



# City of Austin

## Recommendation for Action

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**File #: 24-3917, Agenda Item #: 6.**

**3/7/2024**

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### **Posting Language**

Authorize negotiation and execution of a contract for a tenant relocation study with Economic Consultants Oregon, Ltd d/b/a Econorthwest, for a term of eleven months in an amount not to exceed \$165,000.

[Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program). For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established].

### **Lead Department**

Financial Services Department.

### **Client Department(s)**

Housing Department.

### **Fiscal Note**

Funding in the amount of \$110,000 is available in the Fiscal Year 2023-2024 Operating Budget of the Housing Department.

Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Financial Services Department issued a Request for Proposals (RFP) 7200 PAT3005 for these services. The solicitation was issued on June 26, 2023, and closed September 12, 2023. Of the two offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. This information can currently be found at:

[https://financeonline.austintexas.gov/afo/account\\_services/solicitation/solicitation\\_details.cfm?sid=138691](https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=138691).

### **For More Information:**

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: [FSDCentralProcurementRCAs@austintexas.gov](mailto:FSDCentralProcurementRCAs@austintexas.gov) or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

### **Additional Backup Information:**

This contract is for a tenant relocation study to determine the impact of redevelopment of multifamily buildings and mobile home parks used by low-income households on the City. The study is required to determine the appropriateness of a fee to recover the City's cost to provide rehousing services when redevelopment activities cause displacement of tenants.

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This is a new contract. Authorization amounts were determined based on estimates of similar studies that have been conducted by the Housing Department.

The scope of work was reviewed by staff in accordance with the Contact Labor Resolution to determine if outsourcing or hiring of staff would best meet the department's needs and comply with the Resolution. Given the need for these services, staff determined that outsourcing the services to a contractor would be cost beneficial and meet department needs.

An evaluation team with expertise in this area evaluated the offers and scored Economic Consultants Oregon, Ltd d/b/a Econorthwest as the best to provide these services based on project concept and strategy/solution, offerors experience and personnel qualifications, price proposal, local preference, project schedule, sample work product, and service-disabled veteran business enterprise.

This request allows for the development of a contract with a qualified offeror selected by Council. If the City is unsuccessful in negotiating a satisfactory contract with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that another qualified offeror may be selected, authorizing new contract negotiations.