

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

DEPARTMENT: COMMUNITY & HUMAN DEVELOPMENT

DATE: MAY 8, 2012

CONTACT PERSON/PHONE: WILLIAM L. LILLY, DIRECTOR, 541-4500
BRUCE D. COLLINS, PURCHASING MANAGER, 541-4313

DISTRICT (S) AFFECTED: ALL

SUBJECT:

Request to issue a Change Order in the amount of \$13,200 for additional research to the original scope of work for contract No. 2012-045R, which is the Analysis of Availability / Demand for Type A Accessible Housing units in multi-family developments (four or more units) in the City of El Paso, awarded to The University of Texas at El Paso (UTEP) Institute for Policy and Economic Development.

BACKGROUND / DISCUSSION:

Solicitation 2012-045R was presented to City Council on March 13, 2012 for review and approval to award to the Institute for Policy and Economic Development, UTEP, the contract for conducting an Analysis of Availability/Demand for Type A Accessible Housing units in multi-family developments (four or more units) in the City of El Paso, in the amount of \$55,000. The original scope of work includes the research and analysis for determining the overall need for Type A Accessible Housing units within the El Paso city limits.

During Council review, it was recommended by City Council that the Analysis include the specific areas of the City where Type A Accessible Housing units would be needed and to return to Council with the additional cost to provide this information. The Institute for Policy and Economic Development, UTEP, has submitted their Change Order for an additional \$13,200 plus an additional month to the contract time – from six months to seven months – to complete the Analysis as amended. 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 study will provide a summary report of results and raw data in a form usable by 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 was received, who is a local vendor.

PRIOR COUNCIL ACTION:

March 13, 2012 Council awarded Contract No. 2012-045R to the Institute for Policy and Economic Development, The University of Texas at El Paso, in the amount of \$55,000.

AMOUNT AND SOURCE OF FUNDING:

72010034 - 502215

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Name (William L. Lilly)

Signature

Date

4/30/12

**COUNCIL PROJECT FORM
(RFP)**

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

Please place the following item on the **CONSENT** agenda for the Council Meeting of **MAY 8, 2012**.

Request that the Purchasing Manager for Financial Services, Purchasing Division be authorized to issue a change order to a purchase order for contract 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 \$13,200.00 and an additional month to complete the analyses.

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

Department:	Community & Human Development
Award to:	The University of Texas at El Paso - Institute for Policy and Economic Development
Vendor Location:	El Paso, TX
Item(s):	All
Option:	None
Payment Terms:	N30
Annual Estimated Amount:	\$13,200.00
Total Estimated Award:	\$13,200.00
Account No.:	72010034 - 502215 - 01101
Funding Source:	Community Development
District(s):	All

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