



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 10/20/2020

ALL

Item Creation Date: 9/16/2020

H29209 - Single Family Legal Services - ORDINANCE

Agenda Item#: 56.

Summary:

ORDINANCE approving and authorizing a contract for legal services with **GRANSBERRY LAW GROUP, P.C.** for legal representation of the City of Houston; establishing a maximum contract amount - 3 years with 2 one-year options - \$200,000.00 - TIRZ Fund

Background:

Professional Services for S49-H29209 - Approve an ordinance authorizing an agreement between the City of Houston and Gransberry Law Group P.C. for the maximum contract amount of \$200,000.00 for legal services to support the operation of Single-Family Programs for the Housing and Community Development Department.

Specific Explanation

The Director of Housing and Community Development Department (HCDD), the City Attorney, and the Chief Procurement Officer recommend that City Council approve an ordinance awarding a **three (3) year professional services agreement, with two (2) one-year options** between the City of Houston and **Gransberry Law Group P.C.** for a maximum contract amount not to exceed **\$200,000.00** in Tax Increment Reinvestment Zone (TIRZ) funds for Legal Services for the Single-Family Division of HCDD. The City Attorney may terminate this agreement at any time upon 10-days written notice to the firm.

The Gransberry Law Group will perform a number of services including but not limited to the following:

1. Electronically submit prepared document templates to the City to facilitate loan closings based on tight date/timelines communicated by the City.
2. Performing title review and review of all documents in connection therewith to make sure the City's interest is secured/protected.
3. Issue title opinions noting ownership of the subject property with copies of the deed or Heirship Affidavit and making recommendations for curing title defects.
4. Preparing, executing and filing release of liens, powers of attorneys, affidavits of heirships and other similar affidavits/documents affecting property and owner.
5. Preparing and submitting required documents for recordation in the Real Property Records of Harris, Fort Bend or Montgomery Counties, as appropriate.
6. Prepare Contracts, Agreements, and/or Closing Documents
7. Provide such other services as may be requested by the program Administrators or by the City Attorney.

HCDD is requesting the approval of the agreement and the allocation for the operation of the Single-Family Programs. Based on the production goals projected at 550 properties per year, will be best attained over the next five (5) years by engaging the Gransberry Law Group, P.C. as specialized outside counsel.

Gransberry Law Group P.C. has provided legal services for the City's Single-Family Housing Programs for 1 year and has consistently met and often exceeded the expectations of the homeowners and the Division.

MWSBE Participation:

This professional service was issued as goal-oriented contract with a 24% MWBE participation level. Gransberry Law Group P.C. has designated the below-company as its certified M/WBE subcontractor.

SUBCONTRACTOR	TYPE OF WORK	PERCENTAGE
QuestUpscale, Inc d/b/a Kevin Riles Commercial	Real estate title support and administrative support.	24%

Pay or Play Program:

The proposed contract requires compliance with the City's 'Pay or Play' ordinance regarding health benefits for employees of City contractors. A waiver was submitted to the Office of Business Opportunity and it was granted.

Hire Houston First:

Hire Houston First does not apply to this procurement because it involves the use of federal funds and is subject to the specific procurement rules of the federal government.

Fiscal Note:

No significant Fiscal Operating impact is anticipated as a result of this project.

10/13/2020

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Jerry Adams
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**Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division**

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Tom McCasland
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**Tom McCasland, Director
Housing and Community
Development Department**

10/13/2020

DocuSigned by:
Ronald C. Lewis
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**Ronald C. Lewis, City Attorney
Legal Department**

10/14/2020

Estimated Spending Authority			
DEPARTMENT	FY21	OUT YEARS	TOTAL
Housing & Community Development Department	\$40,000.00	\$160,000.00	\$200,000.00

Prior Council Action:

Ordinance No.: 2017-0759, approved October 4, 2017
Ordinance No.: 2017-0860, approved November 1, 2017

Amount of Funding:

\$200,000.00
Tax Increment Reinvestment Zone (TIRZ)
Fund 2409

Previously Appropriated by Ord. No.'s: 2017-0759 & 2017-0860

Contact Information:

NAME:	DEPARTMENT/DIVISION	PHONE
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Norbert Aguilar, Sr. Procurement Specialist	FIN/SPD	(832) 393-8751
Roxanne Lawson, Division Manager	HCDD	(832) 394-6307

ATTACHMENTS:

Description	Type
Ownership Inf Form	Backup Material
Clear Tax Report	Backup Material
Form B	Backup Material
Professional Services Justification	Backup Material
OBO LOI	Backup Material
OBO Participation Plan	Backup Material
OBO POP Waiver	Backup Material
Ord No 2017 0759	Backup Material
Ord No 2017 0860	Backup Material
Certification of Funds	Backup Material
Signed Ordinance	Ordinance/Resolution/Motion
Contract	Contract/Exhibit