

for Public Housing; Automatic Door Maintenance and Repair; Automatic Gate Maintenance and Repair; Printing Services; Public Relations Consulting Services; Jobs Plus Program Management Consultant Services; Media Monitoring Solution Services; Physical Needs Assessment; Automated Fraud Hotline Services; Demolition Services for Infill Properties; Boiler Replacement and Relocation for Lila Cockrell; Public Relations Firm for DSNR Initiatives; Developer for Culebra Road Property; Website Redesign Services and Cloud Hosting; Printing Services; Broadband Feasibility Study; Resurfacing Services; Purchase of Two Pickup Trucks for Beacon Communities; Plumbing Services; Security Guard Services for Beacon Communities; Purchase of Utility Cart for Beacon Communities; Phone System Upgrade; Docusign Software; and, Disaster Mitigation Services.

During the report, Commissioner Caballero and Commissioner Weaver inquired about availability of the latest Physical Needs Assessment (PNA), and if a current PNA would be available for review during the Asset Management Retreat. Thomas Roth, Director of Asset Management, informed the Board that it takes SAHA approximately seven months to complete a new PNA and the current PNA that would be used for the meeting would be the 2012 report. Mr. David Nisivoccia added that the report would be reviewed with inflationary factors during the meeting.

Another item discussed regarding the Procurement Report, was the solicitation for Public Relations Consulting Services and the Website Redesign Services. Commissioner Caballero recommended to have only one primary agency to help build the entire messaging strategy to tell SAHA's story. President and CEO of SAHA, Mr. David Nisivoccia, informed the Board that he would like the new Director of Communications to help make the decisions regarding the evaluation of solicitations for public relations, web-design and communications and mentioned that the job description for Director of Communications has evolved and the qualifications will include a heavier background in social media communication.

**Item 9: Update and discussion regarding the October 19, 2017, Resident Services Committee Meeting**

Commissioner Clack provided an update of the topics discussed at the meeting held at the Alazan-Apache Courts:

**Update and discussion regarding the Community Development Initiatives Report**

Mr. Adrian Lopez, Director of Community Development Initiatives, provided an update and brief snapshot of the major activities and events that have been completed in 2017, such as the EIF Education Summit, Resident Council training, food distributions, the EIF golf tournament and most recently, National Night Out activities. The upcoming events include: ConnectHome training for the Resident Council members and preparations for the 20th Annual Golden Gala on December 20, 2017.

**Update and discussion regarding the Recognition of Outside Partners**

Mr. Lopez recognized the following organizations who have partnered with SAHA to provide adult education and workforce services: Workforce Solutions Alamo, United Way of San Antonio and Bexar County, Alamo Colleges, Goodwill Industries, South Texas Leadership Center, and Waste Management.

**Update and discussion regarding the report on Transportation Options for Elderly/Disabled Population**

Mr. Lopez provided an update of the current organizations SAHA is working with to provide transportation services to the elderly and disabled population. Mr. Lopez also informed the



Board that a transportation needs assessment survey will be conducted by the end of the first quarter of 2018.

After Commissioner Clack's report, Commissioner McClure recommended changing the name of the gala and changing the start and end time of the event, because most seniors like to leave earlier. Commissioner McClure also commented that last year the Prayer/Moment of Silence was removed from the program and the noise level of music was too loud, not allowing for conversations. Mr. David Nisivoccia, President and CEO and Adrian Lopez, Director of Community Development Initiatives, agreed to address Commissioner McClure's concerns and will look into improving the event for seniors concerning earlier bus rides and addressing the sound of the music on the day of the event.

Commissioner McClure also shared her disappointment of only fifteen residents attending the Resident Services Committee meeting that was held at Alazan-Apache Courts. Mr. Nisivoccia informed the Board that Alazan-Apache is a family public housing development and that most residents work during the times that the SAHA meetings are held, as compared to the participation of residents in elderly and disabled housing properties.

Commissioner Weaver inquired about the issues the Alazan-Apache residents are concerned about regarding police protection and communication with the property managers. Domingo Ibarra, Director of Security, provided information concerning the positive existing relationship SAHA has with the police department and that property managers are well informed of police and arrest reports.

**Item 10: Update and discussion regarding the October 19, 2017, Special Board Meeting**

The update and discussion regarding the October 19, 2017, Special Board Meeting report was not read by Commissioner Munoz during the meeting. Commissioner Munoz announced the report was available for review in the Commissioner's packet.

**Item 11: President's Report**

- Sponsorship Committee Report
- Habitat for Humanity Building Event
- Home Buyer Readiness Classes
- Recognition of SAHA Veterans
- 20th Annual Golden Gala
- SAHA Holiday Closure
- List of Proposed Holidays for 2018

**Item 12: \*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).

- Westside Choice

**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).

- Discussion of the claim of Madlyn Lane

**Consultation with Attorney**

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

- Legal matter regarding 2012 Operating Subsidy

Vice Chair Munoz recessed for closed session at 2:25 p.m.

The regular board meeting was reconvened at 4:38 p.m.

**Motion:** After returning from Closed Session, Commissioner Clack moved to approve the option contract as discussed in closed session. Commissioner Adkisson seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Charles R. Munoz, Vice-Chair	X			
Jessica Weaver, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Francesca Caballero, Commissioner	X			
Charles Clack, Commissioner	X			
Marie R. McClure, Commissioner	X			

**Item 13: Citizens to be Heard**

Talina Douressaux  
Silvia Nova  
George Alejos  
Deborah Hernandez  
Francisca Chavez

**Item 14: Adjournment**

With no objections, Vice-Chair Munoz adjourned the meeting at 4:45 p.m.

**ATTEST:**

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**Morris A. Stribling, DPM**  
Chair

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**David Nisivoccia**  
President and CEO

\_\_\_\_\_  
**Date**

**MINUTES**  
**SAN ANTONIO HOUSING FACILITY CORPORATION**  
**November 2, 2017**

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

**DIRECTORS PRESENT:**

Charles R. Munoz, Vice-Chair  
Thomas F. Adkisson, Director  
Charles Clack, Director  
Francesca Caballero, Director  
Marie R. McClure, Director  
Jessica Weaver, Director

**DIRECTORS ABSENT:**

Morris A. Stribling, DPM, Chair

**BOARD LEGAL COUNSEL:**

Doug Poneck, Escamilla & Poneck, LLP

**STAFF:**

David Nisivoccia, President and CEO  
Muriel Rhoder, Chief Administrative Officer  
Ed Hinojosa, Chief Financial Officer  
Adrian Lopez, Director of Community  
Development Initiatives  
Janie Rodriguez, Director of Human Resources  
Brandee Perez, Director of Federal  
Housing Programs  
Diana Kollodziej Fiedler, Director of  
Finance and Accounting

Steven Morando, Director of Procurement and  
General Services  
Hector Martinez, Director of Construction  
Services and Sustainability  
Domingo Ibarra, Director of Security  
Thomas Roth, Director of Asset  
Management  
Richard Milk, Director of Policy and Planning

**Item 1: Meeting called to order**

Vice-Chair Munoz called the meeting to order at 1:10 p.m.

**Item 2: Resolution 17FAC-10-19, authorizing the modification and extension of a revolving line of credit in the original amount of \$3,000,000 from the Frost National Bank and authorizing the execution and delivery on behalf of San Antonio Housing Facility Corporation (SAHFC) of all required documents, certificates and agreements (Ed Hinojosa, Chief Financial Officer; Diana Kolodziej Fiedler, Director of Finance and Accounting)**

Ed Hinojosa, Chief Financial Officer, and Diana Kolodziej Fiedler, Director of Finance and Accounting, informed the Board that the agency has a need to extend and modify the revolving line of credit to be used for short-term borrowing needs. SAHA has received a Preliminary Discussion Sheet from Frost Bank to extend and modify the Facility Corporation's \$3,000,000 revolving line of credit. The loan term will be for a period of three years at a rate equal to prime plus .25%. The all-in rate as of June 15, 2017, is 4.50%. A processing fee in the amount of \$3,000.00 will be payable by Borrower in immediately available funds upon the closing of the Loan.

**Motion:** Director Clack moved to approve Resolution 17FAC-10-19. Director Adkisson seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote
Charles R. Munoz, Vice-Chair	X		
Charles Clack, Director	X		
Francesca Caballero, Director	X		
Marie R. McClure, Director	X		
Jessica Weaver, Director	X		
Thomas F. Adkisson	X		

**Item 3: Adjournment.**

With no objections, Vice-Chair Munoz adjourned at 1:11 p.m.

**ATTEST:**

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**Morris A. Stribling, DPM**  
**Chair, Board of Directors**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**David Nisivoccia**  
**Secretary/Treasurer**

\_\_\_\_\_  
**Date**

**MINUTES  
SPECIAL BOARD MEETING  
November 16, 2017**

**SCHEDULED: 2:00 p.m. at Central Office, 818 S. Flores, San Antonio, TX, 78204**

**DIRECTORS PRESENT:**

Morris A. Stribling, DPM, Chair  
Thomas F. Adkisson, Director  
Francesca Caballero, Director  
Marie R. McClure, Director  
Jessica Weaver, Director

**DIRECTORS ABSENT:**

Charles R. Munoz, Vice-Chair  
Charles Clack, Director

**BOARD LEGAL COUNSEL:**

Doug Poneck, Escamilla & Poneck, LLP

**STAFF:**

David Nisivoccia, President & CEO  
SAHA staff

**Item 1: Meeting called to order**

Chair Stribling called the meeting to order at 3:10 p.m.

**Item 2: Closed Session:**

**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).

- Discussion of the claim of Madlyn Lane

**Motion:** After Closed Session discussion, the Board voted to accept the settlement of the claim of Madlyn Lane. Approved.

Member	Aye	Nay	Absent At Time of Vote
Morris A. Stribling, Chair	X		
Charles Clack, Director	X		
Francesca Caballero, Director	X		
Marie R. McClure, Director		X	
Jessica Weaver, Director	X		
Thomas F. Adkisson		X	

**Item 3:       Adjournment.**

With no objections, Chair Stribling adjourned at 4:02 p.m.

**ATTEST:**

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**Morris A. Stribling, DPM**  
**Chair, Board of Commissioners**

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**Date**

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**David Nisivoccia**  
**President and CEO**

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**Date**



**MINUTES  
SAN ANTONIO HOUSING AUTHORITY  
OPERATIONS AND CHOICE NEIGHBORHOOD COMMITTEE  
SPECIAL BOARD MEETING  
November 16, 2017**

**SCHEDULED: 2:00 p.m. at SAHA Central Office, 818 S. Flores St., San Antonio, TX, 78204**

**COMMISSIONERS PRESENT:**

Morris A. Stribling, DPM, Chair  
Francesca Caballero, Commissioner  
Thomas F. Adkisson, Commissioner  
Marie R. McClure, Commissioner  
Jessica Weaver, Commissioner

**COMMISSIONERS ABSENT:**

Charles Munoz, Vice Chair  
Charles Clack, Commissioner

**COUNSEL:** Doug Poneck, Escamilla &  
Poneck, LLP

**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  
Adrian Lopez, Director of Community  
Development Initiatives  
Janie Rodriguez, Director of Human  
Resources  
Jo Ana Alvarado, Director of Innovative  
Technology  
Diana Kollodziej Fiedler, Director  
of Finance and Accounting

Steven Morando, Director of Procurement and  
General Services  
Hector Martinez, Director of Construction Services  
and Sustainability  
Domingo Ibarra, Director of Security  
Lorraine Robles, Director of Development Services and  
Neighborhood Revitalization  
Thomas Roth, Director of Asset  
Management  
Richard Milk, Director of Policy and Planning  
Brandee Perez, Director of Federal Housing  
Programs

**Item 1: Meeting called to order**

Chair Stribling called the meeting to order at 2:04 p.m.

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

Lorraine Robles, Director of Development Services and Neighborhood Revitalization, provided updates regarding the housing components of the report. Ms. Robles reported that the Park at Sutton Oaks, Phase I development as a whole, is 94 percent occupied and 96 percent pre-leased. She also reported that Phase II is scheduled to be completed by January 2018.

Arrie Porter, Assistant Director of Choice Neighborhood Program, provided updates regarding neighborhood beautification and reported that a Request for Quote (RFQ) was issued to engage an Artist(s) for the development of projects at the park. The deadline for receipt of proposals was October 18, 2017, at 2:00 p.m.; however, no proposals were received. Two calls

were received to request extensions and the deadline was extended to October 25, 2017. Furthermore, Ms. Porter stated that overall trees that have been planted are thriving. She also reported that one tree was stolen and one tree was vandalized; however, staff will ask CoSA if replacements are possible.

Adrian Lopez, Director of Community Development Initiatives, reported on updates and accomplishments for the department, but focused on the chart he created regarding Wheatley household case management. The Board inquired of the vacancies, the eviction process, the healthcare issues (specifically, mental health issues of residents). Mr. Lopez and Ms. Brandee Perez provided responses and explanations regarding the Board's inquiries.

**Item 3: Update and discussion regarding Westside Choice Neighborhood activities**

President and CEO, Mr. David Nisivoccia, commended his staff for all of their hard work and dedication regarding the submission of the Choice Neighborhood Implementation grant application for approximately \$30,000,000 for the redevelopment of the Alazan Courts and surrounding neighborhood. Ms. Robles reported that a total of nine resident and community meetings have been conducted and that all stakeholders were generally in agreement and committed to work with SAHA toward a successful application, to include leverage letters and available data.

The Board also commended staff for their hard work and advised that in the event the grant is not awarded for the redevelopment of the west side, SAHA must be innovative with not only the data they have already gathered, but also with the positive relationships and partnerships they have established. The Board reaffirmed that SAHA must be aware of the fact that a revitalization project requires collaborated efforts and the support of others, as well.

**Item 4: Resolution 5767, authorizing the President and Chief Executive Officer to issue a Declaration of Official Intent (Designation of Qualified Tax Exempt Obligation) for all program expenditures related to project design and development of a self-managed energy performance contract, such that all expenditures are anticipated to be reimbursed through the proceeds of a potential tax exempt municipal lease purchase agreement for a self-managed energy performance contract**

Mr. Ed Hinojosa, Chief Financial Officer reported that to further SAHA's commitment towards sustainability, finance capital improvements, reduce utility costs, and increase resident comfort, SAHA implemented an Energy Performance Contract (EPC) in 2015, which included five properties containing 2,180 units. An EPC is a U.S. Department of Housing and Urban Development (HUD) approved financing mechanism to install energy and water conservation measures (ECMs), where the ECMs are financed through future energy savings. Mr. Hinojosa also explained to the Board that Resolution 5767, allows expenditures for program design and development for an EPC to be reimbursed from proceeds of a future tax exempt municipal lease purchase agreement not to exceed an aggregate amount of \$5,700,000.

SAHA intends to get reimbursed for such expenditures through the proceeds of a future/anticipated tax exempt municipal lease purchase agreement. Treasury Regulations Section 1.150-2 (Reimbursement Regulation) sets forth the rules for determining when proceeds of tax-exempt obligations are used to reimburse expenditures made prior to the date of issue of the tax-exempt obligations. Reimbursement Regulation requires that a declaration of official intent to reimburse the expenditures (Declaration of Official Intent) be made not later than sixty days after payment of the original expenditure and that an allocation in writing, evidencing use of proceeds of a reimbursement bond to reimburse an original expenditure, be

made within eighteen months after the later of the date the original expenditure is paid or the date the equipment is placed in service or abandoned, but in no event later than three years after the original expenditure is paid.

Resolution 5767, serves as SAHA's Declaration of Official Intent to be reimbursed for an EPC project design and for development related expenses from the proceeds of an anticipated tax exempt municipal lease purchase agreement.

**Motion:** Commissioner Adkisson moved to approve Resolution 5767. Commissioner Weaver seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Francesca Caballero, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

**Item 5:** **Resolution 5768, authorizing the San Antonio Housing Authority to execute or amend and deliver an equipment lease/purchase agreement not to exceed \$5,700,000 with respect to the acquisition, purchase, financing and leasing of certain equipment for the public benefit; authorizing the execution and delivery of documents required by the lender and the U.S. Department of Housing and Urban Development in connection therewith; and, authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution**

Mr. Hinojosa explained to the Board that Resolution 5767 and Resolution 5768 go hand in hand. The payments on the additional lease purchase financing will be funded from the projected cost savings generated by the Energy Conservation Measures (ECM) that have already been installed during Phase I of the Public Housing Energy Performance Contract (EPC), by extending the original five years of the projected energy savings to fifteen years of energy savings on select properties. This will require a new/amended lease purchase financing agreement in an amount not to exceed \$5,700,000, which is the sum of the current balance of the Phase I EPC loan (original balance \$3,637,964, which closed on October 14, 2015) and the new loan advance of \$2,000,000.

**Motion:** Commissioner McClure moved to approve Resolution 5768. Commissioner Adkisson seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Francesca Caballero, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

**Item 6: Resolution 5766, adopting the updated Housing Authority of the City of San Antonio, Texas Procurement Policy**

Due to the large amount of content, Resolution 5766, was brought back again as an agenda item from the October 19, 2017, Special Board Meeting. Steve Morando, Director of Procurement and General Services, reported that SAHA's revised comprehensive procurement policy complies with Federal, State and local laws and regulations; provides consistency, transparency, fairness, accountability and oversight; and optimizes competition and fostering economic opportunities for small, minority and women-owned businesses, as well as, Section 3 eligible residents.

HUD's adoption of 2 CFR 200 was intended to standardize rules and regulations for different Federal Agencies, which includes Procurement processes. Most of the changes are minimal and will not have any impact on SAHA's Procurement operations. The changes that do affect SAHA are identified below:

1. The Micro Purchase threshold amount has been changed to \$3,000, which represents an increase from our current \$2,000 amount (in 24 CFR 85.36 and in the HUD Procurement Handbook, currently in effect).
2. The new Small Purchase threshold (aka, Informal Solicitations) amount was increased from \$100,000 to \$150,000. Because we are subject to following the more stringent rules of either HUD, State or local laws and regulations, our threshold will remain at \$50,000, as required by the State of Texas.

Mr. Morando also reported that SAHA has reviewed and is recommending enhancements to the definitions section and changes in language, related to Change Orders, to include authority levels. The policy defines the authority of personnel involved in the Procurement process including the Contracting Officer and the Board of Commissioners, P-Cards, delegation of authority and appeals, as well as, a strong commitment to adhere to Board of Commissioners policy decisions. The Board received copies of the recommended policy with the replaced and requested changes shown in red.

**Motion:** Commissioner Weaver moved to approve Resolution 5766. Commissioner Caballero seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Francesca Caballero, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

**Item 7: Resolution 5763, authorizing the award of a contract for Roof Replacement at Frank Hornsby Apartments to Garland/DBS, Inc., through the U.S. Communities Government Purchase Alliance, for an amount not to exceed \$670,185.60**

Hector Martinez, Director of Construction Services and Sustainability, reported that the Frank Hornsby Apartment complex is a Public Housing Senior/Disabled community that was built in 1997. This community is located on the east side of San Antonio, in Council District 2, with fifty-eight, one-bedroom apartments. The buildings are wood framed, with a brick and siding facade, and a mix of one and two-story buildings. Due to the age and condition of the roofs at this apartment community, SAHA requires the services of a roofing contractor to provide comprehensive roof replacement.

Mr. Martinez has recommended that the contract for roof replacement be awarded to Garland/DBS, Inc. DBS, the general contractor for this project, obtained three bids for the roof repair and replacement at Frank Hornsby Apartments and is recommending contract award to their subcontractor Bravo Roofing. Bravo Roofing provided the lowest price to complete the project.

The cost for the Roof Replacement at Frank Hornsby Apartments is not expected to exceed an amount of \$670,185.60 to include a base bid amount of \$558,488.00, plus a 20% contingency of \$111,697.60, that will only be used, if necessary. This project will be funded by MTW funds.

**Motion:** Commissioner McClure moved to approve Resolution 5763. Commissioner Weaver seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Francesca Caballero, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

**Item 8: Resolution 5771, authorizing the award of a contract for underground utility locating services to Underground Services, Inc. dba SoftDig (SBE) for an annual cumulative amount not to exceed \$50,000.00; for a period of one year with the option to renew up to four additional one-year terms**

Mr. Morando and Mr. Martinez informed the Board that SAHA requires the services of a contractor to provide above-ground locating of underground utilities to include: electric cables and conduit, gas lines, phone lines, sewer pipes, sprinkler lines and pipes, storm drainage pipes, telecommunication lines, or any additional items needed by SAHA and its affiliated entities. Prior to any excavation work by staff or contractors, all utilities must be properly identified and marked. The locate services are performed by the contract vendor from the surface to identify all underground utilities.

On October 11, 2017, SAHA issued an "Invitation For Bids" (IFB) #1709-962-91-4718 for underground utility locating services, which closed on November 1, 2017. Three bids were received: Ground Penetrating Radar Systems, Inc. dba GPRS, Inc., Anne K. Monroe dba AK Utilities, and Underground Services, Inc. dba SoftDig (SBE). All bids were evaluated on the following criteria: purchase price, reputation of the bidder and its goods or services, quality of the goods or services, 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,

Underground Services, Inc. dba SoftDig is the lowest responsive and responsible bidder and is recommended for contract award. The cost for underground utility locating services is not expected to exceed an annual cumulative amount of \$50,000.00 and will be funded by the approved operating budgets.

**Motion:** Commissioner Adkisson moved to approve Resolution 5771. Commissioner Caballero seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Francesca Caballero, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

**Item 9: Resolution 5772, authorizing the award of a contract for Cross Creek Burned Unit #1503 Rehabilitation to Calidad, LLC (ESBE, SBE, WBE) for an amount not to exceed \$136,308.60**

Mr. Martinez reported that on October 19, 2017, SAHA issued an "Invitation For Bids" (IFB) #1710-909-62-4728 for Cross Creek Burned Unit #1503 Rehabilitation, which closed on November 3, 2017. A total of three bids were received: All Pro General Construction (DBE, ESBE, HABE, MBE, SBE, Section 3 Business), Calidad, LLC (ESBE, SBE, WBE), and Geofill Material Technologies (SBE). All bids were evaluated on the following criteria: purchase price, reputation of the bidder and their goods or services, quality of the goods or services, 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, Calidad, LLC is the lowest responsive and responsible bidder and is recommended for contract award.

The cost for the comprehensive rehabilitation at Cross Creek Burned Unit #1503 is not expected to exceed an amount of \$136,308.60 to include a base bid amount of \$108,998.00, plus unit prices in the amount of \$4,592.50, and a 20 % contingency in the amount of \$22,718.10, which will only be used as necessary. This project will be funded with insurance proceeds in the amount of \$54,643.18 with the remainder to be paid from CFP funds.

**Motion:** Commissioner Adkisson moved to approve Resolution 5772. Commissioner Caballero seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Francesca Caballero, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			



**Item 10: Resolution 5770, approving the 2018 Payment Standard Schedule at 90% of the FY 2018 Fair Market Rents for the Housing Choice Voucher Program**

Ms. Brandee Perez, Director of Federal Housing Programs, informed the Board that the U.S. Department of Housing and Urban Development (HUD) publishes fair market rents (FMRs) annually for each area of the United States and requires each housing authority to adopt a payment standard schedule for each FMR area in its jurisdiction. The FY 2018 FMRs represent an across-the-board increase for the San Antonio-New Braunfels Metropolitan Statistical Area (MSA). The increases vary by unit size from \$26 (0 BR) to \$97 (6BR). To that end, staff believes that these increases are consistent with today's current market trends and will expand the housing opportunities for our program participants. In September 2017, HUD published the FY 2018 FMRs. HUD allows housing authorities to establish the payment standard amounts at any level between 90% and 110% of the published FMR. The payment standard amounts are used to calculate the subsidy payment for participants. The recommended payment standards will be effective for all HAP contracts with an effective date of January 1, 2018, or later. Implementation will consist of a twelve month phase-in for participants that have a reexamination effective on or after this date and applicable to all new admission contracts effective on or after this date. Ms. Perez also explained that there is an estimated impact to the Housing Assistance Payment (HAP) Contracts of 4.12%. However, due to biennial and triennial recertifications, the increase will be phased in over a period of three years. The following table represents the 2018 SAHA Payment Standard and HUD Fair Market Rent Comparison:

**Table 1. 2018 SAHA Payment Standard and HUD Fair Market Rent Comparison**

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
2017 Payment Standard Schedule	582	695	868	1146	1376	1582	1789
2017 HUD Fair Market Rents	623	768	964	1273	1529	1758	1988
Percentage of FMR	93%	90%	90%	90%	90%	90%	90%
2018 Payment Standard Schedule	584	721	901	1189	1444	1661	1877
2018 HUD Fair Market Rents	649	801	1001	1321	1604	1845	2085
Percentage of FMR	90%	90%	90%	90%	90%	90%	90%

**Motion:** Commissioner Caballero moved to approve Resolution 5770. Commissioner Adkisson seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Francesca Caballero, Commissioner	X			
Thomas F. Adkisson, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

**Item 11: Resolution 5773, authorizing the submission of a disposition and demolition application to the U.S. Department of Housing and Urban Development for the site known as Tampico Warehouse AMP TX006000001 Alazan/Guadalupe, the sale and long term lease**

**of such property and its improvements and the execution of documents necessary to consummate such actions**

Mr. Timothy Alcott, Real Estate and Legal Services Officer, reported that on May 3, 2012, the San Antonio Housing Authority Board of Commissioners approved the process to dispose of the Tampico Warehouse. The approval stated that the warehouse will be sold and the proceeds used to sustain existing Public Housing units and/or develop new affordable housing for low income households. Later on December 6, 2012, the SAHA Board approved the disposition and authorized the application to HUD for disposition of the Tampico Warehouse. Unfortunately, additional planning was necessary, and this caused major delays in the submission of the disposition application. As the process of the disposition application moved forward and the documents required for disposition were being compiled, SAHA determined that the disposition and demolition of the non-dwelling Tampico Warehouse structure is in the best interest of the agency, its residents, and is consistent with its Moving to Work Plan goals, and is otherwise in concurrence with the United States Housing Act of 1937. Therefore, SAHA is no longer proceeding with the disposition application, but instead submitting a disposition and demolition application. The vacant building is aging, has been vandalized, and is currently in need of utility service and HVAC repairs. Such repairs are not feasible due to the costs, lack of funds and the administrative burden that would result in the fulfillment of such requirements. SAHA intends to redevelop the vacant land for the development and construction of a new multi-family apartment complex that is sustainable and located with employment, education, health and economic development opportunities.

Such redevelopment will necessitate the sale and transfer of site control of the property and all improvements to a limited partnership, in which a SAHA affiliate controls the General Partner of the partnership, once SAHA obtains HUD disposition and demolition approval. In order to proceed with this planned ownership structure, SAHA must first submit a disposition and demolition application to the U.S. Department of Housing and Urban Development for review and approval. SAHA, Mission DG, LTD. and COSA, as partners, will coordinate the re-development phasing plan with the City's infrastructure improvement plan to maximize funding and impact. This development activity is consistent with SAHA's Affordable Housing Preservation & Expansion Policy and its Two-Year Work Plan.

Mr. Alcott also explained the financial impact for this request and said that during the initial seven years, the pro-rata sharing of cash flows from deferred and developer fees will be 75% to Mission DG, LTD and 25% to SAHA. The developer has also agreed to increase the cash flow to a 50% split for the final eight years of the 4% tax credit period. Sale of the Property to the San Antonio Housing Facility Corporation (SAHFC) or Las Varas Public Facility Corporation (Las Varas PFC) will be based on an independent appraisal to be procured by SAHA. SAHA is planning to use the land proceeds towards the cost of abatement and demolition requirements. The land value will be described in the purchase contract; however, SAHA will retain the responsibility to remediate and demolish the existing structures and infrastructure.

**Motion:** Commissioner Weaver moved to approve Resolution 5773. Commissioner Caballero seconded the motion. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Francesca Caballero, Commissioner	X			

Thomas F. Adkisson, Commissioner	X			
Marie R. McClure, Commissioner	X			
Jessica Weaver, Commissioner	X			

**Item 12: Update and discussion regarding the Home Buyer Readiness Program**

Ms. Lori Hall, Assistant Director of Real Estate and Homeownership, provided a recap of the 2017 SAHA Home Buyer Readiness Program (HBR) and reported that staff has delivered eleven series of workshops and produced 290 graduates. Twelve families have notified staff of their home purchase. During the last Workshop series, forty-three individuals graduated and 97% of the class gave an excellent rating on evaluations. HBR Workshops are generally filled to capacity. Participants reflect all generations of home buyers from young, newly married couples, to Baby Boomers. Individuals pay \$30.00 to attend two workshops held over two consecutive months. SAHA staff provides activities for children over seven years of age, so that single parents may attend the Workshops. Since January, twenty-seven volunteers who are experts from the residential realty, lending, and insurance field, have donated twenty volunteer hours and have delivered home buyer education information to SAHA's HBR participants. Participants must attend a one hour orientation session before reserving a seat in the HBR Classes. Since January, over 207 individuals attended the orientation session. The rate of people who attend HBR Orientations and then pay to take the Workshops is 49%.

Staff's next goal is to become certified HUD Housing Counselors and to certify the HBR Program. This certification is now a requirement as of HUD's Final Rule for Housing Counseling Certification in December 2016. Housing counseling provided in connection with all HUD programs will be administered by HUD-Certified Housing Counselors. Certification testing began in August 2017, and SAHA staff is preparing to take this exam.

**Item 13: Closed Session:**

**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).

- Discussion of the claim of Madlyn Lane

**Motion:** After Closed Session discussion, the Board voted to accept the settlement of the claim of Madlyn Lane. Approved.

Member	Aye	Nay	Absent At Time of Vote	Abstained
Morris A. Stribling, DPM, Chair	X			
Francesca Caballero, Commissioner	X			
Thomas F. Adkisson, Commissioner		X		
Marie R. McClure, Commissioner		X		
Jessica Weaver, Commissioner	X			

The meeting was adjourned for the Special Board Meeting (Closed Session) at 3:07 p.m. The meeting was reconvened at 4:04 p.m.

**Item 14: Adjournment**  
Chair Stribling adjourned the meeting at 5:20 p.m.

**ATTEST:**

\_\_\_\_\_  
**Morris A. Stribling, DPM**  
**Chair, Board of Commissioners**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**David Nisivoccia**  
**President and CEO**

\_\_\_\_\_  
**Date**

**MINUTES  
SAN ANTONIO HOUSING AUTHORITY  
FINANCE COMMITTEE  
SPECIAL BOARD MEETING  
November 16, 2017**

**SCHEDULED: 3:30 p.m. at 818 S. Flores St., San Antonio, TX, 78204**

**COMMISSIONERS PRESENT:**

Morris A. Stribling, DPM, Chair  
Thomas F. Adkisson, Commissioner  
Francesca Caballero, Commissioner  
Marie R. McClure, Commissioner  
Jessica Weaver, Commissioner

**COMMISSIONERS ABSENT:**

Charles Munoz, Vice-Chair  
Charles Clack, Commissioner

**COUNSEL:** Doug Poneck, Escamilla &  
Poneck, LLP

**STAFF:**

David Nisivoccia, President and CEO  
Muriel Rhoder, Chief Administrative Officer  
Ed Hinojosa, Chief Financial Officer  
Janie Rodriguez, Director of Human  
Resources  
Jo Ana Alvarado, Director of Innovative  
Technology  
Diana Kollodziej Fiedler, Director of Finance  
and Accounting

Steven Morando, Director of Procurement and  
General Services  
Timothy E. Alcott, Real Estate and Legal Services Officer  
Domingo Ibarra, Director of Security  
Richard Milk, Director of Policy and Planning  
Brandee Perez, Director of Federal Housing  
Programs

**Item 1: Meeting called to order**

Committee Chair Adkisson called the meeting to order at 5:23 p.m.

**Item 2: Update and Discussion regarding the Quarterly Financial Report for the San Antonio Housing Authority**

Ms. Fiedler reported and provided the financial highlights of the San Antonio Housing Authority for the three months ending September 30, 2017. The results of operations for the three months ending September 30, 2017, reflect a surplus before non-cash items of \$3.0 million, which was \$1.0 million over budgeted projections. Total Operating Revenue was approximately \$1.6 million below budget, due to unfavorable variances of \$441,000 in tenant revenue, \$977,000 in Section 8 Housing Assistance Payment (HAP) Revenue, and \$175,000 in miscellaneous revenue. Total Operating Expenses ended the period \$2.1 million below budget, due primarily to favorable variances of \$979,000 in Section 8 HAP Expense, \$447,000 in Salaries and Benefits, and \$1.4 million in Other Expenses.

The Comparative Balance Sheet reflected an overall increase in Total Net Position of \$8.1 million from September 30, 2016, to September 30, 2017. Total Assets increased \$12.2 million due to increases of \$11.5 million and \$5.5 million in Current Assets and Other Non-Current Assets, respectively, offset by a \$4.7 million decrease in Fixed Assets. The complete Quarterly

Financial for the San Antonio Housing Authority was provided to the Board in the Finance Committee final packet.

**Item 3: Presentation**

The SAHA Pension Plan Audit was presented by Marc Sewell of RSM US LLP, a leading provider of audit, tax and consulting services focused on the middle market.

**Item 4: Update and Discussion regarding the Pension Plan Audit for the period of January 1, 2016 to December 31, 2016**

As RSM presented on the SAHA Pension Plan Audit, Muriel, Rhoder, Chief Administrative Officer, provided additional information and insight regarding Pension Plan Audit, which is subject to a yearly audit. The audit was conducted by RSM US LLP, commenced on May 15, 2017, and covered January 1, 2016, through December 31, 2016. Generally, the audit did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there was a lack of authoritative guidance or consensus. The audit identified a material weakness related to the oversight of key functions outsourced to third party providers and related financial reporting. Also, one large transaction for the plan was not properly recorded in the financial statements.

SAHA has identified an Accounting Supervisor in the Finance and Accounting department that will review all financial documents supplied by the third party providers. The Director of Human Resources will be responsible for the review of Service Organization Control (SOC) reports for the various entities responsible for the day to day management of the Plan and implementation of necessary internal controls.

SAHA has also met with representatives of Frost Bank to discuss these findings and to establish additional protocols and procedures to prevent future issues. Frost Bank personnel have recommended that SAHA review other financial services organizations, as a possible replacement to OneAmerica. This review is currently ongoing and further communication on this will be provided upon a final decision.

**Item 5: Update and Discussion regarding the Internal Audit Department**

Due to time constraints, Item #5. was deferred to the next Finance Meeting date of February 15, 2018. The Board was also advised that the position for Director of Internal Audit has been posted.

The Board also agreed to change the start time of the Finance Committee Meetings from 3:30 p.m. to 12:30 p.m.

**Item 6: Adjournment**

With no objections, Committee Chair Adkisson adjourned the meeting at 5:57 p.m.

**ATTEST:**

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**Thomas F. Adkisson**  
**Chair, Finance Committee**

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**Date**



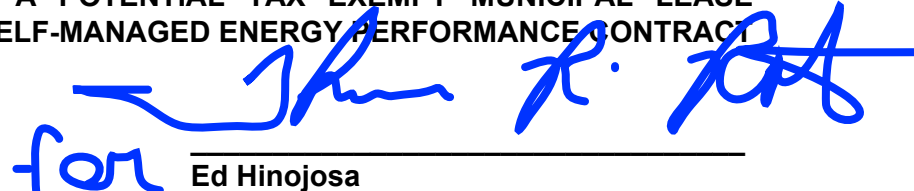
**David Nisivoccia**  
**President and CEO**

**Date**

## BOARD OF COMMISSIONERS

**RESOLUTION 5767, AUTHORIZING THE PRESIDENT AND CHIEF EXECUTIVE OFFICER TO ISSUE A DECLARATION OF OFFICIAL INTENT (DESIGNATION OF QUALIFIED TAX EXEMPT OBLIGATION) FOR ALL PROGRAM EXPENDITURES RELATED TO PROJECT DESIGN AND DEVELOPMENT OF A SELF-MANAGED ENERGY PERFORMANCE CONTRACT, SUCH THAT ALL EXPENDITURES ARE ANTICIPATED TO BE REIMBURSED THROUGH THE PROCEEDS OF A POTENTIAL TAX EXEMPT MUNICIPAL LEASE PURCHASE AGREEMENT FOR A SELF-MANAGED ENERGY PERFORMANCE CONTRACT**

  
\_\_\_\_\_  
**David Nisivoccia**  
President and CEO

for  **Ed Hinojosa**  
Chief Financial Officer

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 5767, authorizing the President and Chief Executive Officer to issue a Declaration of Official Intent (Designation of Qualified Tax Exempt Obligation) for all program expenditures related to project design and development of a self-managed energy performance contract, such that all expenditures are anticipated to be reimbursed through the proceeds of a potential tax exempt municipal lease purchase agreement for a self-managed energy performance contract.

**FINANCIAL IMPACT:**

This resolution allows expenditures for program design and development for an energy performance contract (EPC) to be reimbursed from proceeds of a future tax exempt municipal lease purchase agreement not to exceed an aggregate amount of \$5,700,000.

**SUMMARY:**

To further the San Antonio Housing Authority's (SAHA's) commitment towards sustainability, finance capital improvements, reduce utility costs, and increase resident comfort, SAHA implemented an Energy Performance Contract in 2015, which included five properties containing 2,180 units. An EPC is a U.S. Department of Housing and Urban Development (HUD) approved financing mechanism to install energy and water conservation measures (ECMs), where the ECMs are financed through future energy savings.

SAHA previously made board approved expenditures for consulting services provided by Denver Housing Authority (DHA) and anticipates making additional expenditures for the project development of an EPC Phase I (B). Additional expenditures will fund activities including legal fees, and other related consulting and transaction costs.

SAHA intends to get reimbursed for such expenditures through the proceeds of a future/anticipated tax exempt municipal lease purchase agreement. Treasury Regulations Section 1.150-2 (Reimbursement Regulation) sets forth the rules for determining when proceeds of tax-exempt obligations are used to reimburse expenditures made prior to the date of issue of the tax-exempt obligations.

Reimbursement Regulation requires that a declaration of official intent to reimburse the expenditures (Declaration of Official Intent) be made not later than sixty days after payment of the original expenditure and that an allocation in writing, evidencing use of proceeds of a reimbursement bond to reimburse an original expenditure, be made within eighteen months after the later of the date the original expenditure is paid or the date the equipment is placed in service or abandoned but in no event later than three years after the original expenditure is paid.

Resolution 5767, serves as SAHA's Declaration of Official Intent to get reimbursed for an EPC project design and for development related expenses from the proceeds of an anticipated tax exempt municipal lease purchase agreement.

**STRATEGIC GOAL:**

Preserve and improve existing affordable housing resources and opportunities.

**ATTACHMENT:**

Resolution 5767

**SAN ANTONIO HOUSING AUTHORITY  
RESOLUTION 5767**

**RESOLUTION 5767, AUTHORIZING THE PRESIDENT AND CHIEF EXECUTIVE OFFICER TO ISSUE A DECLARATION OF OFFICIAL INTENT (DESIGNATION OF QUALIFIED TAX EXEMPT OBLIGATION) FOR ALL PROGRAM EXPENDITURES RELATED TO PROJECT DESIGN AND DEVELOPMENT OF A SELF-MANAGED ENERGY PERFORMANCE CONTRACT, SUCH THAT ALL EXPENDITURES ARE ANTICIPATED TO BE REIMBURSED THROUGH THE PROCEEDS OF A POTENTIAL TAX EXEMPT MUNICIPAL LEASE PURCHASE AGREEMENT FOR A SELF-MANAGED ENERGY PERFORMANCE CONTRACT**

**WHEREAS**, the San Antonio Housing Authority (SAHA), has and is expected to expend additional funds for energy studies, technical assistance, legal services, engineering, architectural, pre-construction pricing, and other services related to program design for a self-managed energy performance contract (EPC); and

**WHEREAS**, SAHA intends and reasonably expects that expenditures made for such efforts will be reimbursed through the proceeds of a potential tax exempt municipal lease purchase agreement for an EPC; and

**WHEREAS**, this resolution acts as a Declaration of Official Intent; Designation of Qualified Tax Exempt Obligation. This is a Declaration of Official Intent within the meaning of Treasury Regulations Section 1.150-2 for such related expenditures.

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

- 1) Approves Resolution 5767, authorizing the President and Chief Executive Officer to issue a Declaration of Official Intent (Designation of Qualified Tax Exempt Obligation) for all program expenditures related to project design and development of a self-managed energy performance contract, such that all expenditures are anticipated to be reimbursed through the proceeds of a potential tax exempt municipal lease purchase agreement for a self-managed energy performance contract; and
- 2) Authorizes the President and Chief Executive Officer, or designee, to execute all necessary documents associated with this transaction.

**Passed and approved the 7th day of December 2017.**

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**Morris A. Stribling, DPM**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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**David Nisivoccia**  
**President and CEO**

## BOARD OF COMMISSIONERS

RESOLUTION 5768, AUTHORIZING THE SAN ANTONIO HOUSING AUTHORITY TO EXECUTE OR AMEND AND DELIVER AN EQUIPMENT LEASE/PURCHASE AGREEMENT NOT TO EXCEED \$5,700,000 WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT FOR THE PUBLIC BENEFIT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED BY THE LENDER AND THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT IN CONNECTION THEREWITH; AND, AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION

  
\_\_\_\_\_  
David Nisivoccia  
President and CEO  
\_\_\_\_\_  
Ed Hinojosa  
Chief Financial Officer**REQUESTED ACTION:**

Consideration and approval regarding Resolution 5768, authorizing the San Antonio Housing Authority to execute or amend and deliver an equipment lease/purchase agreement not to exceed \$5,700,000 with respect to the acquisition, purchase, financing and leasing of certain equipment for the public benefit; authorizing the execution and delivery of documents required by the lender and the U.S. Department of Housing and Urban Development in connection therewith; and, authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution.

**FINANCIAL IMPACT:**

The payments on the additional lease purchase financing will be funded from the projected cost savings generated by the Energy Conservation Measures (ECM) that have already been installed during Phase I of the Public Housing Energy Performance Contract (EPC), by extending the original five years of the projected energy savings to fifteen years of energy savings on select properties. This will require a new/amended lease purchase financing agreement in an amount not to exceed \$5,700,000, which is the sum of the current balance of the Phase I EPC loan (original balance \$3,637,964, which closed on October 14, 2015) and the new loan advance of \$2,000,000.

**SUMMARY:**

In 2015, the San Antonio Housing Authority (SAHA) implemented an EPC. The HUD Public Housing EPC program is an innovative financing technique that uses future cost savings generated from reduced energy consumption to repay the cost of installing water and energy ECMs and other capital improvements. SAHA included the following properties in the EPC Program, including upgrades to 2,180 homes. Further Details can be found in attachment A.

- Alazan/Apache
- Alazan (Guadalupe subdivision)

- Lincoln Heights
- Cassiano Homes
- Victoria Plaza
- Villa Tranchese
- Fair Avenue

During the design phase of the EPC in 2015, SAHA was exploring possible redevelopment plans for Alazan/Apache, Alazan Guadalupe, Lincoln Heights, and Cassiano Homes using a HUD Choice Neighborhood Grant. To allow flexibility with these properties in the future, SAHA's approved EPC plan captured only energy savings on these properties for five years instead of the fifteen years utilized for the rest of the properties in the EPC program. By reducing the savings of these properties to five years, in lieu of fifteen years, the overall EPC project savings decreased, which in turn supported less debt service payments, ultimately decreasing the amount of the overall funding available to implement ECMs.

In addition, during the design phase of the Phase I EPC, SAHA elected to undertake a comprehensive modernization at Victoria Plaza and postponed the installation/construction of EPC ECMS on Victoria Plaza with plans of incorporating the EPC ECMs into the scope of the the larger modernization project.

SAHA staff has decided to apply for a Choice Neighborhood Implementation Grant for the Alazan/Apache multifamily development. With no plans for redevelopment of Alazan Guadalupe, Lincoln Heights, and Cassiano, SAHA staff is electing to extend the terms of these properties within the EPC from five years to fifteen years allowing SAHA to capture additional utility savings equating to approximately two million dollars. SAHA will use this two million dollars of additional funds to help finance the modernization of Victoria Plaza as outlined in attachment A. SAHA will finance these excess savings through an amendment to their existing Tax Exempt Municipal Lease Purchase Agreement with Bank of America.

**STRATEGIC GOAL:**

Preserve and improve existing affordable housing resources and opportunities.

**ATTACHMENTS:**

Summary of allocation of proposed financing proceeds (Exhibit A)  
Resolution 5768

## Attachment A

EPC Financing Summary				
	Original EPC Details 2015	Updated EPC Details <i>Forecasted</i> 2/9/2018	Proposed EPC Details <i>Forecast</i> 2/9/2018	Additional Principal for Victoria Plaza
Term	15 years	13 years	13 years	
Remaining Principal Amount	\$3,637,000	\$ 3,227,000	\$ 5,227,000	\$ 2,000,000
Rate		3.26%	3.26%	

Victoria Plaza EPC - Budget/Scope Details			
Energy Conservation Measures	Original EPC Budget	Proposed EPC Funds	Additional Funds
Low-Flow Fixture Installation	\$ 36,595	\$ 200,000	\$ 163,405
Lighting Retro - Common Area & Ext	\$ 43,362	\$ 252,764	\$ 209,402
Lighting Retro - In Unit	\$ 28,650	\$ 252,764	\$ 224,114
Space Heating Plant Optimization	\$ 5,000	\$ 555,000	\$ 550,000
CWP Demo & Air Handling Unit Repl	\$ 60,000	\$ 1,218,043	\$ 1,158,043
Thermo Controls Mech Rm Exh Fans	\$ 1,000	\$ 30,000	\$ 29,000
Window Replacement	\$ 700,000	\$ 487,131	\$ (212,869)
	<b>\$ 874,607</b>	<b>\$ 2,995,702</b>	<b>\$ 2,121,095</b>
EPC Phase IB Development Costs			\$ (115,000)
Excess EPC Construction Budget Savings			\$ 236,095
<b>Additional Principal From Bank of America</b>			<b>\$ 2,000,000</b>

**SAN ANTONIO HOUSING AUTHORITY  
RESOLUTION 5768**

**RESOLUTION 5768, AUTHORIZING THE SAN ANTONIO HOUSING AUTHORITY TO EXECUTE OR AMEND AND DELIVER AN EQUIPMENT LEASE/PURCHASE AGREEMENT NOT TO EXCEED \$5,700,000 WITH RESPECT TO THE ACQUISITION, PURCHASE, FINANCING AND LEASING OF CERTAIN EQUIPMENT FOR THE PUBLIC BENEFIT; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED BY THE LENDER AND THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT IN CONNECTION THEREWITH; AND, AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION**

**WHEREAS**, the San Antonio Housing Authority (SAHA), (Lessee), a body politic and corporate duly organized and existing as a political subdivision, municipal corporation or similar public entity of the State of Texas, is authorized by the laws of the State of Texas to purchase, acquire and lease personal property for the benefit of the Lessee and its inhabitants and to enter into contracts with respect thereto; and

**WHEREAS**, the Lessee desires to purchase, acquire and lease certain equipment with a cost not to exceed \$5,700,000 with an interest rate not to exceed 3.5% constituting personal property necessary for the Lessee to perform essential governmental functions (Equipment); and

**WHEREAS**, in order to acquire such equipment, the Lessee proposes to enter into and or amend that certain Equipment Lease/Purchase Agreement (Agreement) with Bank of America or one of its affiliates (Lessor); and

**WHEREAS**, the governing body of the Lessee deems it for the benefit of the Lessee and for the efficient and effective administration thereof to enter into the Agreement and the documentation related to the financing of the Equipment for the purchase, acquisition and leasing of the equipment to be therein described on the terms and conditions therein provided.

**NOW, THEREFORE, BE IT RESOLVED**, by the SAHA Board of Commissioners, the governing body of the SAHA, as follows:

The terms, authorizations and transactions set forth in and contemplated by this resolution are subject to the receipt by the Lessee of an approval letter from the U.S. Department of Housing and Urban Development (HUD) with respect to the EPC project contemplated herein.

**Section 1. Acquisition and Installation of the Equipment.** SAHA Board of Commissioners hereby authorizes and directs the acquisition and installation of the Equipment and provision of all security interests or encumbrances on the Equipment associated with this financing transaction, as provided in the Agreement.

**Section 2. Approval of Documents.** The form, terms and provisions of the Agreement and the Escrow Agreement are hereby approved as presented at this meeting, with such insertions, omissions and changes as shall be approved by the President and CEO of the Lessee or other members of the governing body of the Lessee executing the same, the execution of such



documents being conclusive evidence of such approval; and the President and CEO of the Lessee is hereby authorized and directed to execute, and the President and CEO of the Lessee is hereby authorized and directed to attest and countersign the Agreement and any related Exhibits attached thereto and the Escrow Agreement and to deliver the Agreement (including such Exhibits) and the Escrow Agreement to the respective parties thereto, and the President and CEO of the Lessee is hereby authorized to affix the seal of the Lessee to such documents.

**Section 3. Other Actions Authorized.** The officers and employees of the Lessee shall take all action necessary or reasonably required by the parties to the Agreement and the Escrow Agreement to carry out, give effect to, and consummate the transactions contemplated thereby (including the execution and delivery of Acceptance Certificates and any tax certificate and agreement, as contemplated in the Agreement) and to take all action necessary in conformity therewith, including, without limitation, the execution and delivery of any closing and other documents required to be delivered in connection with the Agreement and the Escrow Agreement.

**Section 4. No General Liability.** Nothing contained in this Resolution, the Agreement and the Escrow Agreement nor any other instrument shall be construed with respect to the Lessee as incurring a pecuniary liability or charge upon the general credit of the Lessee or against its taxing power, nor shall the breach of any agreement contained in this Resolution, the Agreement and the Escrow Agreement or any other instrument or document executed in connection therewith impose any pecuniary liability upon the Lessee or any charge upon its general credit or against its taxing power, except to the extent that the Rental Payments payable under the Agreement are special limited obligations of the Lessee, as provided in the Agreement.

**Section 5. Appointment of Authorized Lessee Representatives.** The President and CEO, Chief Financial Officer, and Director of Finance and Accounting of the Lessee are hereby designated to act as authorized representatives of the Lessee for purposes of the Agreement and the Escrow Agreement, until such time as the governing body of the Lessee shall designate any other or different authorized representative for purposes of the Agreement and the Escrow Agreement.

**Section 6. Designation for Purposes of Section 265(b)(3) of the Internal Revenue Code of 1986.** The governing body of the Lessee hereby designates the Agreement as a "qualified tax-exempt obligation" for purposes and within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

**Section 7. Severability.** If any section, paragraph, clause or provision of this Resolution shall for any reason be held to be invalid or unenforceable, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

**Section 8. Repealer.** All bylaws, orders and resolutions or parts thereof, inconsistent herewith, are hereby repealed to the extent only of such inconsistency. This repealer shall not be construed as reviving any bylaw, order, resolution or ordinance or part thereof.

**Section 9. Effective Date.** This Resolution shall be effective immediately upon its approval and adoption.

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

1. Approves Resolution 5768, authorizing the San Antonio Housing Authority to execute or amend and deliver an equipment lease/purchase agreement not to exceed \$5,700,000 with respect to the acquisition, purchase, financing and leasing of certain equipment for the public benefit; authorizing the execution and delivery of documents required by the lender and the U.S. Department of Housing and Urban Development in connection therewith; and, authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution.
2. Authorizes the President and CEO, or designee, to execute all necessary documents associated with this transaction.

**Passed and approved the 7th day of December.**

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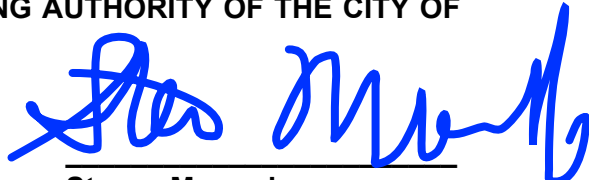
**Morris A. Stribling, DPM**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

---

**David Nisivoccia**  
**President and CEO**

## BOARD OF COMMISSIONERS

**RESOLUTION 5766, ADOPTING THE UPDATED HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS PROCUREMENT POLICY**  
\_\_\_\_\_  
**David Nisivoccia**  
**President and CEO**  
\_\_\_\_\_  
**Steven Morando**  
**Director of Procurement**  
**and General Services****REQUESTED ACTION:**

Consideration and approval regarding Resolution 5766, adopting the updated Housing Authority of the City of San Antonio, Texas Procurement Policy.

**FINANCIAL IMPACT:**

None.

**SUMMARY:**

The Housing Authority of the City of San Antonio, Texas (SAHA's) current Procurement Policy was approved by the Board of Commissioners on August 6, 2009. Previously, Public Housing Authorities (PHA) were under the requirements of Title 24 of the Code of Federal Regulations (CFR) part 85.36. The U.S. Department of Housing and Urban Development (HUD) revised those requirements to Title 2 CFR part 200.317 through 200.326. This required PHAs to revise and update their Procurement Policies to conform to the revised regulations. We are also recommending additional revisions to the agency's procurement policy and procedures, all of which require approval, by SAHA's Board of Commissioners.

SAHA's revised comprehensive procurement policy complies with Federal, State and local laws and regulations; provides consistency, transparency, fairness, accountability and oversight; and optimizes competition and fostering economic opportunities for small, minority and women-owned businesses, as well as, Section 3 eligible residents.

HUD's adoption of 2 CFR 200 was intended to standardize rules and regulations for different Federal Agencies, which includes Procurement processes. Most of the changes are minimal and will not have any impact on SAHA's Procurement operations. The changes that do affect SAHA are identified below:

1. The Micro Purchase threshold amount has been changed to \$3,000, which represents an increase from our current \$2,000 amount (in 24 CFR 85.36 and in the HUD Procurement Handbook currently in effect).

2. The new Small Purchase threshold (aka, Informal Solicitations) amount was increased from \$100,000 to \$150,000. Because we are subject to following the more stringent rules of either HUD, State or local laws and regulations, our threshold will remain at \$50,000, as required by the State of Texas.

PHAs are also subject to the HUD Handbook 7480.2, Revision 2, which has not yet been updated by HUD. As such, there may be minor differences in the content of the current 24 CFR 85.36 and the new 2 CFR 200. Our agency will adopt the new regulations, while utilizing the content of the current HUD Handbook.

We have reviewed and are also recommending enhancements to our definitions section and changes in language, related to Change Orders, to include authority levels. The policy defines the authority of personnel involved in the Procurement process including the Contracting Officer and the Board of Commissioners, P-Cards, delegation of authority and appeals, as well as, a strong commitment to adhere to Board of Commissioners policy decisions.

Attached is the recommended policy with the replaced and requested changes shown in red.

**STRATEGIC GOAL**

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

**ATTACHMENTS:**

Resolution 5766

Procurement Policy and Procedures (with changes from the previous policy shown in red)

**San Antonio Housing Authority  
Resolution 5766**

**RESOLUTION 5766, ADOPTING THE UPDATED HOUSING AUTHORITY OF THE CITY OF SAN ANTONIO, TEXAS PROCUREMENT POLICY**

**WHEREAS**, the Housing Authority of the City of San Antonio, Texas (SAHA) was established as a Texas Housing Authority in 1937 in order to operate Public Housing in the City of San Antonio, Texas; and

**WHEREAS**, the Commissioners of SAHA are responsible for the adoption of its policies under its Rules of Governance; and

**WHEREAS**, SAHA acknowledges that the public trust demands consistency, accountability, transparency and fairness in all procurements and as such requires the establishment of policies governing the purchase of goods, supplies and services; and

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) requires PHAs to establish a written procurement policy; and

**WHEREAS**, Public Housing Authorities (PHAs) were under the procurement requirements of Title 24 of the Code of Federal Regulations (CFR) part 85.36. HUD revised those requirements to Title 2 CFR part 200.317 through 200.326; and

**WHEREAS**, this required PHAs to revise and update their procurement policies to conform to the revised regulations. Additional revisions to the agency's procurement policy and procedures are also recommended, all of which require approval by SAHA's Board of Commissioners.

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

- 1) Approves Resolution 5766, adopting the updated Housing Authority of the City of San Antonio, Texas Procurement Policy.

**Passed and approved the 7th day of December 2017.**

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**Morris A. Stribling, DPM**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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**David Nisivoccia**  
**President and CEO**

# SAN ANTONIO HOUSING AUTHORITY PROCUREMENT POLICY AND PROCEDURES

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## PROCUREMENT POLICY

### INTRODUCTION:

This Procurement Policy (Policy) is established for the Housing Authority of the City of San Antonio, Texas, hereafter referred to as SAHA, for the acquisition of goods, supplies, commodities, materials, professional services, management and maintenance and repair services, construction services, equipment, and insurance in accordance with and subject to all federal, state and local laws, rules, codes and regulations including but not limited to the Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD), HUD Handbook 7460.8, Rev. 2, "Procurement Handbook for Public Housing Agencies", **HUD Handbook 7401.5 "Public and Indian Housing Property/Casualty Insurance Requirements,"** HUD Handbook 1530.1, "Litigation Handbook", HUD Guidebook 7485. 3G, "Comprehensive Grant Program Guidebooks," the procurement standards of **Title 2 Code of Federal Regulations, Part 200 (200.118 through 200.226), referred to as "2 CFR 200". Title 24 Code of Federal Regulations Part 85.36,** American Recovery and Reinvestment Act, **HUD Notice PIH 2009-12,** SAHA's Fraud Prevention Policy, Code of Ethics, Conflict of Interest Policies as well as various HUD Notifications of Funding Availability (NOFA), and State of Texas Government and Local Government Codes.

### I. GENERAL PROVISIONS

#### A. PURPOSE

The purpose of this Policy is to:

1. Provide for the fair and equitable treatment of all persons or firms involved in purchasing by SAHA;
2. Assure that all goods, supplies, commodities, services, equipment, and insurance are procured legally, efficiently, effectively, and at the most favorable terms available to SAHA and consistent with good business practices;
3. Promote competition in contracting;
4. Provide safeguards and internal controls for maintaining a procurement system of the highest quality and integrity;
5. Provide consistency and transparency in all procurement activities;
6. Foster growth of small, minority and women-owned businesses;
7. **Foster growth of Section 3 Business Enterprises;**
8. Provide economic opportunities for extremely low, very-low and low income persons especially those residing in public housing, and
9. Ensure comprehensive planning for all procurements to include the drafting of scopes of work and specifications that are comprehensive in nature and address all foreseeable issues.



## **B. APPLICATION**

This Policy applies to all activities to the extent required by law for the procurement of goods, supplies, commodities, services, construction, insurance, and equipment by SAHA, its instrumentalities and affiliates. It shall apply to all expenditures of funds by SAHA for public purchasing regardless of the source of funds **(to include grants)**, including contracts which do not involve an obligation of funds, such as concession **type** contracts **and Purchasing and Travel cards**; however, nothing in this policy shall prevent SAHA from complying with the terms and conditions of any grant, contract, gift, required reimbursement or bequest that is otherwise consistent with law. The term "procurement," as used in this Policy, includes contracts, modifications, amendments and change orders, as well as the purchase, lease or rental of supplies, goods, commodities, materials, equipment, construction, maintenance, and other services, **including those covered under properly established interlocal agreements. This Policy shall also govern procurements made by P-card or other purchasing cards.** This Policy shall not govern the following items: purchases or sale of real property, loan transactions and documents, employment contracts, limited partnership agreements, award of housing or other vouchers to non-profit agencies, and housing assistance payment contracts.

## **C. DELEGATED AUTHORITY**

In adopting this Policy, the Board of Commissioners authorizes the President and CEO, who shall be referred to as the Contracting Officer for SAHA, to approve and implement appropriate procurement procedures that are consistent with this Policy. The President and CEO will ensure that procedures are implemented consistent with this Policy and all federal, state and local laws and ensure employees are held accountable for all violations of this Policy, laws, rules, regulations and the implemented procedures. **The President and CEO may delegate the Contracting Officer's responsibilities and authority; however, this must be documented in writing. The delegated authority will stay in effect until canceled or superceded in writing by the President and CEO.** While the Board of Commissioners retains the authority to approve all contracts and all expenditures in excess of the Contracting Officer's delegated authority, the Contracting Officer or his/her designee is hereby authorized to enter into contracts or commit funds up to \$50,000 per contract. The Contracting Officer or his/her designee is hereby authorized to approve change orders to contracts and authorize the expenditure of additional funds up to **\$25,000 per change order with a cap of** \$50,000 per contract or 25% of the original contract value whichever is less. In no event shall changes to contracts exceed 25% as limited by state law. The Contracting Officer or his/her designee will maintain a log of all executed change orders **of Board approved awards contract** indicating the amount and purpose of the change and report the information to the Board of Commissioners on a quarterly basis.

In addition, the Contracting Officer or his/her designee shall have the authority to approve all contract modifications and contract amendments to include contract extensions **of time** and change orders not involving the expenditure of additional funds above and beyond **the** approved contract amount. In addition, the Contracting Officer or his/her designee shall have the authority to exercise options to renew contracts that he/she deems to be in the best interest of SAHA **and/or was included in the original contract approval**. During an emergency as defined below, the Contracting Officer or his/her designee may approve any procurement of goods, supplies, materials, services or equipment needed to mitigate the emergency regardless of the dollar amount provided that the nature and value of said purchases, if such purchases exceed delegated authority, shall be reported to the Board of Commissioners consistent with this Policy. The Contracting Officer shall have the authority to enter into intergovernmental/**interlocal** agreements not to exceed the delegated authority to purchase supplies and services deemed beneficial to SAHA as allowed by law. The Contracting Officer may delegate in writing any and all authority granted by the Board of Commissioners for procurement as he/she determines such delegation to be in SAHA's best interest. Such delegated authority shall not be reassigned without the written approval of the President/CEO.

**D. AMENDMENTS TO POLICY AND PROCEDURES**

While the Procurement Policy will be only amended through resolution and approval of the Board of Commissioners, the operational procurement procedures to execute the Procurement Policy shall be established by the President/CEO and do not require approval by the Board of Commissioners to establish and/or amend. In addition, a system of sanctions for violations of ethical standards and operational procurement procedures and all applicable laws, rules and regulations governing procurement shall be established and enforced. In the event an applicable law or regulation is modified or eliminated, or a new law or regulation is adopted, the revised law or regulation shall, to the extent inconsistent with this Policy, automatically supersede this Policy. Such changes shall be communicated to the Board of Commissioners and the SAHA staff in a timely manner to ensure compliance.

**E. EMERGENCY PROCUREMENTS**

An emergency for the purposes of this Policy is defined as an event which requires immediate action in order to prevent a hazard to life, health, safety, welfare or property or to avoid undue additional cost to SAHA.

In case of an "emergency", as defined above, the Contracting Officer or his/her designee shall have the ability to conditionally override this Policy only to the extent necessary to ensure the continued operation of SAHA and mitigate the

emergency. If expenditures to mitigate the emergency exceed the delegated authority of the Contracting Officer, the Contracting Officer shall seek ratification of such expenditures at the next regularly scheduled meeting of the Board of Commissioners. All such emergency procurements to the extent practical under the then existing circumstances shall be conducted in accordance with all laws, rules, regulations and codes.

**F. ETHICS IN PUBLIC CONTRACTING**

1. This Policy shall incorporate SAHA's adopted Fraud Prevention Policy, Code of Ethics and Conflict of Interest Policy with the following exception: in order to eliminate the potential appearance of impropriety in procurement activities, all employees assigned to the **Procurement Department** shall not receive anything of value from a Contractor or potential Contractor. The term value for purposes of this exception shall be liberally construed against the acceptance of any good or service. **In the event there are any questions regarding this restriction, the Contracting Officer will provide direction to staff (e.g., gifts and food products provided during holidays, vendor sponsored events, etc.).**
2. Prohibition against Contingent Fees: Contractors shall not retain a person to solicit or secure a SAHA contract for a commission, percentage, brokerage or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.
3. Former employees:
  - a. A former SAHA employee, officer, Commissioner or agent shall not knowingly act as a principal or agent for anyone other than SAHA in connection with any contract or claim in which said person participated personally and substantially through decision, approval, disapproval, recommendation, rendering of advice, investigation, or otherwise while a SAHA employee, officer or agent, where SAHA is a party or has a direct and substantial interest for a period of one year after employment ceases.
  - b. A former SAHA employee, Commissioner or officer shall not engage in selling or attempting to sell goods, supplies, materials, services or equipment to SAHA for a period of one year after such employment ceases. The term "sell" means signing a bid or proposal; negotiating a contract; contacting any SAHA employee for the purpose of obtaining, negotiating or discussing changes in specifications, price, cost allowances or other terms of a contract; settling contract disputes; or

any other liaison activity with a view toward the ultimate consummation of a sale, even if the actual contract is negotiated by another person.

**c. The Contracting Officer, in consultation with legal counsel, shall be responsible for reviewing and ruling on questions that arise from this section of the policy.**

**G. OPEN RECORDS/RIGHT TO INSPECTION**

All information collected, acquired, submitted or prepared relating to a procurement after contract award shall be a matter of public record and open for inspection unless such information is **reviewed and** deemed proprietary, a trade secret, confidential by law, or exempted from disclosure by law.

**H. SANCTIONS AND PENALTIES**

This Policy and all procedures for its implementation establish standards of conduct for employees, Commissioners and Contractors that will assure the highest level of public service and promote transparency, accountability and fairness in the procurement process. Any violation of this Policy or procedure implementing this Policy will be subject to disciplinary actions up to and including the termination of employment consistent with SAHA's Personnel Policy and Procedures and termination of any contracts held by the Contractor. When negotiating and drafting contracts, SAHA shall take all reasonable precautions to mitigate loss to the agency and ensure a contractor's accountability. Such actions, as deemed appropriate under the circumstances then existing at the time of contract execution, may include but are not limited to the inclusion of liquidated damage clauses, and default provisions; however, at a minimum such actions must include clear performance standards for contractors. SAHA shall pursue all legal remedies to include but not limited to bond forfeiture, withholding of funds, termination for cause, liquidated damages, arbitration, debarment, suspension and litigation to ensure Contractors remain accountable to the public trust.

**I. CAPITAL FUND STIMULUS GRANT POLICY**

In order to expedite and facilitate the use of capital funds under the American Recovery and Reinvestment Act, the following policy for the use only of those funds is established and is hereby labeled as the Capital Fund Stimulus Grant Procurement Policy. All procurements executed by SAHA using these funds shall follow all laws, rules and regulations referenced within this Policy with the following exceptions: Any requirements relating to the procurement of goods and services arising under state and local laws and regulations shall not apply to Capital Fund Stimulus Grants; The procurement policy and procedures relating to change orders and use of contingency funds shall apply to the expenditure of these funds, and The small purchase limit above which SAHA shall formally solicit competitive bids or proposals shall be \$100,000. (formal bid/proposal). The

“Buy American requirements of Section 1605 of the Recovery Act” of 2009 shall be included as a part of any solicitation and award pertaining to procurements using Capital Fund Stimulus Grants.

**J. SELF-CERTIFICATION**

SAHA self-certifies that this Policy and its procurement system comply with all applicable Federal regulations; therefore, SAHA is exempt from prior HUD review and approval of individual procurement actions.

# PROCUREMENT PROCEDURES

## PROCUREMENT PROCEDURES

### II. OPERATIONAL PROCUREMENT PROCEDURES

- A. PURPOSE:** In an effort to guide all procurement activity of SAHA and insure that such activity follows the Procurement Policy and all laws, rules and regulations, the President and CEO establishes these operational procurement procedures and shall from time to time amend such procedures.
- B. DEFINITIONS:** The following definitions shall be used as guidance when procuring goods and services for SAHA:
1. “Aggregate” - whole expenditure for goods and services purchased within a certain time frame out of a particular National Institute of Government Purchasers (NIGP) category.
  2. “Change Order” - A modification made to the contract by the Contracting Officer under the authority of the contract’s Changes or modification clause. Only the specific changes permitted by the particular Changes or modification clause may be made under a change order (e.g. modify the drawings, design, specifications, method of shipping or packaging, place of inspection, delivery, acceptance, or other such contractual requirement; **see form HUD-5370**). All change orders must be within the scope of the contract. Change Orders shall be issued for only unforeseeable events not anticipated by the original contract but arise as a result of work performed under the contract.
  3. “Component purchases” - (**a form of “bid splitting”**) purchases of the component parts of an item that in normal purchasing practices would be purchased in one purchase. **A prohibited practice when employed to avoid procurement related thresholds. This practice should never be done intentionally.**
  4. “Contingency” - monetary reserve created in anticipation of foreseeable work within the scope of a project based upon experience and current conditions of the project but due to uncertainty, the total value of the work can not be accurately predicted at the time of drafting project specifications but unit prices for such work are included in contractor’s response to a solicitation. **The anticipated amount should be included when seeking approval from the Contracting Officer or the Board of Commissioners.**
  5. “Contract” – a mutually binding legal relationship obligating the seller to furnish the goods or services (including construction) and SAHA to pay for

them. It includes all types of commitments that obligate an agency to an expenditure of funds and that, except as otherwise authorized, are in writing. In addition to bilateral instruments, contracts include: contract awards and notice of awards, job orders or task letters issued under basic ordering agreements, requirement contracts, or definite or indefinite-quantity contracts, letter contracts, orders such as purchase orders, under which the contract becomes effective by written acceptance or performance, bilateral (two-party) contract modifications and various cooperative and interagency agreements. Grants and cooperative agreements covered by 31 U.S.C. 6301, et seq are not contracts.

6. "Contract Modification" or "Amendment" - Any written alteration to a contract executed by the Contracting Officer.
7. "Contracting Officer" - The President/CEO or the person designated in writing by the President/CEO with the authority to **make procurement related decisions as they relate to procurement methods, evaluation panel selections, change orders, other requests for procurement related actions**, enter into and/or administer contracts and make related determinations and findings.
8. "Contractor", **"Vendor" and "Consultant"** - As used herein means the person or entity entering into a contract with SAHA to perform all of the work required under the contract documents.
9. "Competitive Proposal" (RFP/RFQ) – A procurement method using the solicitation, evaluation, and negotiation of proposals instead of sealed bids. It is used for requirements exceeding SAHA's small purchase threshold when conditions are not appropriate for sealed bidding **due to the complexity of the required goods or services, the determination that factors other than price alone should be evaluated, the importance of qualifications or when required by laws.**
10. "Cost Analysis" - cost breakdown where the individual cost elements and profit for a procurement including the complexity and risk of the work, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance and industry profit rates in the area of similar work are analyzed for reasonableness.
11. "Emergency" - an event which requires immediate action in order to prevent a hazard to life, health, safety, welfare or property or to avoid undue additional cost to SAHA.



12. “Formal Bid” (IFB) – A bid which must be advertised and forwarded in a sealed envelope and be in conformance with a prescribed format to be opened at a specified time. **The requirement to conduct a formal bid process is currently \$50,000 and includes other advertising requirements that must be followed.**
13. “Independent Cost Estimate” (ICE) - An estimate is **generally** prepared by SAHA prior to obtaining offers. The degree of analysis will depend on the size and complexity of the purchase. This serves as SAHA’s yardstick as to the reasonableness of Contractor’s price and costs.
14. “Instrumentality” – A subsidiary branch of SAHA through which functions or policies are implemented.
15. “Intergovernmental”, **“Interlocal”** or “Interagency Agreement” - An agreement between SAHA and a Federal, State or local government agency (including other PHAs) for the provision of goods, supplies or services. The terms Cooperative Agreement, Intergovernmental Agreement, Consortium Agreement, **Memorandum of Understanding (MOU)** or Memorandum of Agreement are synonymous terms and may be used interchangeably.
16. “Labor surplus area business” – A business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the DOL in 20 CFR Part 654, Subpart A, and in the list of labor surplus areas published by the Employment and Training Administration.
17. “Minority Business Enterprise” - A business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to, African/Black Americans, Hispanic/Latino Americans, Native Americans, Asian Pacific Americans, Asian Indian Americans and Hasidic Jewish Americans.
18. “Noncompetitive Proposals” – Procurement through solicitation of a proposal from only one source, or after solicitation of a number of sources, competition is determined to be inadequate.

19. "Price Analysis" – An evaluation of price based on comparison to market prices, catalog prices, historical data, or other services.
20. "Procurement" – The acquiring by contract of goods, supplies and services, including construction through purchase, lease or other means. It begins at the point when SAHA establishes a need and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.
21. "Separate purchases" - (**a form of "bid splitting"**) purchases, made separately, of items that in normal purchasing practices would be purchased in one purchase. **A prohibited practice when employed to avoid procurement related thresholds. This practice should never be done intentionally.**
22. "Sequential purchases" - (**a form of "bid splitting"**) purchases, made over a period, of items that in normal purchasing practices would be purchased in one purchase. **A prohibited practice when employed to avoid procurement related thresholds. This practice should never be done intentionally.**
23. "Small Purchase Procedures" and **"Informal Purchase Procedures"** – A simplified method for acquiring goods, supplies, materials and services that do not exceed SAHA's small purchase threshold established by law. This is currently restricted to \$50,000 by state law, **which is the most restrictive governing SAHA's procurement activity**, except for projects funded by the American Recovery and Reinvestment Act. **Solicitations involving amounts less than the \$50,000 threshold are also referred to as "informal" and the methods chosen for these procurements (as approved by the Contracting Officer) may include email/phone quotes, and short solicitations ("Quick Quotes").**
24. "Small business" – A business, which is independently owned, not dominant in its field of operation and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards set by applicable law shall be used unless SAHA determines that their use is inappropriate.

25. "Services" – Include labor, professional services, management consulting services, or a combination of services and supplies which shall include but are not limited to construction projects.
26. "Section 3 business concern" – **Section 3 business concern means a business concern, as defined in this section— (1) That is 51 percent or more owned by Section 3 residents; or (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents; or (3) That provides evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in (1) or (2) above.**  
  
**(1) a business concern that is 51% or more owned by the residents of a housing development for which Section 3 funds are being expended, or whose full-time permanent work force includes these persons as employees in a proportion of not less than 30%; (2) a business that is 51% or more owned by Section 3 residents of other housing developments managed by SAHA, or whose full-time permanent work force includes these persons as employees in a proportion not less than 30%; (3) HUD youthbuild programs being carried out in the metropolitan area in which Section 3 covered assistance is expended; (4) business concern that is 51% or more owned by Section 3 residents (defined in part as any low or very low income person of the metropolitan area) or whose full-time permanent work force includes no less than 30% Section 3 residents or that subcontract in excess of 25% of the total amount of subcontracts to business concerns.**
27. "Section 3 Resident" - for the purposes of this policy, those individuals that are eligible for Section 3 status, but may or may not be currently residing in a public housing or Section 8 property.
28. "Women-owned business" – a business that is at least 51% owned by a woman or women who are U.S. citizens and also controls or operates the business.

#### **C. PROCUREMENT AUTHORITY AND RESPONSIBILITY**

While the President and CEO serves as the contracting officer, management and all employees are ultimately responsible and accountable for complying with this Policy and related procurement procedures that are adopted administratively by

the President and CEO or his/her designee. Management and all employees shall ensure that all procurement activity of SAHA is conducted consistent with the best interest of SAHA and applicable laws, rules and regulations. Because planning is essential to managing the procurement function properly, all employees are responsible for periodically reviewing records of prior purchases, as well as future needs, to:

1. Identify patterns of procurement actions that could be performed more efficiently or economically;
2. Maximize competition and competitive pricing among contracts and decrease SAHA's procurement costs;
3. Reduce SAHA's administrative costs;
4. Ensure that supplies and services are obtained without any need for reprocurement or the resolution of bid protests, and
5. Minimize errors that occur when there is inadequate lead time. In addition, all employees shall also consider storage, security and handling requirements when planning the most appropriate purchasing actions.

**1. RESPONSIBILITIES OF DEPARTMENT DIRECTORS**

All Department Directors are responsible for managing the procurement related activities of their departments, for ensuring staff compliance with the Policy and all implemented procedures, laws, rules and regulations, and for the following:

- a. Identifying a procurement need, communicating such need to SAHA's Procurement Department for solicitations, contracts, contract amendments, contract extensions, contract modifications and change orders, developing appropriate scopes of work and project specifications that are clear, objective, not restrictive of competition and comply with all adopted procedures and all laws, rules and regulations and reviewing proposed solicitations and contracting actions to ensure that they meet all identified needs;
- b. Developing an Independent Cost Estimate prior to solicitation, evaluating the most economical, equitable, and efficient approach to a procurement based upon this estimate and communicating such estimate to SAHA's Procurement Department;

- c. Establishing a contract administration system within his/her department to identify and document contractors' performance/conformance with the terms, conditions, and specifications of contracts and purchase orders and subsequently communicating with SAHA's Procurement Department about such performance;
- d. Assigning a responsible party to each procurement and ensuring that he/she understands his/her responsibilities and roles in procurement including those related to budget management and regulatory compliance, and are provided with sufficient training and ongoing supervision;
- e. Providing clear policy direction to subordinates responsible for managing projects;
- f. Coordinating with SAHA's Finance and Accounting Department to ensure that sufficient funding is available to accomplish work desired;
- g. Inspecting goods and services provided to ensure compliance with contract terms and specifications;
- h. Ensuring the receipt of all requisitions in the JD Edwards computer system within 3 business days of satisfactory performance of a service or physical receipt of goods or that procurement is notified within 3 business days of disputes;
- i. Conducting a Cost Analysis or Price Analysis in accordance with the selected procurement method;
- j. Inputting requisitions and receiving purchase orders prior to the commencement of work or ordering goods unless such procurement is in response to an emergency. If the procurement is in response to an emergency, the requisition must be inputted into JD Edwards no later than the next business day;
- k. Informing the Director of Procurement or his/her designee about the existence of an emergency;
- l. Establishing quality control mechanisms for all procurement activities within his/her department, **to include auditing 4% of all requisitions monthly by the department director and ensuring**

**that property managers and the district managers audit 10% of the requisitions monthly, and**

- m. Ensuring accountability in performance evaluations for employees engaged or overseeing procurement activities.

**2. RESPONSIBILITIES OF CHIEF ~~FINANCIAL~~ ADMINISTRATIVE OFFICER**

The Chief ~~Financial~~ Administrative Officer is responsible for the oversight of all procurement activity and enforcement of policies and procedures within SAHA and to ensure that all anticipated procurements are subject to an annual planning process to assure efficient and economical purchasing and establish expenditure patterns.

**3. RESPONSIBILITIES OF THE DIRECTOR OF PROCUREMENT**

In cooperation with the various Executive employees, Department Directors and staff, the Director of Procurement or his/her designee shall be responsible for ensuring the following:

- a. Compliance with the Policy, implemented procedures, laws, rules and regulations by reviewing and approving solicitations and contracts for SAHA;
- b. All expenditures are within the approval authority level within SAHA;
- c. Independent Cost Estimates are prepared prior to the solicitation;
- d. A Cost or Price Analysis is performed consistent with the selected procurement method prior to contract award or change order;
- e. Solicitations, contracts and change orders are in writing and clearly specify the desired goods and services;
- f. Development of contracts, contract modifications, contract extensions, and change orders in cooperation with Project Managers, legal counsel and Department Directors. **Any IT related purchases must be reviewed and approved by the Innovative Technology Director prior to submissions to the Procurement Department for solicitation;**
- g. Contracts are supported by sufficient documentation regarding the procurement process, including, at a minimum, the method of

procurement chosen **and approved by the Contracting Officer**; the solicitation documents, bids or proposals received, the rationale for selecting or rejecting bids or proposals and the basis for contract price;

- h. The dollar amount of a contract is not exceeded without authority;
- i. Coordinating, hearing and recommending decisions to the Contracting Officer on all bidding and selection-related protests and appeals relating to procurement;
- j. Maintaining the official and original **solicitation and** contract files for SAHA;
- k. Establishment of an agency-wide vendor performance system, and
- l. Auditing 10% of all purchase orders on a monthly basis to ensure compliance with all laws, rules and regulations, including the procurement policy and implemented procedures and directives.

**4. RESPONSIBILITIES OF DIRECTOR OF FINANCE AND ACCOUNTING**

The Director of Finance and Accounting or his/her designee in coordination with the various Department Directors is responsible for ensuring the following:

- a. Sufficient funding exists to accomplish the desired work,
- b. Expenditures are within Board-approved budgets and variances are reported to the Board of Commissioners, and
- c. Payment of all approved invoices according to the contract terms.

**III. PROCUREMENT METHODS**

**A. Selection of Method**

- 1. In order to directly purchase the required goods or services including construction and insurance, employees shall choose from the following procurement methods based upon the nature and anticipated dollar value of the total requirement. Purchases shall not be artificially divided so as to constitute component, sequential or separate purchases to avoid procurement requirements or requisition authority. The rationale for selection of the procurement unless obvious shall be stated in the procurement file.

2. During the procurement planning process if it is determined that the expenditure of any good, commodity, supply or service in the aggregate will exceed \$50,000 per calendar year, a formal procurement shall be conducted.
3. It shall be understood that credit cards or purchasing cards (P-cards) are not procurement methods but rather payment methods. All authorized users shall follow the procurement requirements stated within this procedure when making purchases with a credit card or purchasing card.
4. Ties in submitted proposals, bids or quotes shall be broken by casting lots as required by state law.

**B. Micro Purchases (not exceeding ~~\$2,000~~ \$3,000 in the aggregate)**

1. Employees are required to obtain a minimum one quote provided the quote is considered **fair and** reasonable. **In most cases, it is encouraged that multiple quotes be obtained, based on the nature of the goods or services being obtained.**
2. To the greatest extent feasible and to promote competition and support small, minority and women-owned businesses as well as Section 3 business concerns, purchases should be distributed among qualified sources. However, component, separate or sequential purchases shall not be allowed to circumvent **any laws or SAHA's** procurement policy or procedures.
3. Award shall be made to the qualified vendor that provides the "best value" to SAHA considering price and other rationally related factors deemed important such as experience and vendor's past performance .
4. The employee with assistance from SAHA's Procurement Department shall make a determination based upon recent research, experience or recent purchases that the price is **fair** and reasonable **and fair** prior to award.
5. Quotes may be obtained orally in person or by phone, by fax, in writing or email but must be documented and presented to the Procurement Department with purchase requisition or forwarded to the Procurement Department if purchased by credit card.

**C. Small Purchases (over ~~\$2,000~~ \$3,000 but not exceeding \$50,000 in the aggregate)**



1. Employees shall obtain a reasonable number of quotes preferably three. Employees shall attempt to solicit at least two quotes from historically underutilized businesses as listed by the Comptroller of the State of Texas.
2. To encourage competition and foster the growth of small and minority-owned businesses and Section 3 business concerns such purchases shall be distributed among qualified sources when feasible. However, component, separate or sequential purchases shall not be allowed to circumvent procurement policy or procedures.
3. Quotes may be obtained orally by telephone, fax, in writing or by email as allowed by law and regulations.
4. Award shall be made to the offeror providing the lowest acceptable quotation unless justified in writing based on price and other specified factors clearly identified in the solicitation.
5. The names, addresses and/or telephone numbers of the offerors and persons contacted, the date and amount of each quotations shall be documented and maintained as a public record unless otherwise provided in law or regulation. Such quotes shall be forwarded to Procurement Department with the purchase requisition.
6. Employees shall ensure that the price is reasonable and fair through a comparison of offers or by other means such as but not limited to prior purchases of the same nature, catalog prices, or personal knowledge.

**D. Purchases exceeding the \$50,000 small purchase threshold in the aggregate**

1. Sealed Bids: The preferred method for procuring goods, construction, supplies and non-complex service contracts. This method shall not be used when procuring Architectural and Engineering Services (A/E) **or other excluded categories of professional services**. Where deemed appropriate, multi-step bids may be utilized.
  - a. Conditions for use: Contracts shall be awarded based on competitive sealed bidding if the following conditions are present:
    - (1) a complete, adequate and realistic specification or purchase description is available;

- (2) two or more responsible bidders are willing and able to compete effectively for the work;
  - (3) the procurement lends itself to a firm fixed price contract; and
  - (4) the selection of the successful bidder can be made principally on the basis of price; however, the successful bidder must be deemed responsible.
- b. Solicitation and Receipt of Bids: An invitation for bids (IFB) shall be issued to include specifications and all contractual terms and conditions applicable to the procurement and a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the IFB. The IFB shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be time-stamped, secured in a safe place and not opened until the bid opening date and time. A bidder may withdraw his/her bid anytime prior to the bid opening.
- c. Bid Opening and Award: Bids shall be opened publicly and in the presence of at least one witness. An abstract of bids shall be recorded and the bids shall be available for public inspection. Award shall be made as provided in the IFB. If equal low bids are received from responsible bidders, award shall be made by drawing lots or similar random method stated in the IFB. If only one responsive bid is received from a responsible bidder, award shall not be made unless a cost or price analysis verifies the reasonableness of the price.
- d. Mistakes in Bids:
1. Correction or withdrawal of inadvertently erroneous bids may be permitted where appropriate anytime prior to the date and time of bid opening by written, faxed, or e-mail notice received in the office designated in the IFB.
  2. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of SAHA or fair competition shall be permitted. **If only one bid is submitted, however, negotiation of price is an acceptable option for SAHA to pursue.**

3. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw his/her bid if the mistake is clearly evident on the face of the bid or the bidder submits convincing evidence that a mistake was made. All decisions to allow withdrawal of bids after opening shall be supported by a written determination signed by the Contracting Officer or his/her designee.
4. If a mistake is made in an extended cost in a bid, the unit price in the bid shall prevail.

e. Bonds:

1. For construction contracts exceeding \$100,000, the contractor must submit the following unless otherwise exempted by law or regulations:
  - (a) a bid guarantee at the time of bid submittal for 5% of the bid price, and
  - (b) an assurance of completion as evidenced by a performance and payment bond in a penal sum of 100% of the contract price, separate performance and payment bonds, each for 50% or more of the contract price, 20% cash escrow, or a 25% irrevocable letter of credit.
  - (c) All bonds must be obtained from guarantee or surety companies acceptable to the U.S. Treasury (listed in U.S. Treasury Circular 570, commonly referred to as the T-list) and authorized to do business in the State of Texas. Individual sureties shall not be considered.
2. For all public work projects as defined by state law over \$25,000, Contractors shall execute a payment bond in the full amount of the contract price. Such bonds must be in compliance with (1)(c) above.
3. The Contracting Officer may establish bonding requirement for other procurement activity if deemed

to be in the best interest of SAHA and not unduly burdensome upon competition.

2. Competitive Proposals (preferred method for procuring professional services which allows for consideration of technical factors other than price, negotiations and withdrawal of proposal anytime prior to contract award)
  - a. Conditions for Use: Competitive Proposals including turnkey proposals for development may be used if there is an adequate method of evaluating technical proposals and if SAHA determines that conditions are not appropriate for the use of sealed bids. An adequate number of qualified sources shall be solicited.
  - b. Solicitation: Competitive proposals shall be solicited through a "Request for Proposals" (RFP) or Request for Qualifications (RFQ) issued by SAHA. The RFP shall clearly identify the relative importance of price and other evaluation factors and sub factors, including the weight given to each technical factor and sub factor. However, in RFQs price shall not be solicited in the proposal but shall be negotiated prior to award. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors and the content of their proposals until contract award.
  - c. Evaluation: Proposals shall be evaluated only on the criteria stated in the RFP. The price factor may be assigned a specific weight in the evaluation or may be considered in conjunction with technical factors. Proposals shall be evaluated by a panel with expertise on the subject matter. The Contracting Officer shall establish criteria for selecting panel members including standards for ensuring that panelists have no conflicts of interest with past or future work with SAHA or conflicts related to the RFP. The Procurement Department in cooperation with the department requesting the solicitation and Human Resources shall make recommendations for panel members to the Contracting Officer. A written justification must be prepared if a person is disqualified from seating

on a panel. The Procurement Department shall ensure that panel members are insulated in their evaluation activities from interference or input from others.

- d. Negotiation: All competitive proposals shall be subject to negotiations with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors specified in RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to, and advise offerors of, the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No offeror shall be provided information about any other offeror's proposal, and no offeror shall be assisted in bringing a proposal up to the level of any other proposal. Offerors shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline for receipt of best and final offers shall be established. "Auctioning" which is revealing one offeror's price in an attempt to get another offeror to lower their price) is prohibited.
- e. Award: After evaluation and negotiation, the contract shall be awarded to the responsive, responsible offeror whose qualifications, price and other factors are the most advantageous to SAHA.
- f. Architect/Engineer Services: These services are obtained by qualification based selection procedures (RFQ). Competitors' qualifications are evaluated based upon the criteria in the solicitation and the most qualified competitor is selected subject to the negotiation of fair and reasonable compensation. Price is not a factor in evaluation. Qualifications based selection procedures shall not be used to purchase other types of service even though architect/engineer firms are potential sources. **Additional categories that must follow the RFQ process are established by law and may be revised from time-to-time.**

### 3. **NONCOMPETITIVE PROPOSALS**

a. Conditions for use: Procurements shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids or competitive proposals, and one of the following applies:

- (1) The item is available only from a single source based on a good faith review of available sources;
- (2) An emergency as defined in the Policy exists and competitive procurements can not address the need in the timeframe allowed;
- (3) HUD authorizes the use of non competitive proposals; or
- (4) After solicitation of a number of sources, competition is determined inadequate.

b. Justification: Each procurement based on non competitive proposals shall be supported by a written justification and approval in writing by the Contracting Officer or his/her designee. Such justification at a minimum shall include the following items:

- (1) Description of the requirement;
- (2) History of prior purchases and their nature (competitive vs. noncompetitive);
- (3) The specific exemption identified above that applies to this procurement;
- (4) Statement as to the unique circumstances that require award by non competitive proposals;
- (5) Description of the efforts made to find competitive sources (advertisement in trade journals or local

publications, phone calls to local suppliers, issuance of written solicitation, etc);

- (6) Statement as to efforts that will be taken in the future to promote competition for the requirement; and
- (7) Signature of the Contracting Officer or his/her designee authorizing the procurement.

c. Price Reasonableness: The reasonableness of the price shall be determined by performing a cost analysis.

#### **F. COST AND PRICE ANALYSIS**

- 1. General: A cost or price analysis shall be performed for all procurement actions, including contract modifications or change orders. The degree of analysis shall depend on the complexity of the procurement. The strength of competition will typically be sufficient to determine price reasonableness in sealed bidding and small purchases.
- 2. Submission of Cost or Price Information: If the procurement is based on noncompetitive proposals or when only one offer is received in sealed bidding, or for other procurements as deemed necessary, each offeror shall submit a cost breakdown showing projected costs and profit; commercial pricing and sales information sufficient to enable SAHA to verify the reasonableness of the proposed price such as catalogs, or documentation that the price is set by law or regulation.
- 3. Cost Analysis: Cost analysis shall be performed if an offeror is required to submit a cost breakdown as part of its proposal. When a cost breakdown is submitted, a cost analysis shall be conducted on the individual cost elements and profit shall be analyzed separately by examining the complexity and risk of the work, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance and industry profit rates in the area of similar work. Costs shall be allowable only to the extent that they are consistent with applicable Federal cost principles. SAHA shall have a right to audit the contractor's books and records pertinent to such costs.

#### **G. CANCELLATION OF SOLICITATIONS**

- 1. Any solicitation may be cancelled before offers are due if SAHA no longer requires the goods, supplies, services, insurance or construction, SAHA can no longer reasonably expect funds to be available, proposed

amendments to solicitation would be of such magnitude that a new solicitation would be desirable or other similar reasons.

2. A solicitation may be cancelled and all bids or proposals rejected if the need for the goods, supplies, services, insurance or construction no longer exists at SAHA, ambiguous or otherwise inadequate specifications were part of the solicitation, the evaluation criteria did not include consideration of all factors significant to SAHA, prices exceed budgetary allocations and quantity can not be SAHA adjusted to come within available funds, bids or proposals were submitted in bad faith or were collusive in nature, or in the best interest of SAHA.
3. The reasons for cancellation shall be documented in the procurement file and all offerors shall be notified of such action and given an opportunity to compete on any resolicitation or future procurement of similar items.
4. If a solicitation is cancelled because all offers were unreasonable or after receipt of only one bid, SAHA may resolicit using other procurement methods

#### **H. COOPERATIVE PURCHASING**

SAHA may enter into Federal, State or local intergovernmental agreements to purchase or use common goods, insurance and services based upon economy and efficiency when contracts have been competitively awarded. All intergovernmental agreements shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment and other relevant terms and conditions. SAHA is encouraged to use Federal and State excess and surplus property instead of purchasing new equipment, goods, supplies and property whenever such use is feasible and reduces project costs. The supplies, goods, equipment and services obtained under a cooperative purchasing agreement must have been procured in accordance with all laws, rules and regulations.

#### **I. CONTRACTING WITH RESIDENT ORGANIZATIONS**

Notwithstanding the provisions above pertaining to full and open competition in procurements, the Contracting Officer may authorize use of the "alternative procurement process" to limit competition to resident-owned businesses or contract on a non-competitive basis with a resident management corporation, to the extent such procurement is deemed reasonably priced and will assist SAHA in meeting its Section 3 goals.

#### **J. CONTRACTING FOR LEGAL SERVICES**



Contracting for legal services shall be conducted in accordance to all applicable laws, rules, regulations and policy guidelines.

#### **IV. CONTRACTOR QUALIFICATIONS AND DUTIES**

##### **A. CONTRACTOR RESPONSIBILITY**

Procurement shall be conducted only with responsible contractors, for example, those who have the technical and financial competence to perform and who have a satisfactory record of integrity and safety on the job. Before awarding a contract, SAHA shall review the proposed contractor's ability to perform the contract successfully by considering factors such as the contractor's integrity, compliance with public policy, record of past performance and financial and technical resources to perform the work in the timeframe required and according to the stated specifications and scope of work. If a contractor is found to be not responsible, a written justification for such finding must be placed in the procurement file.

##### **B. SUSPENSION AND DEBARMENT**

Contracts shall not be awarded to debarred, suspended or ineligible contractors under HUD-imposed limited denial of participation in accordance with federal and state laws, rules and regulations. All contractors shall be checked prior to award for failure to pay franchise tax to the State of Texas, inclusion on the excluded parties list, limited denial list and state of Texas debarment lists.

##### **C. ORGANIZATIONAL CONFLICTS OF INTEREST**

1. "Organizational conflict of interest" is a situation in which the nature of the work to be performed under a SAHA contract and a contractor's organizational, financial, contractual or other interest are such that the contractor possesses an unfair competitive advantage in competing for the contract, the award may result in an unfair competitive advantage for future work or the contractor's objectivity in performing the contract work may be impaired.
2. SAHA shall neutralize such conflicts by requiring contractors to disclose any such conflicts when they submit their offers and exclude contractors who provide services relating to studies or specification writing from competing for any subsequent contract which is based on such services.

#### **V. TYPES OF CONTRACTS, CLAUSES AND CONTRACT ADMINISTRATION**

##### **A. CONTRACT TYPES**

Pursuant to law, any type of contract which is appropriate to the procurement and which will promote the best interests of SAHA may be

used with the exceptions of cost plus a percentage of cost and percentage of construction cost methods. The following are some examples of permissible type of contracts: requirement contracts, indefinite quantity contracts, definite quantity contracts and cost reimbursement contracts if less costly and the contractor's accounting system can allocate costs based upon cost principles, and time and materials contracts that include a ceiling price.

**B. OPTIONS**

Options for additional quantities or performance periods may be included in contracts, provided that the option is contained in the solicitation, is a unilateral right of SAHA, the contract states a limit on the additional quantities and the overall term of the contract, the options are evaluated as part of the initial competition, the contract states the period within which the options may be exercised, the option may be exercised only at the price specified in the contract or reasonably determinable from the contract and may only be exercised if determined to be more advantageous to SAHA than conducting a new procurement. The Contracting Officer shall have the authority to execute such options.

**C. CONTRACT CLAUSES**

In addition to containing a clause identifying the contract type and pricing arrangements and pertinent terms and conditions, all contracts shall include any clauses either by attachment or incorporation required by federal statutes, executive orders, and their implementing regulations and state law.

**D. CONTRACT ADMINISTRATION**

SAHA shall maintain a contract administration system designed to ensure that contractors perform in accordance with their contracts. Operational procedures shall contain guidelines for inspection of supplies, services or construction, adherence to insurance requirements, as well as monitoring contractor performance, status reporting on construction contracts and similar matters to include compliance with the good faith utilization plan submitted by the contractor outlining subcontracting opportunities for small, minority and women-owned businesses and providing economic opportunities for Section 3 residents.

**E. CHANGE ORDERS and USE OF CONTINGENCY FUNDS**

Change orders and the use of contingency funds shall be minimized in all projects through adequate planning to include the drafting of scopes of work and specifications that are comprehensive in nature and address all foreseeable issues. Past experience with similar projects shall be one

guiding mechanism as to whether or not a condition is foreseeable. All change orders and contract modifications shall comply with the Changes clause in HUD 5370, HUD 5370-C~~1~~ and HUD 5370-EZ if applicable to the procurement. Change orders do not include foreseeable work within the scope of a project. Such foreseeable work shall be funded through contingency reserves.

All use of contingency funds must be pre-approved by the Contracting officer prior to commencement of work by the contractor. Change orders to contracts shall be administered in accordance with the following requirements:

1. All requests for change orders including orders for additional work and orders reducing work (credit change orders) submitted by Contractors or at the request of a Project Manager must be approved by Department Director or his/her designee, the Director of Procurement or his/her designee, **Department Officer or his/her designee**, the Chief Financial Officer **for amounts over \$2,500**, **Chief Operations Officer** and the Contracting Officer or his/her designee.
2. If the amount of the submitted change order **is \$25,000 or less and** does not exceed the \$50,000 cap per contract, the Contracting Officer shall be the final approval.
3. If the amount of a change order increases **or decreases** a contract by more than **\$50,000\$25,000 or more**, the Board of Commissioners shall be the final approval.
4. This change order procedure shall be applicable to all SAHA contracts.
5. The original contract price may not be increased by more than 25%. **If there is a decrease of more than 25%, approval of the contractor must be obtained.**
6. A cost analysis must be performed and submitted to the Procurement Department with the request for a change order.
7. Change orders shall not be divided or split to avoid the dollar threshold for Board approval.

## **VI. Appeal and Remedies**

**A. GENERAL**

It is SAHA's policy to resolve all contractual issues informally at SAHA's level without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at SAHA. When appropriate, SAHA may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute to help resolve the differences. HUD will only review protests in cases of violations of federal law or regulations or failure of SAHA to review a complaint or protest.

**B. BID PROTESTS**

Any actual or prospective contractor may protest the solicitation or award of a contract for material violation of SAHA's procurement policy. Any protest against a solicitation must be received before the due date for receipt of bids or proposals and any protest against the award of a contract must be received within ten calendar days after contract award or the protest will not be considered. All protests must be in writing and submitted to the Director of Procurement for a written decision. The Director of Procurement shall make a recommendation to the Contracting Officer who shall issue a written decision and findings to the Contractor within 30 days from receipt of the written protest. This decision is then appealable to the Board of Commissioners within 30 days of receipt of the written decision. Appeals which are not timely filed will not be considered and the decision becomes final.

**C. CONTRACT CLAIMS**

All claims by a contractor relating to performance of a contract shall be submitted in writing to the Director of Procurement. The contractor may request a conference on the claim. The Director of Procurement shall after investigation submit a recommendation to the Contracting Officer concerning the claim. The Contracting Officer shall inform the contractor in writing within 30 days of the conclusion of the investigation of his/her decision and inform the Contractor of his/her appeal right to the Board of Commissioners and to HUD. All appeals to the Board of Commissioners shall be received within 30 days of receipt of the written denial of the Contracting Officer or such claim will not be considered and the Contracting Officer's decision becomes final.

**VII. ASSISTANCE TO SMALL AND OTHER BUSINESSES INCLUDING SECTION 3 BUSINESS CONCERNS**

**A. REQUIRED EFFORTS**

1. In compliance with all laws, executive orders, rules and regulations, SAHA shall maximize all opportunities to ensure that small, minority-owned and woman-owned business enterprises, and individuals or firms located in or owned in substantial part by persons residing in the area of SAHA's housing developments to participate in SAHA contracting. SAHA's efforts to foster economic growth shall include but are not limited to the following:
  - a. Including such firms when qualified on solicitation mailing lists;
  - b. Encouraging the participation of such firms through direct solicitation of bids or proposals whenever they are potential sources;
  - c. Dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by such firms;
  - d. Provide training opportunities and intensive outreach;
  - e. Forming partnerships with community organizations with a commitment to assisting SAHA with this mission;
  - f. Requiring all contractors to submit utilization plans in formal bids and competitive proposals detailing their good faith efforts in creating economic opportunities for these groups; and
  - g. Requiring prime contractors, when subcontracting is anticipated, to also take the same steps outlined above to foster economic opportunities for these groups.

**B: GOALS AND TARGETS**

All procurement activities shall be periodically reviewed for participation by small businesses, minority-owned businesses, women-owned business enterprises, labor surplus area businesses, and Section 3 business concerns in SAHA prime contracts and subcontracting opportunities. In conjunction with the Board of Commissioners, SAHA will annually review its efforts in contracting with small, minority and women owned businesses and providing economic opportunities for Section 3 residents. Annual targets and aspirational goals for these programs shall be set in cooperation with the Board of Commissioners. A Contractor's

performance to meet such established goals unless a written justification for such failure is acceptable by the Contracting Officer shall be considered poor performance and will be a factor that is considered for future awards.

**VIII. DISPOSITION OF SURPLUS PROPERTY**

Personal and real property no longer necessary for SAHA's purposes shall be transferred, sold, or disposed of in accordance with applicable Federal, state and local laws and regulations. Contracting Officer shall be granted the authority to utilize online auctions for such services if deemed to be in the best interest of SAHA.

## BOARD OF COMMISSIONERS

RESOLUTION 5763, AUTHORIZING THE AWARD OF A CONTRACT FOR ROOF REPLACEMENT AT FRANK HORNSBY APARTMENTS TO GARLAND/DBS, INC., THROUGH THE U.S. COMMUNITIES GOVERNMENT PURCHASE ALLIANCE, FOR AN AMOUNT NOT TO EXCEED \$670,185.60



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David Nisivoccia  
President and CEO



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Steven Morando  
Director of Procurement  
and General Services



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Hector Martinez  
Director of Construction  
Services and Sustainability

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 5763, authorizing the award of a contract for Roof Replacement at Frank Hornsby Apartments to Garland/DBS, Inc., through the U.S. Communities Government Purchase Alliance, for an amount not to exceed \$670,185.60.

**FINANCIAL IMPACT:**

The cost for the Roof Replacement at Frank Hornsby Apartments is not expected to exceed an amount of \$670,185.60 to include a base bid amount of \$558,488.00, plus a 20% contingency of \$111,697.60, that will only be used, if necessary. This project will be funded by MTW funds.

**SUMMARY:**

The Frank Hornsby Apartments is a Public Housing Senior/Disabled community that was built in 1997. This community is located on the east side of San Antonio, in Council District 2, with fifty-eight, one-bedroom apartments. The buildings are wood framed, with a brick and siding facade, and a mix of one and two-story buildings. Due to the age and condition of the roofs at this apartment community, SAHA requires the services of a roofing contractor to provide comprehensive roof replacement.

HUD encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes. Purchasing Co-operatives assign a lead agency for its solicitations to ensure that competitive bid requirements for most state and local government agencies are followed; 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.

Once the lead public agency has awarded a contract with the supplier, participating Public Agencies in need of similar products and services, are able to make purchases through the U.S. Communities contract. This ensures that the same terms and conditions of the lead agency's awarded contract apply to the participants. SAHA is currently a member of the U.S. Communities Government Purchasing Alliance, a nationwide purchasing cooperative.

On September 22, 2014, Cobb County, Georgia (lead agency), entered into a contract through sealed bid #14-5903 with Garland/DBS, Inc. for Roofing Supplies and Services, Waterproofing and Related Products and Services for a period of three years commencing on January 1, 2015, with an option to renew up to two additional one-year periods.

Garland/DBS, Inc. was founded in 1895, and is located in Cleveland, Ohio. They are a jointly-owned subsidiary of The Garland Company, Inc., and Design-Build Solutions, Inc., and are positioned throughout the United States, Canada and the United Kingdom, providing public agencies and nonprofits a comprehensive selection of roofing material solutions and support services.

Design-Build Solutions, Inc. (DBS) is a full-service architectural, design, engineering, and general contracting firm. Their core competency is the construction, maintenance, and retrofit of complex roofing and building envelope projects. They incorporate design and engineering aspects into one contract as a turnkey design builder. DBS performs many types of projects including: roofing, masonry, windows, doors, waterproofing, HVAC, electrical, plumbing, lightning protection, and photovoltaic (energy generating). With the support and local service network of their sister company, The Garland Company, Inc., quality roofing solutions are provided for single and multi-property facilities. The Garland Company, Inc. provides high-performance roofing materials and full-service roof asset management for a wide spectrum of public and private sector roofing applications including, but not limited to, single ply, modified bitumen, built-up roofing (BUR), low-slope standing seam metal, low-slope flat-seam metal, steep-slope standing seam metal, slate, concrete tile, asphalt shingle, and clay tile.

This contractor has received prior awards from SAHA for the following services: roof repair and replacement at Bella Claire Apartments; roof and HVAC replacement at Woodhill Apartments; roof and window replacement at Madonna; roof replacement at Cross Creek; roof replacement at Lincoln Heights Courts; roof repair and replacement at Morris C. Beldon Apartments; and roof repair and replacement at Escondida Apartments. Their government projects include, but are not limited to, the Jeffersonville Federal Center, Jeffersonville, Indiana; Warren Burger Federal Courthouse, St. Paul, Minnesota; Florida Air National Guard, Jacksonville, Florida; Fort Devens Building 667, Devens, Massachusetts; Fort Jackson Army Base, Fort Jackson, South Carolina; Scott Air Force Base, Scott, Illinois; City of Sugarland Police and Courts Buildings, Sugarland, Texas; Delaware County Courthouse, Delaware, Ohio; Montgomery Courthouse, Conroe, Texas; Westlake Recreation Center, Westlake, Ohio; and Fine Art Museum of San Francisco, San Francisco, California.

DBS, the general contractor for this project obtained three bids for the roof repair and replacement at Frank Hornsby Apartments and is recommending contract award to their subcontractor Bravo Roofing. Bravo Roofing provided the lowest price to complete the project.

Bravo Roofing was established in 1984, and is located in New Braunfels, Texas. They are a full-service roof company providing installation, replacement, and repairs to residential and



commercial roof systems to include: metal roofs, composition/shingle, build-up roofs, modify bitumen, all types of rubber single ply system, and all historical restorations. Their staff is composed of estimators, consultants, licensed sheet metal fabricators, and factory approved trained roof installers. Bravo Roofing was a subcontractor for Garland/DBS, Inc. for the following SAHA projects: roof and HVAC replacement at Woodhill Apartments; and, roof repair and replacement at Bella Claire Apartments.

Contract oversight will be provided by Hector Martinez, Director of Construction Services and Sustainability, 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 5763

Company Profile

Map of Frank Hornsby Apartments

Picture of Frank Hornsby Apartments

**San Antonio Housing Authority  
Resolution 5763**

**RESOLUTION 5763, AUTHORIZING THE AWARD OF A CONTRACT FOR ROOF REPLACEMENT AT FRANK HORNSBY APARTMENTS TO GARLAND/DBS, INC., THROUGH THE U.S. COMMUNITIES GOVERNMENT PURCHASE ALLIANCE, FOR AN AMOUNT NOT TO EXCEED \$670,185.60**

**WHEREAS**, HUD encourages Housing Authorities to utilize cooperative and interagency agreements to simplify and expedite the procurement processes; and

**WHEREAS**, SAHA is currently a member of the U.S. Communities Government Purchasing Alliance, a nationwide purchasing cooperative; 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 September 22, 2014, Cobb County, Georgia (lead agency), entered into a contract for sealed bid #14-5903 with Garland/DBS, Inc. for Roofing Supplies and Services, Waterproofing and Related Products and Services; and

**WHEREAS**, Garland/DBS, Inc. is recommended for contract award; and

**WHEREAS**, the cost for the Roof Replacement at Frank Hornsby Apartments is not expected to exceed an amount of \$670,185.60 to include a base bid amount of \$558,488.00, plus a 20% contingency of \$111,697.60, that will only be used, if necessary. This project will be funded by MTW 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 5763, authorizing the award of a contract for Roof Replacement at the Frank Hornsby Apartments to Garland/DBS, Inc., through the U.S. Communities Government Purchase Alliance, for an amount not to exceed \$670,185.60.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

**Passed and approved the 7th day of December 2017.**

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**Morris A. Stribling, DPM**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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**David Nisivoccia**  
**President and CEO**

Garland/DBS, Inc.  
Garland/Design Build Solutions, Inc.  
Company Profile

Garland/DBS, Inc. was founded in 1895 and is located in Cleveland, Ohio. They are a jointly-owned subsidiary of The Garland Company, Inc., and Design-Build Solutions, Inc., and handle projects in the US, Canada and United Kingdom. They provide public agencies and nonprofits a comprehensive selection of roofing material solutions and support services.

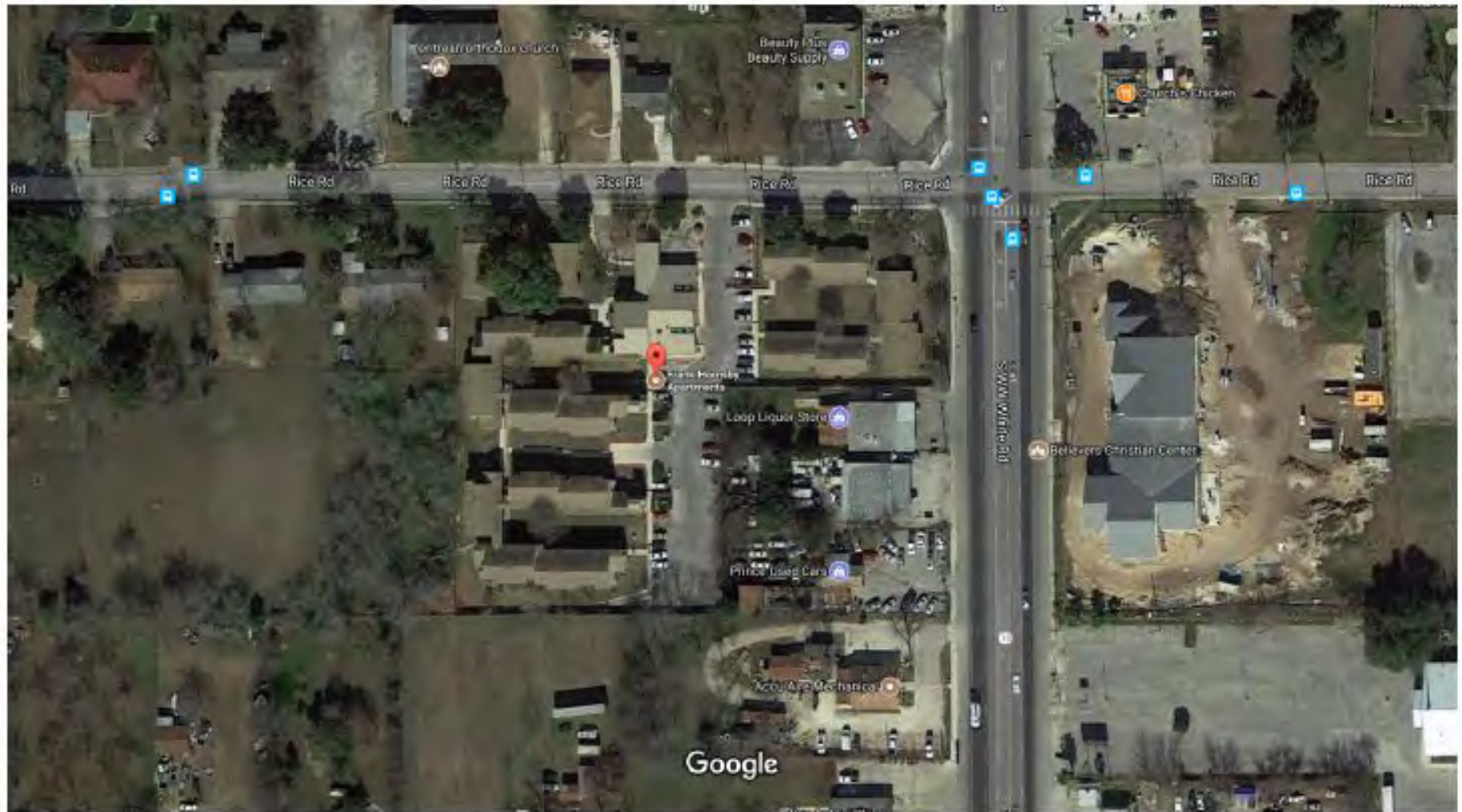
Design-Build Solutions, Inc. (DBS) is a full-service architectural, design, engineering, and general contracting firm. They incorporate design and engineering aspects into one contract, as a turnkey design builder. DBS performs many types of projects including: roofing, masonry, windows, doors, waterproofing, HVAC, electrical, plumbing, lightning protection, and photovoltaic (energy generating). The Garland Company, Inc. provides high-performance roofing materials and full-service roof asset management for a wide spectrum of public and private sector roofing applications.

Garland/DBS, Inc. was awarded a contract, effective January 1, 2015, for Roofing Supplies, Waterproofing and Related Products and Services by Cobb County, Georgia, the lead agency for the U.S. Communities Purchasing Cooperative. The contract was to provide “turnkey” solutions for various roofing needs. The solicitation was competitively bid and resulted in the award to Garland/DBS, Inc.

SAHA has previously awarded seven contracts to Garland/DBS, Inc. under the U.S. Communities contract. Those were for Roof Repair and Replacement for Bella Claire; Roof and HVAC Replacement at Woodhill; Roof and Window Replacement at Madonna Apartments; Roof Replacement at Lincoln Heights Courts; Roof Repair and Replacement at Escondida Apartments; Roof Repair and Replacement at Morris C. Beldon Apartments; and, Roof Replacement at Cross Creek Apartments. Additionally, SAHA has utilized Garland roofing products in a roof rehabilitation at the Fair Avenue Apartments. Upon approval of award for the Frank Hornsby project, Garland will have been awarded and managed a total of eight projects under this contract.

Garland/DBS, Inc.’s government projects include: the Jeffersonville, Indiana Federal Center; Warren Burger Federal Courthouse, St. Paul, Minnesota; Jacksonville, Florida Air National Guard; Fort Devens; Massachusetts Building 667; Fort Jackson, South Carolina Army Base; Scott AFB, Illinois; Sugar Land, Texas Police and Courts Buildings; Delaware County, Ohio Courthouse; Montgomery County Courthouse, Conroe, Texas; Westlake, Ohio Recreation Center; and, the San Francisco, California Fine Art Museum.

## Google Maps Frank Hornsby Apartments



Imagery ©2017 DigitalGlobe, Texas Orthoimagery Program, Map data ©2017 Google United States 50 ft

# Frank Hornsby Apartments



# Frank Hornsby Apartments





## BOARD OF COMMISSIONERS

**RESOLUTION 5771, AUTHORIZING THE AWARD OF A CONTRACT FOR UNDERGROUND UTILITY LOCATING SERVICES TO UNDERGROUND SERVICES, INC. DBA SOFTDIG (SBE) FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$50,000.00; 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

**Hector Martinez**  
Director of Construction  
Services and Sustainability

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 5771, authorizing the award of a contract for underground utility locating services to Underground Services, Inc. dba SoftDig (SBE) for an annual cumulative amount not to exceed \$50,000.00; for a period of one year with the option to renew up to four additional one-year terms.

**FINANCIAL IMPACT:**

The cost for underground utility locating services is not expected to exceed an annual cumulative amount of \$50,000.00 and will be funded by the approved operating budgets.

**SUMMARY:**

SAHA requires the services of a contractor to provide above-ground locating of underground utilities to include: electric cables and conduit, gas lines, phone lines, sewer pipes, sprinkler lines and pipes, storm drainage pipes, telecommunication lines, or any additional items needed by SAHA and its affiliated entities. Prior to any excavation work by staff or contractors, all utilities must be properly identified and marked. The locate services are performed by the contract vendor from the surface to identify all underground utilities.

On October 11, 2017, SAHA issued an "Invitation For Bids" (IFB) #1709-962-91-4718 for underground utility locating services, which closed on November 1, 2017. The IFB was published on the SAHA website, Electronic State Business Daily (ESBD), The Hart Beat, La Prensa, various other venues and direct solicited to 31 contractors. Three bids were received in response to this solicitation: Ground Penetrating Radar Systems, Inc. dba GPRS, Inc., Anne K. Monroe dba AK Utilities, and Underground Services, Inc. dba SoftDig (SBE). All bids were evaluated on the following criteria: purchase price, reputation of the bidder and its goods or services, quality of the goods or services, 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, Underground Services, Inc. dba SoftDig is the lowest responsive and responsible bidder and is recommended for contract award.



Underground Services, Inc. dba SoftDig was established in 1987. Their corporate headquarters is located in West Chester, Pennsylvania, with operation centers in Annapolis Junction, Maryland; Syracuse, New York; Houston and San Antonio, Texas. Additionally, they have been certified as an SBE by the South Central Texas Regional Certification Agency. SoftDig is a full service underground utility locating and subsurface utility engineering (SUE) company providing services to engineering, surveying, construction and environmental firms throughout the country that service commercial, institutional, industrial and governmental markets. Their staff is comprised of licensed professional engineers and surveyors, as well as, specially trained utility locating technicians and experienced support personnel. SoftDig is equipped with a fleet of vacuum excavation trucks and support vehicles; electronic locating equipment, such as ground penetrating radar (GPR), concrete scanners and pipe video inspection; modern GPS-based survey equipment; and, desktop mapping software. This company has previously been engaged by SAHA on an as-needed basis to perform locates. Their client list includes City of San Antonio, San Antonio Water System, Bexar County, NXP Patton Lane Substation, UTSA Campus, and Jackson Middle School. Their Section 3 Good Faith Effort Plan includes hiring one individual in the technician category and one individual in the office/clerical category.

Contract oversight will be provided by Hector Martinez, Director of Construction Services and Sustainability, 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 survey to end users, and assist the department in the contract renewal or new solicitation process.

**STRATEGIC GOAL**

Preserve and improve existing affordable housing resources and opportunities.

**ATTACHMENTS:**

Resolution 5771  
Company Profile  
Tabulation  
Ad list

**San Antonio Housing Authority  
Resolution 5771**

**RESOLUTION 5771, AUTHORIZING THE AWARD OF A CONTRACT FOR UNDERGROUND UTILITY LOCATING SERVICES TO UNDERGROUND SERVICES, INC. DBA SOFTDIG (SBE) FOR AN ANNUAL CUMULATIVE AMOUNT NOT TO EXCEED \$50,000.00; FOR A PERIOD OF ONE YEAR WITH THE OPTION TO RENEW UP TO FOUR ADDITIONAL ONE-YEAR TERMS**

**WHEREAS**, on October 11, 2017, SAHA issued an "Invitation For Bids" (IFB) #1709-962-91-4718 for underground utility locating services, which closed on November 1, 2017; and

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

**WHEREAS**, Underground Services, Inc. dba SoftDig is the lowest responsive and responsible bidder and is being recommended for contract award; and

**WHEREAS**, the current award recommendation for underground utility locating services is not expected to exceed an annual cumulative amount of \$50,000.00 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 5771, authorizing the award of a contract for underground utility locating services to Underground Services, Inc. dba SoftDig (SBE) for an annual cumulative amount not to exceed \$50,000.00; 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 December 2017.**

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**Morris A. Stribling, DPM**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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**David Nisivoccia**  
**President and CEO**

## Underground Services, Inc. dba SoftDig Company Profile

Underground Services, Inc. dba SoftDig was established in 1987. Their corporate headquarters is located in West Chester, Pennsylvania, with operation centers in Annapolis Junction, Maryland, Syracuse, New York, Houston and San Antonio, Texas.

The company has been certified as a SBE (Small Business Enterprise) by the South Central Texas Regional Certification Agency. They are a full service underground utility locating and subsurface utility engineering (SUE) company providing services to engineering, surveying, construction and environmental firms throughout the Country that service commercial, institutional, industrial & governmental markets. Their staff is made up of licensed professional engineers and surveyors, as well as specially trained utility locating technicians and experienced support personnel.

SoftDig is equipped with a fleet of vacuum excavation trucks and support vehicles; electronic locating equipment such as ground penetrating radar (GPR), concrete scanners and pipe video inspection; modern GPS-based survey equipment, and desktop mapping software.

This company has previously been engaged by SAHA on an as needed basis to perform locates. Their client list includes City of San Antonio, San Antonio Water System, Bexar County, NXP Patton Lane Substation, UTSA Campus, and Jackson Middle School.

BID TABULATION - Fee Basis Underground Utility Locating Services 1709-962-91-4718				
	Estimated Quantity	Underground Services, Inc. dba Soft Dig M-F 7am-4pm	*Ground Penetrating Radar Systems, Inc. dba GPRS, Inc. M-F 7am-5pm	Anne K. Monroe dba AK Utilities M-F 8am-5pm
<b>Normal Business Hours</b>				
Initial Service (Normal Business Hours)	36	\$660.00	\$800.00	\$3,280.00
Minimum Duration Initial Service		4.0 hours	4.0 hours	8.0 hours
Additional Normal Business Hours Each		\$165.00	\$200.00	\$328.00
Total Normal Hours (Qty X fee)		\$23,760.00	\$28,800.00	\$118,080.00
<b>Emergency Hours (outside normal business hours)</b>				
Minimum Duration Emergency Service	3	\$780.00	\$1,050.00	\$4,100.00
Additional Emergency Hours Each		4.0 hours	4.0 hours	8.0 hours
		\$195.00	\$200.00	\$205.00
Total Emergency Hours (Qty X Min Service hours X fee)		\$2,340.00	\$3,150.00	\$12,300.00
Concrete Price		Same	N/A	N/A
Total Standard + Emergency		\$26,100.00	\$31,950.00	\$130,380.00
Projected Yearly Additional Hours (9 normal and 2 emg.)		\$1,875.00	\$2,200.00	\$3,362.00
Projected Yearly Total		\$27,975.00	\$34,150.00	\$133,742.00
*Non-conforming bid (not on SAHA forms). For emergency requests or after hours calls a \$250 surcharge will be added to the regular rate.				

**Advertisement List**  
**Solicitation # 1709-962-91-4718**  
**Underground Utility Locating Services**

Entity	Contact Name	Email
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
CDC News		plans@cdcnews.com
CFMA	Tommy Wallace	wallacet@zhi.com kimr@avacpa.com
Chinese Chamber of Commerce	Jing Hao	jing.hao@gsaccc.org
Goodwill Industries	Clark Mosely	cmosley@goodwill.sa.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
I Square Foot Plan Room		agcquoin@constructconnect.com saprojects@constructconnect.com
IEC	Julie Howard	jhoward@iecsanantonio.com rvasquez@iecsanantonio.com <b>content@constructconnect.com</b>
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

**Advertisement List**  
**Solicitation # 1709-962-91-4718**  
**Underground Utility Locating Services**

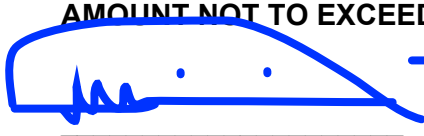


Plumbing Heating Cooling Contractors Association	Heidi Timble	Heidi@phcc-sanantonio.org
Professional Engineers in Private Practice	Diane Hoskins	bexarpepp@sbcglobal.net
Real Estate Council of San Antonio	Martha Mangum	martham@recsanantonio.com
SAABE	Melodie	mg.assoc.mgmt@gmail.com
San Antonio Board of 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
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 Center	Orestes Hubbard	orestes.hubbard@utsa.edu jennifer.mort@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	<a href="http://nahro.economicengine.com">http://nahro.economicengine.com</a>
Public Purchase	Web Site	<a href="http://www.publicpurchase.com">www.publicpurchase.com</a>
Texas ESBD	Web Site	<a href="https://portal.cpa.state.tx.us/">https://portal.cpa.state.tx.us/</a>
North San Antonio Chamber of Commerce	Web Site	<a href="https://northsachamber.chambermaster.com">https://northsachamber.chambermaster.com</a>
<b>Advanced Utility Locating Services</b>		
Advanced Utility Locating Services		rzuniga@advanceduls.com

**Advertisement List**  
**Solicitation # 1709-962-91-4718**  
**Underground Utility Locating Services**

Apache Power Solutions	Erin Razo	contact@apachepowersolutions.com
Cobb , Fendley & Associates	Ami Goudie	agoudie@cobbhendley.com
Gorrondona & Associates, Inc.	Brad Gorrondona	bjg@ga-inc.net
Halff Associates		jramos@halff.com
Hydro Ex	Daniel Olivo	Daniel@hydroexllc.com
Frontier Surveying Comp.	Ivy Young	ivy@frontiersurveying.com info@frontiersurveying.com
Lightspeed Locating, LLC	Charles Hamm	lightspeedlocating@gmail.com
Surveying and Mapping, LLC	Christopher Solomon	jmaddox@sam.biz
Survtex, LLC	John McCown	John.mccown@survtex.com
VACA Underground Utilities Inc.	Everardo Vaca	vacaunderground@aol.com
<b>Section 3 Bidders</b>		
No Section 3 vendors		
<b>Direct Solicits</b>		
AK Utilities		amonroe@akutilities.com
Avalon Industries		lou@avalonus.com
Baker Peterson, LLC		baker-peterson@baker-peterson.com
Bartek Construction Co		KEVIN@BARTEKTX.COM
Blood Hound Utility Locators		david.hagenmayer@gp-radar.com
Damco Utility		deen@damcoutililityinc.com
Earth Measurement Corp.		Austin@emcgeophysics.com
Encompass Inspections		Jeff@encompassinspections.net
GASTI		lflores@grandecom.net
Ground Penetrating Radar Systems		brandon.campos@gp-radar.com
J2 Utility Locater, LLC		jay@J2locating.com
Maverick Underground		Chuck@maverickundergroundinc.com
Lightspeed Locating		lightspeedlocating@gmail.com
National GPR Service		office@nationalgpr.com estimating@nationalgpr.com
USIC Locating Services	Ben Perez Neil Punt	Benperez@USICLLC.com; neilpunt@usicllc.com
Penhall Technologies	Barb Hamelynck	bhamelynck@penhall.com
Texas Curb Cut		matt@texascurbcut.com joe@texascurbcut.com
Underground Services Inc /Softdig.com		Rcarrasco@softdig.com
Wood Inspection Services, Inc.		sales@weinspecttexas.com
X-Ray Locationg Services		burkerobin@sbcglobal.net

## BOARD OF COMMISSIONERS

**RESOLUTION 5772, AUTHORIZING THE AWARD OF A CONTRACT FOR CROSS CREEK BURNED UNIT #1503 REHABILITATION TO CALIDAD, LLC (ESBE, SBE, WBE) FOR AN AMOUNT NOT TO EXCEED \$136,308.60**

		
<b>David Nisivoccia</b> President and CEO	<b>Steven Morando</b> Director of Procurement and General Services	<b>Hector Martinez</b> Director of Construction Services and Sustainability

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 5772, authorizing the award of a contract for Cross Creek burned unit #1503 rehabilitation to Calidad, LLC (ESBE, SBE, WBE) for an amount not to exceed \$136,308.60.

**FINANCIAL IMPACT:**

The cost for the comprehensive rehabilitation at Cross Creek Burned Unit #1503 is not expected to exceed an amount of \$136,308.60 to include a base bid amount of \$108,998.00, plus unit prices in the amount of \$4,592.50, and a 20 % contingency in the amount of \$22,718.10, which will only be used as necessary. This project will be funded with insurance proceeds in the amount of \$54,643.18 with the remainder to be paid from CFP funds.

**SUMMARY:**

On October 19, 2017, SAHA issued an "Invitation For Bids" (IFB) #1710-909-62-4728 for Cross Creek Burned Unit #1503 Rehabilitation, which closed on November 3, 2017. The IFB was published on the SAHA website, Electronic State Business Daily (ESBD), The Hart Beat, La Prensa, various other venues and direct solicited to 67 contractors. A total of three bids were received in response to this solicitation: All Pro General Construction (DBE, ESBE, HABE, MBE, SBE, Section 3 Business), Calidad, LLC (ESBE, SBE, WBE), and Geofill Material Technologies (SBE). All bids were evaluated on the following criteria: purchase price, reputation of the bidder and their goods or services, quality of the goods or services, 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, Calidad, LLC is the lowest responsive and responsible bidder and is recommended for contract award.

Calidad, LLC was founded in 2014 and is headquartered in San Antonio, Texas. This contractor has been certified as an ESBE, SBE, and WBE by the South Central Texas Regional Certification Agency. Calidad, LLC specializes in commercial construction, site work, and building and facilities maintenance. This vendor has received no prior awards from SAHA. Their client list includes Pearsall Pump Station, Boerne Stage Road Walmart, and Talon LPE. Calidad, LLC's Section 3 Good Faith Effort Plan includes awarding 75% of the awarded contract value to four Certified Section 3 Business Concerns.



Contract oversight will be provided by Hector Martinez, Director of Construction Services and Sustainability, 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 5772

Company Profile

Tabulation

Advertisement List

Map of Cross Creek

Picture of Cross Creek

**San Antonio Housing Authority  
Resolution 5772**

**RESOLUTION 5772, AUTHORIZING THE AWARD OF A CONTRACT FOR CROSS CREEK BURNED UNIT #1503 REHABILITATION TO CALIDAD, LLC (ESBE, SBE, WBE) FOR AN AMOUNT NOT TO EXCEED \$136,308.60**

**WHEREAS**, on October 19, 2017, SAHA issued an "Invitation For Bids" (IFB) #1710-909-62-4728 for Cross Creek Burned Unit #1503 Rehabilitation, which closed on November 3, 2017; and

**WHEREAS**, three bids were received in response to this solicitation; and

**WHEREAS**, Calidad, LLC is the lowest responsive and responsible bidder and is recommended for contract award; and

**WHEREAS**, the cost for the comprehensive rehabilitation at Cross Creek Burned Unit #1503 is not expected to exceed an amount of \$136,308.60 to include a base bid amount of \$108,998.00, plus unit prices in the amount of \$4,592.50, and a 20 % contingency in the amount of \$22,718.10, which will only be used as necessary. This project will be funded with insurance proceeds in the amount of \$54,643.18 with the remainder to be paid from CFP 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 5772, authorizing the award of a contract for Cross Creek Burned Unit #1503 Rehabilitation to Calidad, LLC (ESBE, SBE, WBE) for an amount not to exceed \$136,308.60.
- 2) Authorizes the President and CEO, or designee, to execute all necessary documents associated with this contract.

**Passed and approved the 7th day of December 2017.**

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**Morris A. Stribling, DPM**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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**David Nisivoccia**  
**President and CEO**

## Calidad, LLC Company Profile

Calidad, LLC was established in 2014, is headquartered in San Antonio and is owned by Megan and Christopher Schuchardt. Their major areas of expertise are commercial construction, site work, building and facilities maintenance. Calidad is a small, women-owned business and is certified by the South Central Texas Regional Certification Agency as an ESBE, SBE and WBE.

The company has not received any previous awards from SAHA. Their major Texas projects and clients include the Pearsall Pump Station buildout for Archer Western, Boeme Stage Road Walmart for Emerson Construction, Scenic Loop Road expansion for Austin Bridge and Road and commercial remodeling and ongoing maintenance for Talon LPE. The company's Project Manager, Joseph Schuchardt, has over 25 years experience in new construction and renovations.

**Bid Tabulation**  
**1710-909-62-4698**  
**Cross Creek Burned Unit #1503 Rehabilitation**

Base Bid Rehabilitation of Cross Creek Burned Unit #1503									
Item #	DESCRIPTION	Unit Of Measure	Estimated Quantity	Geofill Material Technologies	Delivery Days	All Pro General Construction	Delivery Days	Calidad LLC	Delivery Days
				\$99,000.00	90	\$99,964.00	120	\$108,998.00	90
					Extended Cost		Extended Cost		Extended Cost
1	1/2" Plywood (Decking)	SQ.FT	100	\$3.00	\$300.00	\$8.00	\$800.00	\$1,970	\$197.00
2	2"x 4" Dimensional Lumber	LF.	200	\$3.00	\$600.00	\$12.00	\$2,400.00	\$0.810	\$162.00
3	2"x 6" Dimensional Lumber	LF.	200	\$4.00	\$800.00	\$14.00	\$2,800.00	\$1.108	\$221.60
4	2"x 8" Dimensional Lumber	LF.	150	\$5.00	\$750.00	\$16.00	\$2,400.00	\$1.556	\$233.40
5	1"x 4" Dimensional Lumber	LF.	750	\$5.00	\$3,750.00	\$9.00	\$6,750.00	\$0.588	\$441.00
6	1"x 6" Dimensional Lumber	LF.	750	\$6.00	\$4,500.00	\$10.00	\$7,500.00	\$1.304	\$978.00
7	Gutters and Downspouts	LF.	250	\$9.00	\$2,250.00	\$22.00	\$5,500.00	\$3.450	\$862.50
8	Fiber Cement Siding	SQ.FT	200	\$5.00	\$1,000.00	\$12.00	\$2,400.00	\$1.586	\$317.20
9	1"x 4" Fiber cement Trim	LF.	100	\$6.00	\$600.00	\$28.00	\$2,800.00	\$1.860	\$186.00
10	1" X 6" Fiber cement fascia	LF.	100	\$7.00	\$700.00	\$34.00	\$3,400.00	\$2.438	\$243.80
11	Roof Trusses (Note 1)	EA.	1	\$500.00	\$500.00	\$820.00	\$820.00	\$750.000	\$750.00
Total Unit Prices					\$15,750.00		\$37,570.00		\$4,592.50
Total Unit Price + Base Price					\$114,750.00		\$137,534.00		\$113,590.50
With Section 3 Preference (\$9,000)					\$114,750.00		\$128,534.00		\$104,590.50

Note 1 - Calidad bid sheet computed the extended (total) cost incorrectly. The \$750.00 unit price will prevail and the total for this item will be \$750.00.

**Advertisement List**  
**Solicitation # 1710-909-62-4728 Date (10/5/2017)**  
**Cross Creek Burn Unit Rehabilitation**

Entity	Contact Name	Email	Method of Contact(Specify)
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@aiaa.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	shussain@goodwill.sa.org maguilar@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 # 1710-909-62-4728 Date (10/5/2017)**  
**Cross Creek Burn Unit Rehabilitation**

Entity	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 Center	Orestes Hubbard	orestes.hubbard@utsa.edu jennifer.mort@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	
<b>HUBS on CMBL</b>			
MLP Ventures, Inc.	Liborio Perez	mlp@att.net	
Business World	Edwin Serrano	govops@sbcglobal.net	
Tejas Premier	Andrew Wallace	andrew@tejaspremierbc.com	

**Advertisement List**  
**Solicitation # 1710-909-62-4728 Date (10/5/2017)**  
**Cross Creek Burn Unit Rehabilitation**

Entity	Contact Name	Email	Method of Contact(Specify)
<b>Section 3 Bidders</b>			
Abeco Contracting	A. Juarez	cathy@abecoContracting.com	
All Pro General Const.	Raul Scott	rs@allprogenconst.com	
Allbrite Constructors of TX	Patrick Yates	jan@allbriteconstruction.com	
Ariva Contracting	Adan Silva	adan@arivacontracting.com	
Confidence Construction	Renee Harris	rharrisc21@yahoo.com	
Hill Bros. Construction	Kara Hill	kara@hillbroconstruction.com	
Jarvis Moore	Jarvis Moore	jarvisdsd@gmail.com	
JGG Construction	Joseph Gonzales	Integrated02@aol.com	
Josiah Construction	Ricardo Guajardo	lgjosiahconstruction@gmail.com	
Mcfarland & Mcfarland	James McFarland	mcfarland9598@gmail.com	
Tejas Premier	Julissa Carielo	julissa@tejaspremierbc.com	
Man-Tra Solutions, LLC	Mike Aleman	maleman@clnup.com	
Ohaver Contracting	Donald Ohaver	dawnv@ohavercontractors.com	
Queen Bee Construction	Sharon O'Neal	queenbeeconst@yahoo.com	
Ram's Weatherization	Ramiro Reyes	ramscustomhomes@gmail.com	
<b>Direct Solicits</b>			
Cleanology Service	Mike	Mike@cleanologyservices.com	
Greco	Delores	greco@satx.rr.com	
Geofill Material Technologies	Jan Puente	jpunte.geofill@outlook.com	
RML Contracting	Mariano Garcia	marianogarcia1211@gmail.com	
	Mariano Garcia II	m.garcia@rmlcontractingllc.com	
Wisdom SB Contractors	Vaughn Hester	vaughn.hester@stup.com	
Limitless Construction Svcs	Erica Ponce	Eponce.pcs@gmail.com	
Wisdom SB Contractors	Shelton Brown	wisdomcontractors2016@gmail.com	
Commercor	R. Broniszewski	commercorconstruction@gmail.com,	
Vela Construction	Joe Vela	Joe.Vela@velagroupinc.com	
Robinson Gen Contracting	Yvette	ygarcia@robinsongc.com krobinson@robinsongc.com	
Frost & keeling	John Anness	jcanness@frostandkeeling.com	
Marc 3	Chester Rackley	chester@marc3llc.com	
M & M Weatherization	Nicole Ansuelda	nansualda@mmwtx.com	
Total Lender Service	James Pujols	Jpujols55@yahoo.com	
Blackmon Mooring SA	Bryan Roller	broller@bmsmanagement.com	
	Tiffany Montano	tmontano@bmsmanagement.com	
Turn Around	Selwyn Witer	selselkk@gmail.com	
Marc General Construction	Cindy Weed	cweed@marcgc2015.com	
Peak Contractors, LLC	Michael Herrera	mherrera@peakcontractorstx.com	
Piatra Inc.	Mirela Glass	info@piatrainc.com	
PTI Remodeling, LLC	Thomas Hamilton	thomashamilton75@yahoo.com	
QA Construction Services,	Lily Gutierrez	qacs@QASYSTEMS.COM	
R. G. Williams Const & Remodeling	Robert G. Williams	rgw_77446@yahoo.com	
R.K. Bass Electric, Inc.	Andy Bass	cheryl@basselectric.com	

## Cross Creek Burn Unit Rehabilitation

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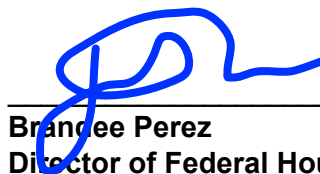
# Cross Creek



## BOARD OF COMMISSIONERS

**RESOLUTION 5770, APPROVING THE 2018 PAYMENT STANDARD SCHEDULE AT 90% OF THE FISCAL YEAR 2018 FAIR MARKET RENTS FOR THE HOUSING CHOICE VOUCHER PROGRAM**


**David Nisivoccia**  
President and CEO



**Brancee Perez**  
Director of Federal Housing Programs

**REQUESTED ACTION:**

Consideration and approval regarding Resolution 5770, approving the 2018 Payment Standard Schedule at 90% of the Fiscal Year 2018 fair market rents for the Housing Choice Voucher Program.

**FINANCIAL IMPACT:**

There is an estimated impact to the Housing Assistance Payment (HAP) Contracts of 4.12%. However, due to biennial and triennial recertifications, the increase will be phased in over a period of three years.

**Table 1. 2018 SAHA Payment Standard and HUD Fair Market Rent Comparison**

	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
<b>2017 Payment Standard Schedule</b>	<b>582</b>	<b>695</b>	<b>868</b>	<b>1146</b>	<b>1376</b>	<b>1582</b>	<b>1789</b>
2017 HUD Fair Market Rents	623	768	964	1273	1529	1758	1988
Percentage of FMR	93%	90%	90%	90%	90%	90%	90%
<b>2018 Payment Standard Schedule</b>	<b>584</b>	<b>721</b>	<b>901</b>	<b>1189</b>	<b>1444</b>	<b>1661</b>	<b>1877</b>
2018 HUD Fair Market Rents	649	801	1001	1321	1604	1845	2085
Percentage of FMR	90%	90%	90%	90%	90%	90%	90%

**SUMMARY:**

The U.S. Department of Housing and Urban Development (HUD) publishes fair market rents (FMRs) annually for each area of the United States and requires each housing authority to adopt a payment standard schedule for each FMR area in its jurisdiction. Payment standard is defined as “the maximum assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family)” [24 CFR 982.4(b)]. HUD permits the housing authority to establish a payment standard amount for each unit size at any level between 90% and 110%—referred to as the “basic range”—of the FMR for the unit size [24 CFR 982.503(b)(1)(i)].

The FY 2018 FMRs represent an across-the-board increase for the San Antonio-New Braunfels Metropolitan Statistical Area (MSA). The increases vary by unit size from \$26 (0 BR) to \$97 (6BR). To that end, staff believes that these increases are consistent with today's current market trends and will expand the housing opportunities for our program participants.

In September 2017, HUD published the FY 2018 FMRs. HUD allows housing authorities to establish the payment standard amounts at any level between 90% and 110% of the published FMR. The payment standard amounts are used to calculate the subsidy payment for participants. The recommended payment standards will be effective for all HAP contracts with an effective date of January 1, 2018, or later. Implementation will consist of a twelve month phase-in for participants that have a reexamination effective on or after this date and applicable to all new admission contracts effective on or after this date.

**STRATEGIC GOAL:**

Strategically expand the supply of affordable housing.

**ATTACHMENTS:**

Resolution 5770

**San Antonio Housing Authority  
Resolution 5770**

**RESOLUTION 5770, APPROVING THE 2018 PAYMENT STANDARD SCHEDULE AT 90% OF THE FISCAL YEAR 2018 FAIR MARKET RENTS FOR THE HOUSING CHOICE VOUCHER PROGRAM**

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) annually establishes fair market rents (FMRs) for each area in the United States; and

**WHEREAS**, HUD requires the Public Housing Authority to establish voucher payment standards for each unit size; and

**WHEREAS**, SAHA staff requests authorization to establish payment standards at amounts 90% of the 2018 FMR schedule to maintain the current payment standard schedule to be consistent with current rental market trends.

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

- 1) Resolution 5770, approving the 2018 payment standard schedule at 90% of the Fiscal Year 2018 Fair Market Rents for the Housing Choice Voucher Program, as provided below, for Housing Assistance Payment Contracts with an effective date of January 1, 2018, or later.

	<b>0 BR</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 BR</b>	<b>6 BR</b>
<b>2017 Payment Standard Schedule</b>	<b>582</b>	<b>695</b>	<b>868</b>	<b>1146</b>	<b>1376</b>	<b>1582</b>	<b>1789</b>
2017 HUD Fair Market Rents	623	768	964	1273	1529	1758	1988
Percentage of FMR	93%	90%	90%	90%	90%	90%	90%
<b>2018 Payment Standard Schedule</b>	<b>584</b>	<b>721</b>	<b>901</b>	<b>1189</b>	<b>1444</b>	<b>1661</b>	<b>1877</b>
2018 HUD Fair Market Rents	649	801	1001	1321	1604	1845	2085
Percentage of FMR	90%	90%	90%	90%	90%	90%	90%

**Passed and approved the 7th day of December 2017.**

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**Morris A. Stribling, DPM**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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**David Nisivoccia**  
**President and CEO**

## BOARD OF COMMISSIONERS

**RESOLUTION 5773, AUTHORIZING THE SUBMISSION OF A DISPOSITION AND DEMOLITION APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE SITE KNOWN AS TAMPICO WAREHOUSE AMP TX006000001 ALAZAN/GUADALUPE, THE SALE AND LONG TERM LEASE OF SUCH PROPERTY AND ITS IMPROVEMENTS AND THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE SUCH ACTIONS**  
\_\_\_\_\_  
**David Nisivoccia**  
President and CEO  
\_\_\_\_\_  
**Timothy E. Alcott**  
Real Estate and Legal Services Officer**REQUESTED ACTION:**

Consideration and approval regarding Resolution 5773, authorizing the submission of a disposition and demolition application to the U.S. Department of Housing and Urban Development (HUD) for the site known as Tampico Warehouse AMP TX006000001 Alazan/Guadalupe, the sale and long term lease of such property and its improvements and the execution of documents necessary to consummate such actions.

**FINANCIAL IMPACT:**

During the initial seven years, the pro-rata sharing of cash flows from deferred and developer fees will be 75% to Mission DG, LTD and 25% to SAHA. The developer has also agreed to increase the cash flow to a 50% split for the final eight years of the 4% tax credit period. Sale of the Property to the San Antonio Housing Facility Corporation (SAHFC) or Las Varas Public Facility Corporation (Las Varas PFC) will be based on an independent appraisal to be procured by SAHA. SAHA is planning to use the land proceeds towards the cost of abatement and demolition requirements. The land value will be described in the purchase contract; however, SAHA will retain the responsibility to remediate and demolish the existing structures and infrastructure.

**SUMMARY:**

On May 3, 2012, the San Antonio Housing Authority Board of Commissioners approved the process to dispose of the Tampico Warehouse. The approval stated that the warehouse will be sold and the proceeds used to sustain existing Public Housing units and/or develop new affordable housing for low income households. Later on December 6, 2012, the SAHA Board approved the disposition and authorized the application to HUD for disposition of the Tampico Warehouse.

Unfortunately, additional planning was necessary, and this caused major delays in the submission of the disposition application. As the process of the disposition application moved forward and the documents required for disposition were being compiled, SAHA determined that the disposition and demolition of the non-dwelling Tampico Warehouse structure is in the best interest of the agency, its residents, and is consistent with its Moving to Work Plan goals, and is otherwise in concurrence with the United States Housing Act of 1937. Therefore, we are no

longer proceeding with the disposition application, but instead submitting this disposition and demolition application. The vacant building is aging, has been vandalized, and is currently in need of utility service and HVAC repairs. Such repairs are not feasible due to the costs, lack of funds and the administrative burden that would result in the fulfillment of such requirements.

SAHA intends to redevelop the vacant land for the development and construction of a new multi-family apartment complex that is sustainable and located with employment, education, health and economic development opportunities. SAHA selected Mission DG, LTD to co-develop the site. The development possibilities range from 130 multi-family units, 85 (65%) affordable workforce units and 45 (35%) market rate units, to the creation of a larger development with 232 multi-family units with a similar income mix that also meet Build San Antonio Green Level II and provide for an assortment of amenities, to include a community center on-site.

Such redevelopment will necessitate the sale and transfer of site control of the property and all improvements to a limited partnership, in which a SAHA affiliate controls the General Partner of the partnership, once SAHA obtains HUD disposition and demolition approval. In addition, SAHA is in the process of authorizing the financing and construction of the new development and approving the San Antonio Housing Finance Corporation to apply for an allocation of private activity bonds.

In order to proceed with this planned ownership structure, SAHA must first submit a disposition and demolition application to the U.S. Department of Housing and Urban Development for review and approval. The sale and long term lease of the Property will be subject to conditions required by HUD and the award of Private Activity Bonds by the Texas Bond Review Board.

SAHA, Mission DG, LTD. and COSA, as partners, will coordinate the re-development phasing plan with the City's infrastructure improvement plan to maximize funding and impact. This development activity is consistent with SAHA's Affordable Housing Preservation & Expansion Policy and its Two-Year Work Plan.

**STRATEGIC GOAL:**

Strategically expand the supply of affordable housing.

**ATTACHMENTS:**

Certificate of Resolution and Resolution 5773

Site Plan

Proforma

Perspective Renderings



## CERTIFICATE FOR RESOLUTION

The undersigned officer of the San Antonio Housing Authority, a Texas housing authority created pursuant to the laws of the State of Texas (SAHA), hereby certifies as follows:

1. In accordance with Chapter 551, Texas Government Code, as amended (Open Meetings Act), and the bylaws of SAHA, the Board of Commissioners of SAHA (Board) held a meeting on December 7, 2017 (Meeting), of the duly constituted officers and members of the Board, at which a duly constituted quorum was present. Whereupon among other business transacted at the Meeting, a written

**RESOLUTION 5773, AUTHORIZING THE SUBMISSION OF A DISPOSITION AND DEMOLITION APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE SITE KNOWN AS TAMPICO WAREHOUSE AMP TX006000001 ALAZAN/GUADALUPE, THE SALE AND LONG TERM LEASE OF SUCH PROPERTY AND ITS IMPROVEMENTS, AND THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE SUCH ACTIONS**

(Resolution) was duly introduced for the consideration of the Board and discussed. It was then duly moved and seconded that the Resolution be adopted; and, after due discussion, said motion, carrying with it the adoption of the Resolution, prevailed and carried by a majority vote of the Board.

2. A true, full, and correct copy of the Resolution adopted at the Meeting is attached to and follows this Certificate; the Resolution has been duly recorded in the Board's minutes of the Meeting; each of the officers and members of the Board was duly and sufficiently notified officially and personally, in advance, of the time, place, and purpose of the Meeting; and the Meeting was held and conducted in accordance with the Open Meetings Act and the Bylaws of SAHA.

SIGNED AND SEALED the 7th day of December 2017.



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David Nisivoccia, President and CEO



**San Antonio Housing Authority  
Resolution 5773**

**RESOLUTION 5773, AUTHORIZING THE SUBMISSION OF A DISPOSITION AND DEMOLITION APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT FOR THE SITE KNOWN AS TAMPICO WAREHOUSE AMP TX006000001 ALAZAN/GUADALUPE, THE SALE AND LONG TERM LEASE OF SUCH PROPERTY AND ITS IMPROVEMENTS, AND THE EXECUTION OF DOCUMENTS NECESSARY TO CONSUMMATE SUCH ACTIONS**

**WHEREAS**, the San Antonio Housing Authority (SAHA) owns the property described on EXHIBIT A, attached hereto and including all improvements (Property); and currently known as AMP TX006000001 ALAZAN/GUADALUPE; and

**WHEREAS**, SAHA desires to redevelop the Property through the construction of a mixed-income multifamily residential community on the Property financed in part by private activity bonds; and

**WHEREAS**, in connection with such redevelopment it will be necessary to transfer site control of the Property and all improvements to a newly created limited partnership, or another tax credit partnership, in which a SAHA affiliate controls the General Partner; and

**WHEREAS**, SAHA will sell the property and its improvements to either San Antonio Housing Facility Corporation (SAHFC) or Las Varas Public Facility Corporation (Las Varas PFC), which are affiliated with SAHA, who will enter into a long term lease with a newly created limited partnership to be formed; and

**WHEREAS**, such sale and long term lease requires the submission of a disposition and demolition application to the U.S. Department of Housing and Urban Development (HUD) and the prior approval of such sale and lease by HUD.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the San Antonio Housing Authority that:

- Section 1. Submission to HUD of a disposition and demolition application for the Property is hereby approved.
- Section 2. The sale of the Property and all improvements to SAHFC or Las Varas PFC, who will enter into a long term lease with a newly created limited partnership, is hereby approved, subject to HUD's approval of the disposition application and satisfaction of any HUD conditions of approval.
- Section 3. The President and CEO is hereby authorized to negotiate and execute any and all documents necessary to accomplish the submission of the application to HUD and the sale and long term lease of the Property as authorized by and pursuant to the terms set forth in this Resolution, including any and all amendments, changes, or modifications thereto, without the necessity of further action by the Board of Commissioners.

**Passed and approved the 7th day of December 2017.**

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**Morris A. Stribling, DPM**  
**Chair, Board of Commissioners**

**Attested and approved as to form:**

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**David Nisivoccia**  
**President and CEO**

# Property Description

## Description and Analysis of the Land

The subject is primarily vacant land containing an area of 3.763 acres or 163,916 square feet. Approximately 0.139 acres or 6,063 square feet are located within the 100-year floodplain leaving 3.624 acres or 157,853 square feet of useable land area. The property is improved with a 9,600 square foot industrial building. However, this building is in poor condition and does not contribute further value to that of the underlying land. Any costs of demolition would be offset by the building's salvage value. The property is zoned I-2, Heavy Industrial District, which permits those that are highly hazardous, environmentally severe in character and or generate very high volumes of truck traffic.

### Site Description

Location:	The subject is located on the south side of Tampico Street, west of Interstate Highway 35 Southbound Access Road. It is located north of State Highway 90 and West of Interstate Highway 35 in the southwestern peripheral area of the CBD of San Antonio
Current Use of the Property:	Warehouse
Site Size:	Total: 3.763 acres; 163,916 square feet Usable: 3.624 acres; 157,853 square feet
Shape:	Irregular
Frontage/Access:	The subject property has average access with frontage as follows: <ul style="list-style-type: none"><li>• South Pecos La Trinidad (Interstate Highway 35 southbound access road): 440 feet</li><li>• Tampico: 462 feet</li></ul> The site has an average depth of 510 feet. It is a corner lot.
Visibility:	Good
Topography:	Generally level and at street grade
Utilities:	Electricity: City Public Service Sewer: San Antonio Water System Water: San Antonio Water System Natural Gas: City Public Service Telephone: AT&T
Site Improvements:	<ul style="list-style-type: none"><li>• There is no overhead lighting available</li><li>• There are concrete sidewalks present along both streets.</li><li>• Concrete curb and gutter available at the subject location</li></ul>

**Site Description**

**Flood Zone:** The subject is located in an area mapped by the Federal Emergency Management Agency (FEMA). The subject is located in FEMA flood zone X, which -is not- classified as a flood hazard area.

**FEMA Map Number:** 48029C0395G

**FEMA Map Date:** September 29, 2010

The subject property is adjacent to Alazan Creek, and the south tip of the subject property, measuring, 6,060 square feet is located in the 100 year floodplain. This accounts for the difference between the total and useable areas reported above

**Environmental Issues:** None reported or observed, however we are not qualified to make an assessment of environmental issues.

**Zoning**

<b>Zoning Jurisdiction</b>	City of San Antonio
<b>Zoning Code</b>	I-2
<b>Zoning Description</b>	Heavy Industrial District
<b>Current Use Legally Conforming</b>	The subject is legal and conforming use
<b>Zoning Change Likely</b>	No
<b>Permitted Uses</b>	Those that are highly hazardous, environmentally severe in character and or generate high volumes of truck traffic. Examples are acetylene gas manufacturing and storage, asphalt products manufacturing, boiler & tank works, chemical process clothing manufacturing, grain drying & milling, petro-chemical bulk storage. Other less hazardous or severe uses also allowed include gas station or convenience store with fuel and car wash, farm equipment sales, portable building sales, oil well equipment and supplies warehousing and storage and open storage.
<b>Minimum Lot Area</b>	None
<b>Minimum Street Frontage (Feet)</b>	100
<b>Minimum Lot Width (Feet)</b>	100
<b>Minimum Setbacks (Feet)</b>	Front: 30 Ft, Side: 5 Ft
<b>Maximum Building Height (Feet)</b>	60
<b>Maximum Site Coverage</b>	None
<b>Maximum Density</b>	None
<b>Maximum Floor Area Ratio</b>	None
<b>Parking requirements</b>	Industrial General Use Min: 1 Space per 500 SF of GFA (gross floor area).

**Tax Map**

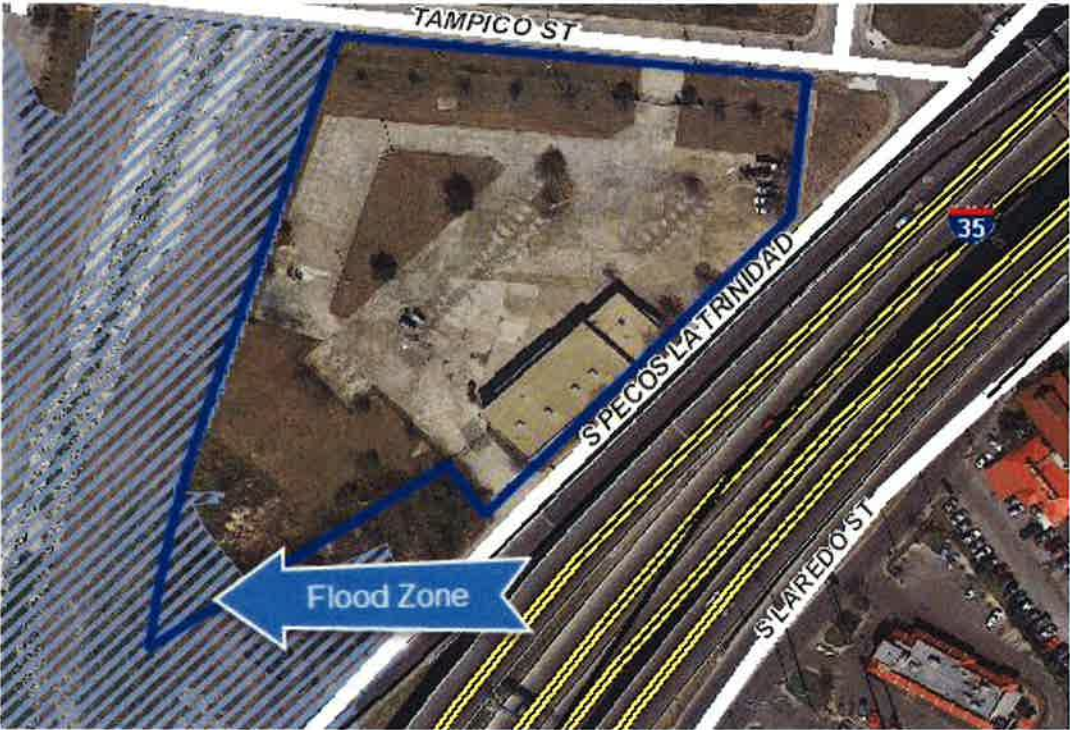


## Aerial Map





Flood Map



TAMPICO WAREHOUSE



AERIAL MAP



Property Search > 147827 SAN ANTONIO HOUSING for Tax Year: 2017  
Year 2017

## Property

## Account

Property ID: 147827

Legal Description: NCB 3551 BLK LOT  
NW IRR 50.8 FT  
OF 9,10,11,12 &  
W IRR 398.75 FT  
OF A20

Geographic ID: 03551-000-0120

Zoning: I-2

Type: Real

Agent Code:

Property Use Code: 5300

Property Use Description: EXEMPT - INDUSTRIAL BUILDING RESEARCH/ENGINEERING

## Protest

Protest Status:

Informal Date:

Formal Date:

## Location

Address: 200 TAMPICO ST  
SAN ANTONIO, TX 78207

Mapsc0: 616C7

Neighborhood: NBHD code11650

Map ID:

Neighborhood CD: 11650

## Owner

Name: SAN ANTONIO HOUSING

Owner ID: 1264674

Mailing Address: AUTHORITY  
818 S FLORES ST  
SAN ANTONIO, TX 78204-1400

% Ownership: 100.000000000000%

Exemptions: EX-XV

## Values

(+) Improvement Homesite Value:	+	\$0	
(+) Improvement Non-Homesite Value:	+	\$0	
(+) Land Homesite Value:	+	\$0	
(+) Land Non-Homesite Value:	+	\$0	Ag / Timber Use Value
(+) Agricultural Market Valuation:	+	\$0	\$0
(+) Timber Market Valuation:	+	\$0	\$0

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 (=) Market Value: = \$0

 (-) Ag or Timber Use Value Reduction: - \$0
 

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(=) Appraised Value: = \$0

(-) HS Cap: - \$0

(=) Assessed Value: = \$0

## taxing Jurisdiction

Owner: SAN ANTONIO HOUSING

% Ownership: 100.0000000000%

Total Value: \$0

Entity	Description	Tax Rate	Appraised Value	Taxable Value	Estimated Tax
06	BEXAR CO RD & FLOOD	0.012868	\$0	\$0	\$0.00
08	SA RIVER AUTH	0.017290	\$0	\$0	\$0.00
09	ALAMO COM COLLEGE	0.149150	\$0	\$0	\$0.00
10	UNIV HEALTH SYSTEM	0.276235	\$0	\$0	\$0.00
11	BEXAR COUNTY	0.291229	\$0	\$0	\$0.00
21	CITY OF SAN ANTONIO	0.558270	\$0	\$0	\$0.00
57	SAN ANTONIO ISD	1.532600	\$0	\$0	\$0.00
CAD	BEXAR APPRAISAL DISTRICT	0.000000	\$0	\$0	\$0.00
SA030	San Antonio TIF #30 Westside	0.000000	\$0	\$0	\$0.00
Total Tax Rate:		2.837642			

Taxes w/Current Exemptions: \$0.00

Taxes w/o Exemptions: \$0.00

## Improvement / Building

Improvement #1: Commercial State Code: F1 Living Area: 9600.0 sqft Value: \$0

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
400	OFFICE	C - F	BR	1953	2400.0
320	STORAGE WAREHOUSE	C - F	BR	1953	7200.0

Improvement #2: Commercial State Code: F1 Living Area: sqft Value: \$0

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
ASP	Asphalt	* - A		0	37976.0

Improvement #3: Commercial State Code: F1 Living Area: sqft Value: \$0

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
FEN	Fence	S - A		0	1020.0

Improvement #4: Commercial State Code: F1 Living Area: sqft Value: \$0

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
LDK	Loading Dock	* - A		0	560.0

Improvement #5: Commercial State Code: F1 Living Area: sqft Value: \$0

Type	Description	Class CD	Exterior Wall	Year Built	SQFT
CON	Concrete	* - A		0	8500.0

nd

#	Type	Description	Acres	Sqft	Eff Front	Eff Depth	Market Value	Prod. Value
1	IND	Industrial	3.7630	163916.00	0.00	0.00	\$0	\$0

#### Roll Value History

Year	Improvements	Land Market	Ag Valuation	Appraised	HS Cap	Assessed
2018	N/A	N/A	N/A	N/A	N/A	N/A
2017	\$0	\$0	0	0	\$0	\$0
2016	\$0	\$0	0	0	\$0	\$0
2015	\$0	\$0	0	0	\$0	\$0
2014	\$0	\$0	0	0	\$0	\$0
2013	\$0	\$0	0	0	\$0	\$0

#### Deed History - (Last 3 Deed Transactions)

#	Deed Date	Type	Description	Grantor	Grantee	Volume	Page	Deed Number
1		Deed	Deed		SAN ANTONIO HOUSING	6257	0857	0

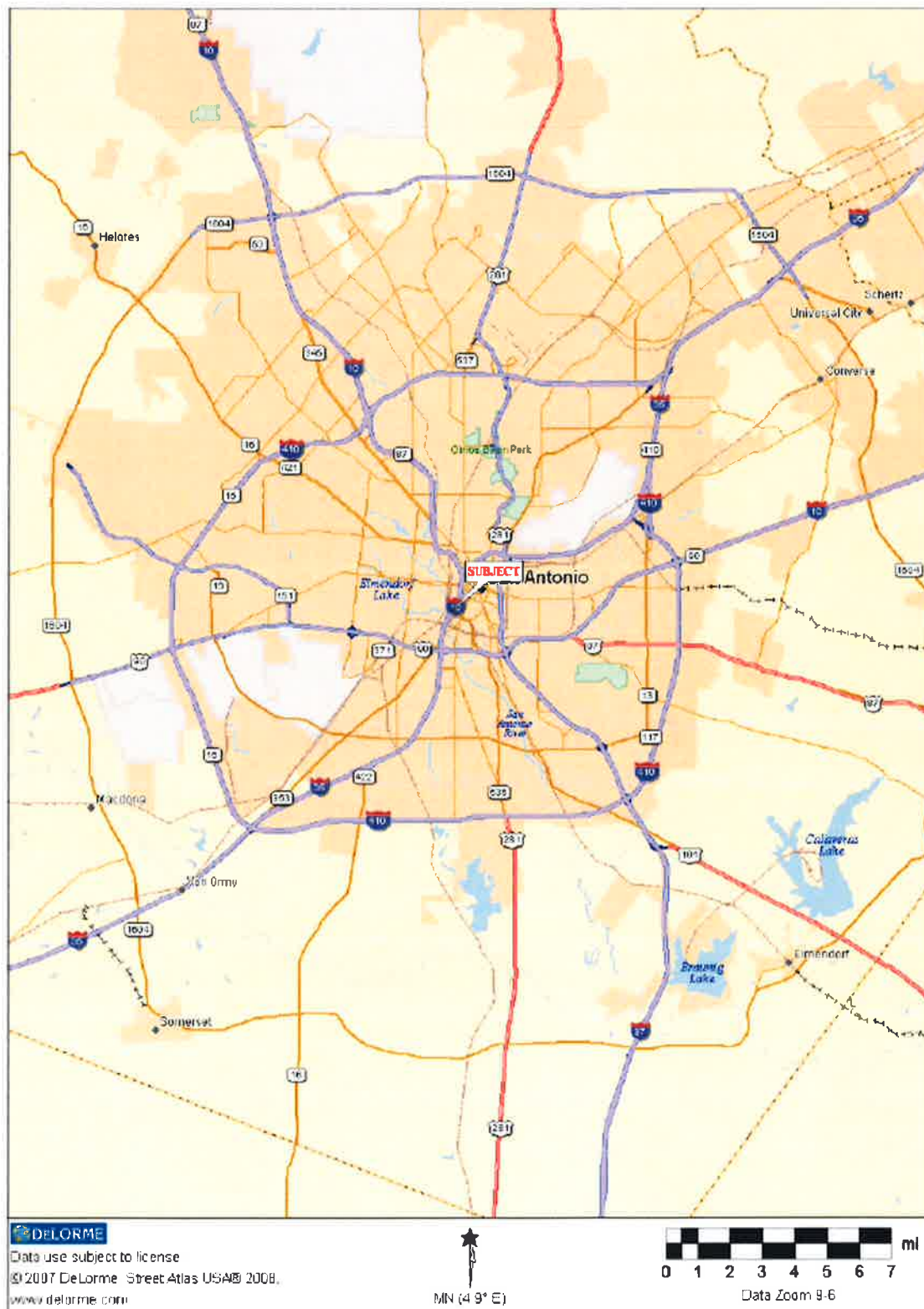
2018 data current as of Oct 11 2017 12:35AM.

2017 and prior year data current as of Oct 4 2017 8:47AM

For property information, contact (210) 242-2432 or (210) 224-8511 or email.

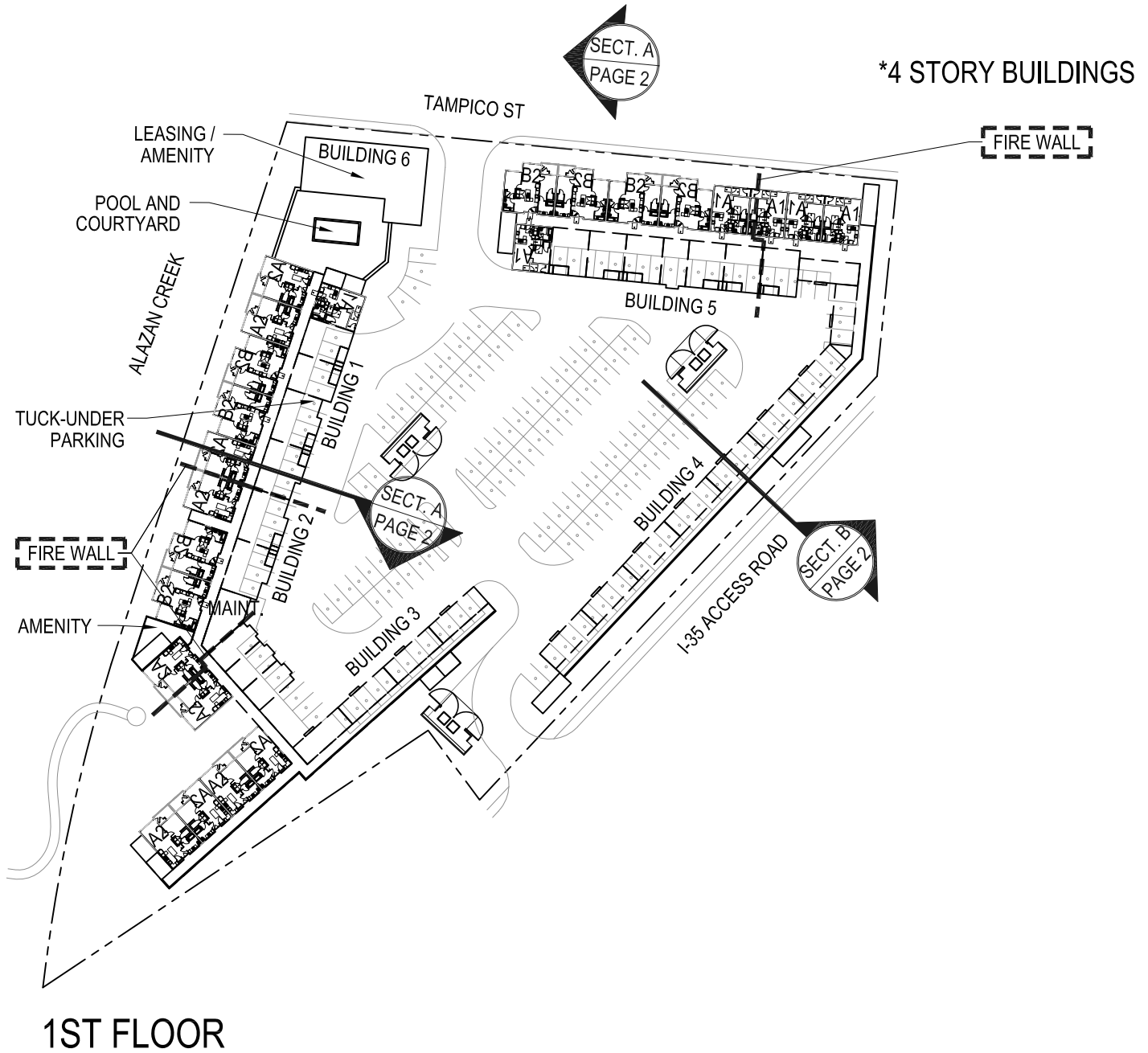
For website information, contact (210) 242-2500.

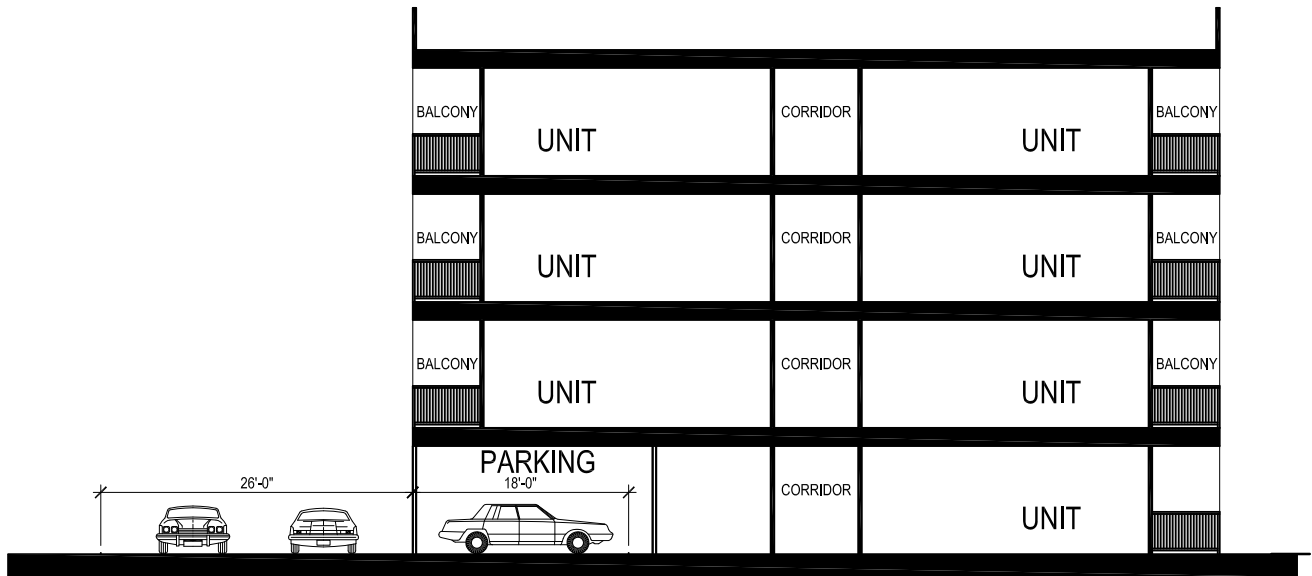
## AREA MAP



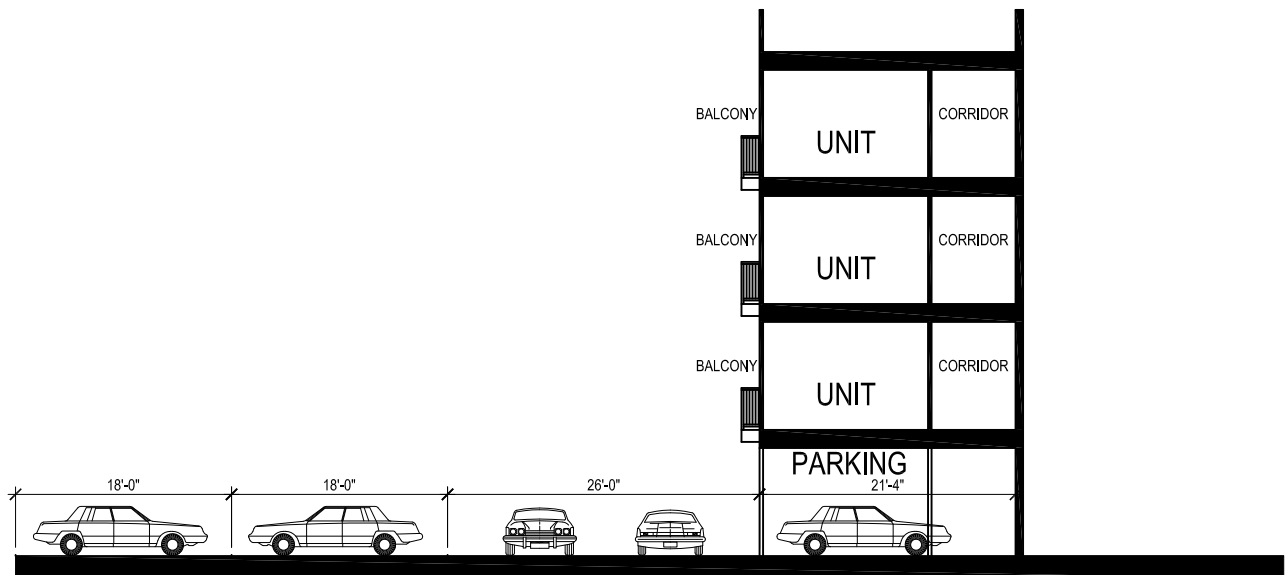








SECTION A



SECTION B

SCALE: 1/16"=1'-0"

**TAMPICO APARTMENTS**

UPDATED 09-25-2017

TOTAL / AVG.														
	UNIT NAME	UNIT TYPE	NO. OF UNITS	% OF UNIT COUNT	% BY BDRM. TYPE	BED / UNIT	NO. OF BEDS	% OF BED COUNT	BATH / UNIT	NO. OF BATH	% OF BATH COUNT	SQ.FT.	TOTAL SQ. FT.	NOTES
	E1	1 Bd / 1 Ba	12	7%	28%	1	12	5.3%	1	12	5.3%	500	6,000	
	E2	1 Bd / 1 Ba	39	21%		1	39	17.2%	1	39	17.2%	562	21,918	
	A1	1 Bd / 1 Ba	48	26%	48%	1	48	21.1%	1	48	21.1%	652	31,296	
	A2	1 Bd / 1 Ba	40	22%		1	40	17.6%	1	40	17.6%	762	30,480	
	B1	2 Bd / 2 Ba	12	7%	24%	2	24	10.6%	2	24	10.6%	850	10,200	
	B2	2 Bd / 2 Ba	32	17%		2	64	28.2%	2	64	28.2%	970	31,040	
TOTAL / AVG.			183	100%	100%		227	100.0%		227	100%		130,934	

**PROJECT SQUARE FOOTAGE CALCULATIONS:**

	<b>1st Floor</b>		<b>SQ.FT.</b>
	Leasing/Amenity		3,175
	Net Leasable		19,292
	Unconditioned unit area		1,964
	Amenity		407
	Maintenance		678
	Circulation		8,296
	Other unconditioned area		45
	<b>TOTAL GROSS</b>		<b>33,857</b>

	<b>2ND Floor</b>		<b>SQ.FT.</b>
	Net Leasable		37,214
	Unconditioned unit area		2,976
	Amenity		407
	Circulation		10,453
	Other unconditioned area		162
	<b>TOTAL GROSS</b>		<b>51,212</b>

	<b>3rd Floor</b>		<b>SQ.FT.</b>
	Net Leasable		37,214
	Unconditioned unit area		2,976
	Amenity		407
	Circulation		10,453
	Other unconditioned area		162
	<b>TOTAL GROSS</b>		<b>51,212</b>

	<b>3rd Floor</b>		<b>SQ.FT.</b>
	Net Leasable		37,214
	Unconditioned unit area		2,976
	Amenity		407
	Circulation		10,453
	Other unconditioned area		162
	<b>TOTAL GROSS</b>		<b>51,212</b>

	<b>All Floors</b>		<b>SQ.FT.</b>
	Leasing/Amenity		3,175
	Net Leasable		130,934
	Unconditioned unit area		10,892
	Amenity		1628
	Maintenance		678
	Circulation		39,655
	Other unconditioned area		531
	<b>TOTAL GROSS</b>		<b>187,493</b>
















## MEMORANDUM

To: Board of Commissioners

From: David Nisivoccia, President and CEO 

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

RE: Procurement Activity Report

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**SUMMARY:**

Through the calendar quarter ending September 30, 2017, the San Antonio Housing Authority Procurement Department issued sixteen formal and twenty-seven informal solicitations, receiving a total of 223 responses. This resulted in an average of 4.4 responses per formal solicitation and 5.7 responses per informal solicitation, for an overall average response rate of 5.2 per solicitation. New contracts awarded through the third quarter were \$26,468,726.84, and renewals were \$9,229,114.67, which resulted in a grand total awarded of \$35,697,841.51. Of this total, \$8,216,218.79 or 23.02 percent, were awarded to Small, Minority and Women-Owned Business Enterprises (SMWBE), and \$3,253,489.76 or 9.1 percent, were awarded to Section 3 business concerns.

Through the calendar quarter ending September 30, 2017, SAHA contractors reported 85 of their 191 new hires qualified as Section 3 individuals, which represented 44.5 percent of all new hires. The new hires were composed of forty-six male and thirty-nine female individuals. Of the eighty-five new hires during this period, eighteen were hired as full time temporary employees. For the year-to-date, SAHA has hired twenty-three of its Section 3 temporary employees into full time positions within the agency. The weighted average wage rate for these Section 3 individuals is \$12.97 per hour and the breakdown by category is as follows:

- 2 new Section 3 hires earned below \$10.00 per hour
- 26 new Section 3 hires earned from \$10.00 to < \$12.00 per hour
- 31 new Section 3 hires earned from \$12.00 to < \$14.00 per hour
- 21 new Section 3 hires earned from \$14.00 to < \$16.00 per hour
- 4 new Section 3 hires earned from \$16.00 to < \$18.00 per hour
- 1 new Section 3 hire earned from \$18.00 to < \$20.00 per hour

During the third quarter of 2017, Section 3 outreach efforts included OSHA 10 training and certification sponsored by Waste Management, Early Engagement Orientation, Administrative Assistant Certification for two residents sponsored by Geofill and a business start up course sponsored by Pest Management.

**Current Solicitations:** There are currently two Invitations for Bids and one short solicitation being advertised. The Invitations for Bids are for Lila Cockrell Domestic Hot Water Systems Replacement; Fire Alarm and Fire Sprinkler Life-Safety Systems, Inspection, Testing and Repair; and the short solicitation is for a Key Management System for Beacon Communities.

**Closed/Pending Solicitations:** There are eight solicitations that have closed and are currently being evaluated. The eight solicitations include: Artists for the Phillis Wheatley Park; Landscape Architect Services; Carpet and Flooring Purchase, Replacement and Installation Services; Security Guard Services for Beacon Communities; Bulk Waste Area Enclosure for Beacon Communities; Property, Casualty, and Construction Estimating Software (re-solicitation); Translation and Interpreter Services; and Property Management Software for Beacon Communities.

**Solicitations in Development:** Procurement is currently working on a number of solicitations for advertisement. These include: Unit Make Ready Services for Public Housing; Automatic Door Maintenance and Repair; Automatic Gate Maintenance and Repair; Printing Services; Public Relations Consulting Services; Media Monitoring Solution Services; Physical Needs Assessment; Automated Fraud Hotline Services; Demolition Services for Infill Properties; Single Family Home Construction for Infill Properties; Public Relations Firm for DSNR Initiatives; Developer for Culebra Road Property; Website Redesign Services and Cloud Hosting; Broadband Feasibility Study; Resurfacing Services; Purchase of Two Pickup Trucks for Beacon Communities; Plumbing Services; Temporary Fence at Victoria Plaza; Architectural and Engineering (A&E) Services; Purchase of Utility Cart for Beacon Communities; Phone System Upgrade; Docusign Software; Benefits Consultant; Case Management Services; and Disaster Mitigation Services.

**Blanket Awards:**

Awarded projects for the blanket board approved awards are as follows:

Contract Title	Number of Awards	Amount of Blanket Award	Projects Awarded - Third Quarter 2017
Architect and Engineering Services	9	\$1,500,000	\$83,725.00
Environmental Engineering	2	\$600,000	\$28,103.75
Temporary and Contracting Personnel	4	\$1,300,000	\$351,162.15
Professional Engineering	4	\$1,500,000	\$132,830.00
Commercial Real Estate Broker	6	Maximum 6% fee; \$200/consulting and market analysis	\$0.00
Legal Services	9	\$500,000	\$48,248.72
Legal Services - Real Estate	4	\$250,000	
Bond/Mixed Finance Counsel	3	1% of Bond of Issue	

Residential Real Estate Broker Services	2	\$250,000.00	\$0.00
Pest Control for Beacon Communities	2	\$220,000.00	\$0.00

\*Amounts spent on legal services for the period.

**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 November 21, 2017**

Solicitations Currently being Advertised				
SAHA Department	Type	Solicitation Name	Bidders Conference	Closes
Beacon Communities	QQ	Key Management System for Beacon Communities	N/A	11/28/2017
Construction Services	IFB	Fire Alarm and Fire Sprinkler Life-Safety Systems, Inspection, Testing, and Repair	11/8/2017	11/28/2017
Construction Services	IFB	Lila Cockrell Domestic Hot Water System Replacement	12/7/2017	12/15/2017
Solicitations Under Evaluation				
SAHA Department	Type	Solicitation Name	Date Closed	Status
Construction Services	IFB	Underground Utility Locating Services	11/1/2017	Board
Construction Services	IFB	Cross Creek Burned Unit #1503 Rehabilitation	11/3/17	Meeting
Construction Services	CO-OP	Replacement of Roof at Frank Hornsby Apartments	N/A	12/7/2017
DSNR	RFQ	Landscape Architect Services	7/20/2017	Procurement
Communications and Public Affairs	QQ	Translation and Interpreter Services	9/13/2017	
Beacon Communities	RFP	Property Management Software for Beacon Communities	10/19/2017	Negotiation
DSNR	RFQ	Artists for Phillis Wheatley Park	10/25/2017	Evaluation
Beacon Communities	QQ	Security Guard Services for Beacon Communities	11/8/2017	Due Diligence
Beacon Communities	RFP	Property, Casualty, Estimating Software (re-solicitation)	1/3/2017	
Public Housing and Beacon Communities	IFB	Carpet and Flooring Purchase Replacement and Installation Services	11/14/17	
Beacon Communities	QQ	Bulk Waste Area Enclosure for Beacon Communities	11/21/17	
QQ Awarded under \$50,000.00				
SAHA Department	Type	Solicitation Name	Vendor	Award Amount
Public Housing	QQ	Purchase and Installation of Vertical Packaged Terminal Air Conditioning Units	Alamo Xtreme Air Conditioning & Heating	\$10,434.04
Communications and Public Affairs	QQ	Freelance Writer	DL Professional Writing	\$50,000.00
DSNR	E-MAIL QUOTES	Market Research Study Services	Angelou Economics	\$35,000.00
Legal Services	RFP	HUD Legal and Consulting Services	Hawkins Delafield and Wood	\$50,000.00

Future Solicitations		
SAHA Department	Solicitation Name	Projected Release Date
Asset Management	Physical Needs Assessment (PNA)	December 2017
Beacon Communities	Purchase of Two Pickup Trucks for Beacon Communities	December 2017
	Purchase of Utility Cart for Beacon Communities	US Communities
Communications and Public Affairs	Media Monitoring Solutions Services	January 2018
	Website Redesign Services and Cloud Hosting	December 2017
	Printing Services	January 2018
	Public Relations Consulting Services	March 2018
CDI	Broadband Feasibility Study	December 2017
Construction Services	Plumbing Services	December 2017
	Temporary Fence at Victoria Plaza	December 2017
	Architectural and Engineering (A&E) Services	January 2018
DSNR	Demolition Services for Infill Properties	January 2018
	Single Family Home Construction for Infill Properties	January 2018
	Developer for Culebra Road Property	December 2017
	Public Relations Firm for DSNR Initiatives	January 2018
Innovative Technology	Phone System Upgrade	January 2018
	Docusign Software	DIR
Public Housing	Resurfacing Services	January 2018
	Unit Make Ready for Public Housing	January 2018
	Automatic Door Maintenance and Repair	February 2018
	Automatic Gate Maintenance and Repair	February 2018
Regulatory Oversight	Automated Fraud Hotline Services	December 2017
Risk Management	Disaster Mitigation Services	CO-OP
Human Resources	Benefits Consultant	December 2017
Housing Choice Vouchers (Section 8)	Case Management Services	February 2018





**To:** Board of Commissioners

**Date:** December 7, 2017

**From:** Morris A. Stribling, DPM, Chair, Operations and Choice Neighborhood Committee

**Subject:** Update and discussion regarding the November 16, 2017, Operations and Choice Neighborhood Committee Meeting

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An Operations and Choice Neighborhood Committee meeting was held on Thursday, November 16, 2017. Attendees included Board Chair Morris A. Stribling, DPM, Commissioner Francesca Caballero, Commissioner Thomas F. Adkisson, Commissioner Marie R. McClure, Commissioner Jessica Weaver, SAHA President and CEO David Nisivoccia and SAHA staff.

The following topics were discussed at the committee meeting:

**Update and discussion regarding Wheatley Choice Neighborhood and Westside Choice Neighborhood activities**

Updates for both the east and westside neighborhoods were provided.

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

**Resolution 5767, authorizing the President and Chief Executive Officer to issue a Declaration of Official Intent (Designation of Qualified Tax Exempt Obligation) for all program expenditures related to project design and development of a self-managed energy performance contract, such that all expenditures are anticipated to be reimbursed through the proceeds of a potential tax exempt municipal lease purchase agreement for a self-managed energy performance contract**

**Resolution 5768, authorizing the San Antonio Housing Authority to execute or amend and deliver an equipment lease/purchase agreement not to exceed \$5,700,000 with respect to the acquisition, purchase, financing and leasing of certain equipment for the public benefit; authorizing the execution and delivery of documents required by the lender and the U.S. Department of Housing and Urban Development in connection therewith; and, authorizing the taking of all other actions necessary to the consummation of the transactions contemplated by this resolution**

**Resolution 5766, adopting the updated Housing Authority of the City of San Antonio, Texas Procurement Policy**

**Resolution 5763, authorizing the award of a contract for Roof Replacement at Frank Hornsby Apartments to Garland/DBS, Inc., through the U.S. Communities Government Purchase Alliance, for an amount not to exceed \$670,185.60**



**Resolution 5771, authorizing the award of a contract for underground utility locating services to Underground Services, Inc. dba SoftDig (SBE) for an annual cumulative amount not to exceed \$50,000.00; for a period of one year with the option to renew up to four additional one-year terms**

**Resolution 5772, authorizing the award of a contract for Cross Creek Burned Unit #1503 Rehabilitation to Calidad, LLC (ESBE, SBE, WBE) for an amount not to exceed \$136,308.60**

**Resolution 5770, approving the 2018 Payment Standard Schedule at 90% of the FY 2018 Fair Market Rents for the Housing Choice Voucher Program**

**Resolution 5773, authorizing the submission of a disposition and demolition application to the U.S. Department of Housing and Urban Development for the site known as Tampico Warehouse AMP TX006000001 Alazan/Guadalupe, the sale and long term lease of such property and its improvements and the execution of documents necessary to consummate such actions**

**Update and discussion regarding the Home Buyer Readiness Program**

Ms. Lori Hall, Assistant Director of Real Estate and Homeownership, provided a recap of the 2017 SAHA Home Buyer Readiness Program (HBR) and reported that staff has delivered eleven series of workshops and produced 290 graduates.



**To:** Board of Commissioners

**Date:** December 7, 2017

**From:** Thomas F. Adkisson, Chair, Finance Committee

**Subject:** Update and discussion regarding the November 16, 2017, Finance Committee Meeting

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A Finance Committee meeting was held on Thursday, November 16, 2017. Attendees included Board Chair Morris A. Stribling, DPM, Commissioner Francesca Caballero, Commissioner Thomas F. Adkisson, Commissioner Marie R. McClure, Commissioner Jessica Weaver, SAHA President and CEO David Nisivoccia and SAHA staff.

The following topics were discussed at the committee meeting:

**Update and Discussion regarding the Quarterly Financial Report for the San Antonio Housing Authority**

Diana Kollodziej Fiedler, Director of Finance and Accounting, reported and provided the financial highlights of the San Antonio Housing Authority for the three months ending September 30, 2017. The results of operations for the three months ending September 30, 2017, reflect a surplus before non-cash items of \$3.0 million, which was \$1.0 million over budgeted projections. Total Operating Revenue was approximately \$1.6 million below budget, due to unfavorable variances of \$441,000 in tenant revenue, \$977,000 in Section 8 Housing Assistance Payment (HAP) Revenue, and \$175,000 in miscellaneous revenue. Total Operating Expenses ended the period \$2.1 million below budget, due primarily to favorable variances of \$979,000 in Section 8 HAP Expense, \$447,000 in Salaries and Benefits, and \$1.4 million in Other Expenses.

The Comparative Balance Sheet reflected an overall increase in Total Net Position of \$8.1 million from September 30, 2016, to September 30, 2017. Total Assets increased \$12.2 million due to increases of \$11.5 million and \$5.5 million in Current Assets and Other Non-Current Assets, respectively, offset by a \$4.7 million decrease in Fixed Assets.

**Presentation**

The SAHA Pension Plan Audit was presented by Marc Sewell of RSM US LLP, a leading provider of audit, tax and consulting services focused on the middle market.

**Update and Discussion regarding the Pension Plan Audit for the period of January 1, 2016 to December 31, 2016**

Muriel, Rhoder, Chief Administrative Officer, provided information and insight regarding the Pension Plan Audit, which is subject to a yearly audit. The audit was conducted by RSM US LLP, commenced on May 15, 2017, and covered January 1, 2016, through December 31, 2016. Generally, the audit did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there was a lack of



authoritative guidance or consensus. The audit identified a material weakness related to the oversight of key functions outsourced to third party providers and related financial reporting. One large transaction for the plan was not properly recorded in the financial statements. Additional internal control measures have been taken by SAHA to reduce the risk of future financial reporting discrepancies.

## **President's Report**

December 7, 2017

### **AT&T Fiber Optics Discussions**

Staff had discussions with AT&T about the possible installation of Fiber Optics at some of the SAHA properties and have provided a no cost "access agreement." The AT&T installation would provide low income residents access to low cost internet services to further the ConnectHome objectives. For the Beacon and Partnership properties, the access would improve marketing of the units. Initially, SAHA has provided AT&T with access to twenty-nine sites that include Public Housing, Beacon, and Partnership locations. Since this is not an exclusive agreement, other service providers may continue to offer services.

### **Boots, Boogie and Honky Tonk - Dale Watson Benefit Concert**

The Second Annual Benefit Concert with honky tonk legend, Dale Watson, and special guest, D.T. Buffikin, is scheduled for January 19, 2018. Proceeds from the concert will benefit and support the San Antonio Education Investment Foundation. The event will kick-off at 8:00 p.m. at the Paper Tiger, located at 2410 N. Saint Mary's Street. Early bird tickets may be purchased for \$20.00 online, by cash, and even by payroll deduction. Ms. Yesenia Ochoa, at ext. 6063, may be contacted for more details.





### **Blueridge Homes Advertisement**

Join the San Antonio Housing Authority in celebrating the completion of the first five homes in the Blueridge Homes subdivision of the Westside Reinvestment Initiative from 10:00 a.m. to noon on Friday, December 8, 2017. The ribbon cutting will follow with an open house and tour of the homes. SAHA began advertising the sale of the homes in the San Antonio Express-News' Realty Section on Sunday, November 26, 2017. Advertisement in the Realtypak Magazine will begin December 2, 2018.

### **20th Annual Golden Gala**

Plans for the 20th Annual Golden Gala have been finalized and staff is working on placing the finishing touches for the holiday event of the season for SAHA's elderly and disabled residents! The gala will be held on December 20, 2017, from 3:00 p.m. to 7:00 p.m., at the Henry B. Gonzalez Convention Center. The veterans who have served our country and residents who have given back to the community will be honored during the gala.



The poster for the 20th Annual Golden Gala & Senior Expo is framed by a decorative border of holly leaves and red berries. The title "20<sup>TH</sup> ANNUAL Golden Gala & SENIOR EXPO" is prominently displayed in the center, with "20<sup>TH</sup> ANNUAL" in red and "Golden Gala & SENIOR EXPO" in gold. Below the title, the date and time "DECEMBER 20, 2017 • 3-7 P.M." and the location "HENRY B. GONZALEZ CONVENTION CENTER" are listed. A line of text reads "• FOR ALL SAHA ELDERLY & DISABLED RESIDENTS •". Below this, a list of activities is provided: "H2A Living Awards • Door Prizes • Small Gifts" and "A Festive Meal • Special recognition for veterans". At the bottom, there are four photographs: a man in a military uniform, a group of people in red robes, a woman in a wheelchair, and a woman in a red hat. The SAHA logo and name are at the bottom left, and the website "SAHA.ORG" and social media handles are at the bottom right.

**20<sup>TH</sup> ANNUAL  
Golden Gala  
& SENIOR EXPO**

**DECEMBER 20, 2017 • 3-7 P.M.**  
**HENRY B. GONZALEZ CONVENTION CENTER**

• FOR ALL SAHA ELDERLY & DISABLED RESIDENTS •

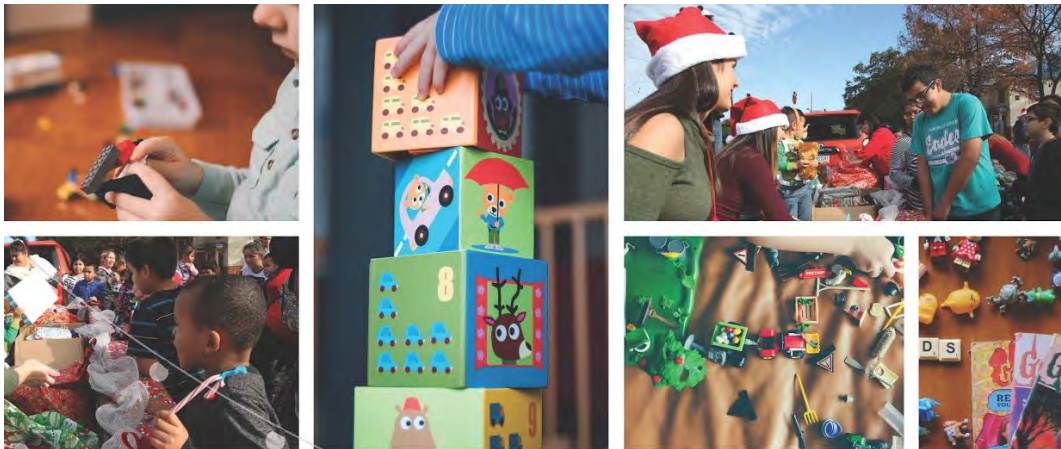
H2A Living Awards • Door Prizes • Small Gifts  
A Festive Meal • Special recognition for veterans

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### 3rd Annual Toy Drive

As the excitement and the anticipation of the holiday season approaches, we must also keep in mind that some of our residents will not be as fortunate to provide a toy for their child to open on Christmas Day. To keep SAHA in the spirit of giving, the Community Development Initiatives Department (CDI) has organized the 3rd Annual Toy Drive. CDI will be collecting unwrapped toys suitable for ages two to seventeen through December 8, 2017. The toys will be distributed to the children residing on SAHA properties.



### SAN ANTONIO HOUSING AUTHORITY'S 3<sup>rd</sup> Annual Toy Drive

The Community Development Initiatives Department will be collecting toys for children residing within the San Antonio Housing Authority.

We are asking for your generous donation of unwrapped toys for **boys and girls ages 2-17** (*Non-violent toys are requested*). Gift cards and monetary donations are welcome.

**Donations will be accepted through Friday, December 8<sup>th</sup>**

We sincerely appreciate your generosity! Thank You and Happy Holidays!

#### FOR MORE INFORMATION

Samantha Suarez, 210.559.3329 • Martha Badillo de Parra, 210.823.0637  
or Florence Ruiz, 210.557.0123



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### **Staff Honors Veterans at Annual Breakfast**

Staff honored veterans working at SAHA during the Third Annual Veterans Day Breakfast on Friday, November 9, 2017. The veterans, who are courageous and humble in their service to our country, were celebrated and honored individually with a program that consisted of a breakfast, a word of thanks from the CEO, and a coin ceremony (a time honored tradition).





**Annual Garage Sale Benefits EIF**

More than 200 shoppers toured through eighty vendors at the Education Investment Foundation's Annual Fall Garage Sale on November 4, 2017. The garage sale was held at SAHA's Central Office where shoppers enjoyed searching for bargains, while the children enjoyed face painting and sidewalk chalk art activities. The total proceeds of \$1,220.00 raised will benefit EIF's academic achievement and scholarship program.



### SAHA Takes on Halloween

On October 31, 2017, SAHA's Central Office departments were transformed into haunted houses, outer space, Candyland, the 50's and more, for the Annual Halloween Trick-or-Treat Stroll. SAHA family members, along with little ghosts and goblins, enjoyed a "spooktacular" afternoon with food and trick or treating throughout the departments. The team building event included a department decorating contest. Winners for 2018 included:

1. Cutest Department - Minions (Finance and Accounting)
2. Scariest Department - Dead Brides (Executive)
3. Best Individual Costume - 5th Element Opera Singer (Irma Bazan)

