



**CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 11/8/2023

ALL

Item Creation Date: 10/24/2023

H32994 - Brownfield Program Consulting Services (Community Lattice, LLC) - MOTION

Agenda Item#: 22.

**Summary:**

APPROVE spending authority in the total amount of \$100,000.00 for Consulting Services for the Brownfields Redevelopment Program for Houston Public Works, on award to **COMMUNITY LATTICE, LLC** - 1 Year - Enterprise Fund

**Background:**

**Professional Services (P23-H32994) - Approve spending authority in the total amount of \$100,000.00 for consulting services from Community Lattice, LLC for the Brownfields Redevelopment Program for Houston Public Works.**

**Specific Explanation:**

The Director of Houston Public Works and the Chief Procurement Officer recommend that City Council approve spending authority in the total amount of **\$100,000.00** for consulting services for the Brownfields Redevelopment Program (BRP) and that authorization be given to issue a purchase order as needed for one (1) year period 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 professional services may include but are not limited to the following: weekly program status meetings with City staff, quarterly reporting in support of the Environmental Protection Agency (EPA) grant reporting, facilitation and/or attendance of public meetings, assistance in project eligibility determination per EPA standards, administrative assistance to track program metrics, or other EPA reporting requirements, expansion of the BRP's Geographic Information System-based Brownfields area-wide inventory, reusing planning and visioning, technical oversight and review of program documents, training of City of Houston staff, Environmental justice programming, and closeout of the City's FY18 Community Wide Assessment Grant.

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:**

Zero-percent 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, Community Lattice, LLC will pay to be in compliance with City policy.


**Hire Houston First:**

This procurement was exempt from the City's Hire Houston First 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 FY2024 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policy.

DocuSigned by:  
  
 11/7/2023  
 Jeddah Greenfield, Chief Procurement Officer  
 Finance/Strategic Procurement Division

DocuSigned by:  
  
 11/7/2023  
 Carol Ellinger-Haddock, P.E., Director  
 Houston Public Works

Estimated Spending Authority			
Department	FY2024	Out Years	Total
Houston Public Works	\$100,000.00	\$ .00	\$100,000.00

DS  
  
 11/7/2023

**Amount and Source of Funding:**

\$100,000.00  
 Water and Sewer System Operating Fund  
 Fund: 8300

**Contact Information:**

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**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
Signed Coversheet	Signed Cover sheet
H32994 - Quote	Backup Material
H32994 - Professional Services Justification	Backup Material
H32994 - Ownership Information Form	Backup Material
H32994 - Tax Report	Backup Material
H32994 - Conflict of Interest Form	Backup Material
H32994 - Approved OBO Goal Waiver	Backup Material
Pay or Play Program Certification of Compliance	Backup Material
Pay or Play Program Acknowledgement Form	Backup Material
H32994 - Form A	Financial Information
Budget vs Actual H32994	Financial Information
Funding Verification	Financial Information