

Item 13



Travis County Commissioners Court Agenda Request

Meeting Date: February 26, 2012

Prepared By/Phone Number: Jason G. Walker/44562; Marvin Brice, CPPB, Assistant Purchasing Agent

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: Consider and take appropriate action regarding a request to approve a contract with Meals on Wheels and More, Inc. funded with Community Block Grant funds available through HUD.

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.
- The Owner Occupied Home Rehabilitation program is to improve the quality of housing stock in the CDBG area for low to moderate income owner occupied houses. Funded through this program are minor home repair services for low and moderate income homeowners in the unincorporated areas of Travis County and the Village of Webberville in order to move these homes towards Housing Quality Standards. Potential improvements include, but are not limited to: foundation repair, roofing, flooring, electrical, plumbing, accessibility modifications, connection of houses to long-term viable sources of water, weatherization, noise attenuation, septic tank repairs/installation, and other related engineering or designs for improvements.
- A 0% interest, forgivable 5 year loan up to \$24,999 with no required annual or monthly payments is available, where the deferred loan is forgiven at a pro-rata rate of 20% for each year of home ownership. This program is to be administered by Travis County Health and Human Services (HHS) through a contractual relationship with the U.S. Department of Housing and Urban Development (HUD) as funded by a Community Development Block Grant (CDBG).

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

- It is estimated that this program will assist approximately 41 households, for an estimated \$1,068,000.00, however, that number could be higher or lower at project end.
- On October 26, 2012 the RFS was released, and on November 27, 2012 2 (two) proposals were received in response to the solicitation.
- Meals on Wheels and More, Inc. will be the single point of contact where they will receive and review program applications, prepare scopes of work, bid out construction, and facilitate warranty issues. Client files for all applicants will all be maintained by Meals on Wheels and More, Inc. In addition, Meals and Wheels and More, Inc. will provide marketing services for the program along with website materials, and assist with environmental work as needed.
- HHS is recommending a contract award to Meals on Wheels and More, Inc. for a not-to-exceed amount of \$1,068,000.00, and Purchasing concurs with HHS's recommendation. In an effort to assist HHS in putting the County on track for timeliness of expended funds, at the time of submitting this agenda request pacakage, the original contracts are not included, as they are currently with Meals on Wheels and More, Inc. for review and signature, as well as the Funds Reservation for this contract has not been entered into SAP, but is anticipated to be entered by Febrauary 20, 2013. Should the signed originals not be returned to the County, nor a Funds Reservation entered into SAP in time for this requested meeting date, this item will need to be postponed.
- **Contract Expenditures:** Within the last N/A months \$0.00 has been spent against this contract/requirement.
- **Contract-Related Information:**
 - Award Amount: \$1,068,000.00
 - Contract Type: Professional Services
 - Contract Period: Through February 28, 2014.
- **Contract Modification Information: N/A**
 - Modification Amount:
 - Modification Type:
 - Modification Period:
- **Solicitation-Related Information:**

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Solicitations Sent: 23

Responses Received: 2

HUB Information: Vendor is not a HUB

% HUB Subcontractor: N/A

➤ **Special Contract Considerations:**

- Award has been protested; interested parties have been notified.
- Award is not to the lowest bidder; interested parties have been notified.
- Comments: N/A

➤ **Funding Information:**

- Shopping Cart/Funds Reservation in SAP: TBD
- Fund Center(s): TBD
- Comments:

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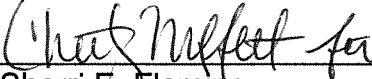


**TRAVIS COUNTY HEALTH and HUMAN SERVICES
and VETERANS SERVICE
502 E. Highland Mall Blvd.
P. O. Box 1748
Austin, Texas 78767**

**Sherri E. Fleming
County Executive
for TCHHSVS
(512) 854-4100
Fax (512) 279-1608**

DATE: February 15, 2013

TO: Cyd V. Grimes, C.P.M., CPPO, Travis County Purchasing Agent

FROM: 

Sherri E. Fleming
County Executive for Travis County Health and Human Services
and Veterans Service

SUBJECT: Execution of the CDBG funded Owner Occupied Home
Rehabilitation Program

Proposed Motion:

Consider and take appropriate action regarding a request to approve a contract with Meals on Wheels and More, Inc. funded with Community Block Grant funds available through HUD.

Background and Summary:

The Travis County Department of Health and Human Services has entered into a contractual relationship with the U.S. Department of Housing and Urban Development (HUD) to administer a Community Development Block Grant (CDGB) funded owner occupied home rehabilitation program. The Travis County CDBG Owner Occupied Home Rehabilitation Program's purpose is to improve the quality of housing stock in the CDBG service area for low to moderate income owner occupied houses. This project will fund minor home repair services for low and moderate income homeowners in the unincorporated areas of Travis County and the Village of Webberville, in order to move

homes towards Housing Quality Standards. The program seeks to improve the energy efficiency, physical living conditions, and/or safety in owner-occupied homes. A 0% interest, forgivable five-year loan up to \$24,999, with no required annual or monthly payments, is available. The deferred loan is forgiven at a pro-rata rate of 20% for each year of home ownership. Examples of potential improvements include, but are not limited to: foundation repair, roofing, flooring, electrical, plumbing, accessibility modifications, connection of houses to long-term viable sources of water (not part of a stand-alone infrastructure project), weatherization, noise attenuation, septic tank repairs and installation, and related engineering or design for improvements. These funds are targeted toward homeowners at or below 80% MFI in the CDBG service area.

A Request for Services (RFS) was released on October 26, 2012 with a response date of November 27, 2012. Several agencies were provided information about this opportunity in addition to the RFS being posted on Bidsync. Five non-profit agencies and two contractors attended the pre-proposal conference on November 7, 2012, and two proposals were received in response to the County's RFS.

A four-member review committee convened on December 3, 2012 to review the proposal received in response to the County's RFS. The committee recommended that negotiations begin with the highest scorer, and on January 3, 2013, the Department sent its recommendation to the Purchasing Office to move forward with negotiations with the highest scorer.

Meals on Wheels and More, Inc. will be the single point of contact for the program, and will receive and review program applications, prepare scopes of work and bid out construction, facilitate warranty issues, and maintain client files for all applicants. Additionally, they will provide marketing, website materials, and assist with environmental work, as needed. Due to the amount of assistance per household, it is estimated that \$1,068,000 will assist approximately 41 households; however, that number may be higher or lower at project end depending upon actual costs.

Recommendations:

Staff recommends approval of the contract to Meals and Wheels and More, Inc. to administer Travis County's CDBG Owner Occupied Homebuyer Assistance Program totaling \$1,068,000. They are a highly qualified organization which has successfully implemented and completed these types of programs.

Issues and Opportunities:

Approval of the contract includes approval of the Specifications and Standards included in Attachment D of the contract which the County provides as part of the program. These standards and specifications provide guidance to the non-profit on construction standards.

All funds are anticipated to be expended by February 2014, with 50% expended by September 30, 2013, which would put the County on track for timely spending of funds.

This project may generate program income in the future, which will allow the County to provide additional resources in support of affordable housing.

Fiscal Impact and Source of Funding:

\$1,068,000 of funding is to be awarded from several program years. No matching General Funds are required.

Fund Reservation Number: To be provided by February 20, 2013

Cc: Nicki Riley, Travis County Auditor
Patti Smith, Chief Assistant County Auditor
Janice Cohoon, Financial Analyst Travis County Auditor
Mary Etta Gerhardt, Assistant County Attorney
Christopher Gilmore, Assistant County Attorney
Marvin G. Brice, CPPB, Assistant Purchasing Agent, Travis County Purchasing Office
Jason Walker, Purchasing Agent Assistant, Travis County Purchasing Office
Diana Ramirez, Analyst, Planning and Budget Office
Kendra Tolliver, TCHHS/VS, Finance Accountant
Christy Moffett, CDBG Planning Project Manager