



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 5/10/2016

ALL

Item Creation Date: 3/9/2016

T25601-Historic District Design Guidelines -ORDINANCE (1)

Agenda Item#: 15.

Summary:

ORDINANCE awarding contract to **WINTER & COMPANY** for Historic District Design Guidelines for the Planning & Development Department; providing a maximum contract amount - 2 Years with a one-year option - \$267,680.00 - Historic Preservation Fund

Background:

Request for Proposal for S33-T25601: Approve an Ordinance Awarding a Contract to Winter & Company for a total amount not to exceed \$247,680.00 for Historic District Design Guidelines for the Planning and Development Department (PD).

Specific Explanation:

The Director of the Planning and Development Department and City Purchasing Agent recommends that City Council approve an ordinance awarding a **two-year contract, with a one-year option to renew to Winter & Company** in an amount not to exceed **\$247,680.00** for historic district design guidelines for the Planning and Development Department. The City Purchasing Agent may terminate this contract at any time upon thirty (30) days written notice to the contractor.

The scope of work requires the contractor to provide professional services to develop seven (7) design guidelines documents for a total of nine (9) of the City's twenty-two (22) historic districts. Recent amendments to the City's Historic Preservation Ordinance require the completion of one set of design guidelines, to collectively serve the Houston Heights Historic District East, Houston Heights Historic District West, and Houston Heights Historic District South, within sixteen (16) months. Design guidelines will also be completed in the first phase of the project for Norhill Historic District, Old Sixth Ward Historic District, Woodland Heights Historic District, and Freeland Historic District. The second phase will include design guidelines for Main Street/Market Square Historic District and Glenbrook Valley Historic District. The consultants' work on this project is anticipated to begin in May 2016 and to be completed by March 2018.

The services include developing and providing a clear, concise guidance to help property owners interpret the requirements of the historic preservation ordinance as it applies to Certificates of Appropriateness within the subject district(s). Each set of design guidelines will include:

- a map and description of the proposed historic district, including boundaries; photographs of buildings in the district, an inventory of the age, setting, character, and architectural, cultural, or historical significance of structures in the district; and objectives to be achieved in the historic district;
- a statement of the architectural, cultural, or historical significance of the district and a description of the structures and features to be preserved; and
- a set of specific standards that illustrate compliance and noncompliance with the criteria for Certificates of Appropriateness for demolition, new construction, alteration, rehabilitation, restoration, and relocation that are tailored to the specific characteristics and features of the district(s) for which the design guidelines are written. These standards may be stricter than the provisions of the historic preservation ordinance, and shall not be more lenient except as provided for by the ordinance.

The Request for Proposal (RFP) was advertised in accordance with the requirements of the State of Texas bid laws. Twelve (12) prospective proposers downloaded the solicitation document from the Strategic Procurement Division's e-bidding website and, as a result, proposals were received from: Ann Benson McGlone, LLC, Hardy-Heck Moore, Inc and Winter & Company. The evaluation committee consisted of members from the private sector and the Planning and Development Department. The proposals were evaluated based upon the following criteria:

1. Methodology and Solutions Proposed / Technical Competence
2. Qualifications and Experience
3. Price Proposal
4. Financial Strength of Proposer
5. MWBE Participation

Winter & Company received the highest overall score. Moreover, the Planning and Development Department is confident that Winter & Company is well qualified to perform the required services as outlined in the RFP.

M/WBE Subcontracting:

The RFP solicitation was advertised with an 11% goal for MWBE participation. However, Winter & Company could only achieve 9.34% MWBE participation. The Office of Business Opportunity has approved the 9.34% goal. Winter and Company had designated the below-named company as its certified MWBE subcontractor:

Company	Type of Work	Amount	Percentage
Cavazos Resources	Public Outreach	\$25,000.00	9.34

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 will provide health benefits to eligible employees in compliance with City policy.

Hire Houston First:

The proposed contract requires compliance with the City's 'Hire Houston First' ordinance that promotes economic opportunity for Houston businesses and supports job creation. In this case, Winter & Company does not meet the requirement for HHF designation; no HHF firms were within three percent.



John J. Gillespie, Chief Procurement Officer
Finance/Strategic Procurement Division

Estimated Spending Authority			
DEPARTMENT	FY2017	OUT YEARS	TOTAL
Planning and Development	\$207,610.00	\$60,070.00	\$267,680.00

Amount of Funding:

\$247,680.00

Historic Preservation Fund (2306)

Contact Information:

Margaret Wallace Brown - 3-6588

Conley Jackson 3-8733

ATTACHMENTS:

Description

RCA#T25601-Winter & Company

Fair Campaign Ordinance

Form B

Tax

Affidavit of Owership

Ordinance

Type

Signed Cover sheet

Backup Material

Backup Material

Backup Material

Backup Material

Ordinance/Resolution/Motion