

**CITY OF EL PASO, TEXAS**  
**AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM**

**DEPARTMENT:** COMMUNITY & HUMAN DEVELOPMENT  
**AGENDA DATE:** MARCH 13, 2012  
**CONTACT PERSON/PHONE:** WILLIAM L. LILLY, DIRECTOR, 541-4500  
BRUCE D. COLLINS, PURCHASING MANAGER, 541-4313  
**DISTRICT (S) AFFECTED:** ALL

**SUBJECT:**

Department of Community & Human Development recommends award to the Institute for Policy and Economic Development, The University of Texas at El Paso (UTEP) for solicitation 2012-045R Analysis of Availability/Demand for Type A Accessible Housing in the City of El Paso, for a total of \$55,000.00.

**BACKGROUND / DISCUSSION:**

In April 2011, City Council approved the comprehensive Analysis of Impediments (AI) to Fair Housing Choice for the City of El Paso. The AI noted that the provision of Type A housing units is not a "class of discrimination" under the Fair Housing Act and lacking sufficient data, the consultant recommended the City seek a qualified agency to determine the availability and gap for Type A accessible housing units in multi-family developments (four or more units) within the City of El Paso.

A Request for Proposals was issued to secure an agency to determine the availability and gap for Type A accessible housing units in multi-family developments (four or more units) within the City of El Paso. The Community and Human Development Department reviewed and evaluated solicitation 2012-045R Analysis of Availability/Demand for Type A Accessible Housing and recommends the contract be awarded to the Institute for Policy and Economic Development, the University of Texas at El Paso (UTEP). The analysis shall provide an assessment and other quantitative and qualitative data, to include development of the survey instrument, selection of the appropriate sample and fielding to determine the percentage of Type A accessible units to fulfill the demand for such units in the City of El Paso. The analysis will provide a summary report of results and raw data in a form usable by the City within five months from contract acceptance. The Institute for Policy and Economic Development, (UTEP), is the sole responsive and responsible bidder meeting the specifications. This vendor has performed satisfactorily before on other projects with the City.

**SELECTION SUMMARY:**

Solicitation was advertised on 11/08/2011 and 11/15/2011. The postcards were mailed out on 11/08/2011. The solicitation was posted on City website on 11/08/2011. The email (Purmail) notification was sent out on 11/08/2011. A total of fifteen bidders including seven local vendors were solicited. A total of one bid, a local vendor, was received.

A survey was conducted with vendors that did not submit a response to the solicitation. The survey results indicated vendors (i) not enough time to respond to solicitation; (ii) lack of additional capacity to take on City requirement; and (iii) no longer have staffing to perform the required services.

**PRIOR COUNCIL ACTION:**

April 26, 2011, Council approved and adopted the 2011 Analysis of Impediments to Fair Housing Choice, that included a recommendation to obtain an agency to perform the Analysis / Demand for Type A accessible housing units.

**AMOUNT AND SOURCE OF FUNDING:**

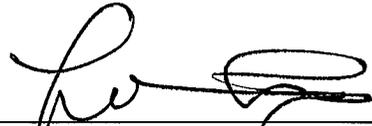
\$55,000.00 – Community Development Contingency Account  
71150069 – 508027 – 07747 – G7129CD0001

**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**



William L. Lilly, Director

Date: February 22, 2012

**COUNCIL PROJECT FORM  
(RFP)**

\*\*\*\*\***POSTING LANGUAGE BELOW**\*\*\*\*\*

Please place the following item on the **CONSENT** agenda (under **REQUEST FOR PROPOSAL**) for the Council Meeting of **MARCH 13, 2012**.

The award of Solicitation No. 2012-045R (Analysis of Availability/Demand for Type A Accessible Housing in the City of El Paso) to The University of Texas at El Paso - Institute for Policy and Economic Development for a total estimated award of \$55,000.00.

Department:	Community & Human Development
Award to:	The University of Texas at El Paso - Institute for Policy and Economic Development El Paso, TX
Items:	All
Option:	None
Payment Terms:	N30
Annual Estimated Amount:	\$55,000.00
Total Estimated Award:	\$55,000.00
Account No.:	71150069 – 508027 – 07747 – G7129CD0001
Funding Source:	Community Development Contingency
District(s):	All

This is an RFP, service contract.

Additionally, it is requested that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this award.

The Financial Services - Purchasing Division and Community & Human Development recommend award as indicated to The University of Texas at El Paso - Institute for Policy and Economic Development, the sole respondent.

\*\*\*\*\***ADDITIONAL INFO BELOW**\*\*\*\*\*



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AND REDEVELOPMENT OFFICIALS  
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NATIONAL COMMUNITY DEVELOPMENT  
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FAIR HOUSING INITIATIVES PROGRAM  
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BBC RESEARCH & CONSULTING  
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SOUTHWEST FAIR HOUSING COUNCIL  
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TUCSON, AZ 85719

BORDER FAIR HOUSING AND ECONOMIC  
JUSTICE CENTER  
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EL PASO, TX 79902

SWIGER CONSULTING, INC.  
ATTN: DR. ERNEST SWIGER, AICP  
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2.1.1 TEXAS PROGRAM  
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LISA TOMAKA, ASSISTANT DIRECTOR  
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