



CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 3/6/2024

HPW - 20FMS74 Grant Consulting Services Contract, WSP USA Inc.

Agenda Item#:

Background:

RECOMMENDATION: Houston Public Works (HPW) recommends City Council approve an Ordinance awarding a Professional Services Contract to WSP USA Inc. (WSP) for Grant Consulting Services for a term of three years with two one-year renewal options and a not to exceed maximum contract amount of \$1,000,000.00.

JUSTIFICATION: Grant consulting services to assist Houston Public Works in the full grant life cycle from identification to close out. This includes but is not limited to the identification of funding opportunities, development of grant applications and supporting documents, grant compliance advice, grant reporting, and requests for reimbursement.

DESCRIPTION/SCOPE OF CONTRACT: The proposed task order contract consists of providing professional services on a negotiated work order basis. Services include but are not limited to the following activities:

- Grant strategic planning that coordinates across HPW and all City Departments
- Grant funding research to identify federal, state, local resources to support infrastructure projects in transportation, wastewater, and drinking water
- Grant application development
- Project scope, cost estimates/budget, and narrative
- Benefit Cost Analysis
- Mapping, models, and other supporting documentation
- Assistance with grant accounting activities such requests for reimbursement and audits
- Monitoring of funding agency rulemaking and grant administrative advice to ensure compliance with all aspects of grant implementation from award to close-out

The Contract duration for this project is three (3) years with two optional one-year renewals.

The maximum contract amount is \$1,000,000.00.


The Request for Qualifications (RFQ) was advertised in accordance with the requirements of the State of Texas bid laws. As a result, submission of qualifications was received from Jacobs Engineering Group, Inc., Stantec Consulting Services Inc., The Goodman Corporation, Transsystems Corporation, and WSP USA INC. The top two highest scoring submittals after the comprehensive evaluation, The Goodman Corporation and WSP USA INC., are recommended to receive contracts. A separate Request for Council Action to award a contract to The Goodman Corporation is also an item on today's agenda.

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 Consultant provides health benefits to eligible employees in compliance with City policy.

M/WBE PARTICIPATION: The goal set for this project is 26.00%. WSP has proposed the following plan to meet that goal.

NAME OF FIRM	WORK DESCRIPTION	AMOUNT	% OF TOTAL CONTRACT
Fivengineering DBA 5Engineering	Professional Grant Consulting Services for resiliency/drainage	\$70,000.00	7.00%
Knudson, LP	BCA/Grant Support	\$70,000.00	7.00%
Outside Voices Creative Consulting, LLC	Environmental Justice, Equity and Community Engagement Services	\$50,000.00	5.00%
Transcend Engineers & Planners, LLC	BCA, Cost Estimating, and Transportation Planning Services	\$70,000.00	7.00%
TOTAL		\$260,000.00	26.00%

FISCAL NOTE: Funding for this item is included in the FY2025 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

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 Randall V. Macchi, Chief Operating Officer
 Houston Public Works

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 Jedediah Greenfield, Chief Procurement Officer
 Finance/Strategic Procurement Division

ESTIMATED SPENDING AUTHORITY

DEPARMENT	FY2025	OUT-YEARS	TOTAL
Houston Public Works	\$125,000.00	\$875,000.00	\$1,000,000.00

Amount and Source of Funding:

\$1,000,000.00 - Fund 8300 Water & Sewer Operating Fund

Contact Information:

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ATTACHMENTS:

Description	Type
Purchase Requisition	Financial Information
Attachment A	Financial Information
Budget	Financial Information
Ownership Info Form	Contract/Exhibit
Form 1295	Contract/Exhibit
Tax Report	Backup Material
Form B	Backup Material
POP 1-3	Contract/Exhibit
OBO Documents	Signed Cover sheet