



Legislation Details (With Text)

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**On agenda:** 6/22/2022      **Final action:**

**Title:** Authorize a service contract for non-profit public facility improvement projects for the Office of Budget and Management Services - Legal Aid of Northwest Texas in the amount of \$211,396 and First Presbyterian Church of Dallas dba The Stewpot in the amount of \$188,604, most advantageous proposers of four - Not to exceed \$400,000 - Financing: FY 2021-22 Community Development Block Grant Fund

**Sponsors:**

**Indexes:** 14, 2

**Code sections:**

**Attachments:** 1. Resolution

Date	Ver.	Action By	Action	Result
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**STRATEGIC PRIORITY:** Government Performance & Financial Management

**AGENDA DATE:** June 22, 2022

**COUNCIL DISTRICT(S):** 2, 14

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Elizabeth Reich

**SUBJECT**

Authorize a service contract for non-profit public facility improvement projects for the Office of Budget and Management Services - Legal Aid of Northwest Texas in the amount of \$211,396 and First Presbyterian Church of Dallas dba The Stewpot in the amount of \$188,604, most advantageous proposers of four - Not to exceed \$400,000 - Financing: FY 2021-22 Community Development Block Grant Fund

**BACKGROUND**

This service contract will provide for non-profit public facility improvement projects. The purpose of this item is to expand the capacity of nonprofit organizations for facility improvements located within the city limits of Dallas. Each year, the City receives Community Development Block Grant funds to provide economic and community development projects and services. Non-profit agencies are frequently requested to partner with the City and/or other community partners with the provision to provide services to improve the quality of life for Dallas residents. These awards provide funding to qualifying organizations for various improvement projects within the City for facilities that are that are

typically not available from other sources to assist the entity with renovations, repairs, energy upgrades, Americans with Disability Act compliance enhancements, actualization of Comprehensive Environmental and Climate Action Plan (“CECAP”) installations, and a variety of other facility improvements.

This service contract will provide grant funds to Legal Aid of Northwest Texas (“LANWT”) to refurbish and update their existing office space. LANWT has successfully served the low-income, at-risk populations of Dallas since 1956 with civil legal aid covering a wide diversity of civil legal problems faced by low-income residents of the City of Dallas. This site has served as LANWT primary place of business in Dallas since 1991 when it was initially acquired, and the facility has not been refurbished since its initial acquisition. This facility is centrally located in downtown Dallas to allow attorneys fast access to local courts, while remaining accessible from all major public transit systems so that LANWT clients can access services in person if they do not have personal transportation.

This service contract will provide grant funds to assist First Presbyterian Church of Dallas dba The Stewpot (“The Stewpot”) to support replacement costs for new elevators. New elevators will provide enhanced safety and efficiency and ensure that operations and critical program services continue uninterrupted to the low- and extremely-low-income individuals and families who depend on The Stewpot. The elevators, installed in 1943 and 1990, have exceeded the manufacturer’s lifetime expectancy. During a recent inspection, the freight elevator was deemed out of service until replacement, frequently leaving access to the second floor of the building to solely stairs. Approximately 5,000 clients are served onsite annually, with 50 percent experiencing some form of disability. Elevator access to the second floor is critical for clients to access Housing Program appointments; enrichment programming; and mental health assistance and medications.

A four-member committee from the following departments reviewed and evaluated the qualifications:

- Office Bond Program (1)
- Office of Community Care (1)
- Office of Homeless Solutions (1)
- Small Business Center (1)

The committee selected the successful proposers on the basis of demonstrated competence and qualifications under the following criteria:

- Approach and methodology 30 points
- Experience and qualifications 25 points
- Financial capacity and budget cost reasonableness 25 points
- Commitment to policies and practices that enhance racial equity 12 points
- CECAP-related improvement activities 8 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$15.21; the selected vendor meets this requirement.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On January 27, 2021, City Council authorized a service contract for non-profit public facility improvement projects for the Office of Budget and Management Services with CitySquare and Catholic Charities of Dallas, Inc. by Resolution No. 21-0246.

The Community Development Commission was briefed regarding this matter on May 5, 2022.

The Government Performance and Financial Management Committee was briefed via memorandum regarding this matter on May 23, 2022.

**FISCAL INFORMATION**

Fund	FY 2022	FY 2023	Future Years
FY 2021-22 Community Development Block Grant	\$400,000.00	\$0.00	\$0.00

<b><u>Council District</u></b>	<b><u>Amount</u></b>
2	\$188,604.00
14	<u>\$211,396.00</u>
Total	\$400,000.00

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal	M/WBE %	M/WBE \$
\$400,000.00	Other Services	N/A	N/A	N/A
<ul style="list-style-type: none"> <li>• The Business Inclusion and Development Policy does not apply to Other Service contracts.</li> <li>• Legal Aid of Northwest Texas - Local; Workforce - 16.02% Local • First Presbyterian Church of Dallas dba The Stewpot - Local; Workforce - 60.15% Local</li> </ul>				

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none"><li>• Utilized for high technology procurements, insurance procurements, and other goods and services</li><li>• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications</li><li>• Always involves a team evaluation</li><li>• Allows for negotiation on contract terms, including price</li></ul>
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The Office of Procurement Services received the following proposals from solicitation number BJZ22-00017865. We opened them on December 17, 2021. We recommend the City Council award this service contract to the most advantageous proposers.

\*Denotes successful proposers

<b><u>Proposers</u></b>	<b><u>Address</u></b>	<b><u>Score</u></b>
*Legal Aid of Northwest Texas	1515 Main St Dallas, TX 75201	84.75
*First Presbyterian Church of Dallas dba The Stewpot	1835 Young St Dallas, TX 75201	81.50
CitySquare	1610 S. Malcolm X Blvd. Dallas, TX 75226	76.25
Finally Home Foundation	3906 W. Camp Wisdom Rd Ste. 108 Dallas, TX 75237	Non-Responsive

**OWNERS**

**Legal Aid of Northwest Texas**

Kristin E. Postell, President  
Penny R. Robe, Vice President  
Maria Thomas-Jones, Chief Executive Officer

**First Presbyterian Church of Dallas dba The Stewpot**

John Joe, Chief Executive Officer  
Ashlee Hueston, Senior Director of Operations