



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 9/28/2021

ALL

Item Creation Date: 8/24/2021

L30033 - The Brownfield Redevelopment Program - MOTION (Community Lattice, LLC)

Agenda Item#: 2.

Background:

Professional Services for S07-L30033 – Approve spending authority in the total amount of \$100,000.00 for The Brownfield Redevelopment Program from Community Lattice, LLC for Houston Public Works.

Specific Explanation:

The Director of the Houston Public Works and the Chief Procurement Officer recommend that City Council approve spending authority in the total amount of **\$100,000.00** for **one (1) year** period for professional services for The Brownfield Redevelopment Program and that authorization be given to issue a purchase order to **Community Lattice, LLC**.

The scope of services requires the contractor to provide community development consulting and data-driven strategies for overcoming environmental barriers to revitalization. The proposed statement of work may include but are not limited to the following: weekly program status meetings with City staff, quarterly reporting in support of EPA grant reporting, facilitation and/or attendance of public meetings, grant management per EPA and City of Houston’s Cooperative Agreement for the 2018 Community Wide Assessment Grant, site selection and prioritization per community stakeholder input, assistance in project eligibility determination per EPA standards, administrative assistance to track program metrics or other EPA reporting requirements, expansion of the BRP’s GIS-based brownfields area-wide inventory, reuse planning and visioning, technical oversight and review of program documents, training of City of Houston staff, environmental justice strategies and funding identification and application support.

This recommendation is made pursuant to subsection 252.022(a)(4) of the Texas Local Government Code, which provides that "a procurement for personal, professional, or planning services" is exempt from the competitive requirements for purchases.

MWBE Participation:

M/WBE zero-percentage goal document approved by the Office of Business Opportunity.

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. In this case, the contractor has elected to pay by providing health benefits to eligible employees in compliance with City policy.

Hire Houston First:

This procurement is exempt from the City’s Hire Houston First (HHF) Ordinance. Bids/proposals were not solicited because the department is utilizing a professional services contractor for this contract.

Fiscal Note:

Funding for this item is included in the FY2022 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

9/18/2021

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

9/20/2021

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Carol Haddock
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**Carol Ellinger Haddock, P.E., Director
Houston Public Works**

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Estimated Spending Authority			
DEPARTMENT	FY22	OUT YEARS	TOTAL
Houston Public Works	\$100,000.00	\$0.00	\$100,000.00

Amount and Source of Funding:

\$100,000.00 – Water & Sewer System Operating Fund (8300)

Contact Information:

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ATTACHMENTS:

Description	Type
Proposal - Community Lattice 8.3.21	Backup Material
Professional Services Justification - Approved	Backup Material
POP Forms - Community Lattice, LLC.	Backup Material
Goal Waiver Approval Memo 8.2.21	Backup Material
Form A - \$100K	Financial Information
RCA Justification Form - Community Lattice	Backup Material
Tax Report & affidavit - Community Lattice, LLC.	Financial Information
Email Consulting Professional - NO COI, DRUG	Backup Material
Budget vs Actual L30033	Financial Information