



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 10/8/2019

ALL

Item Creation Date: 9/12/2019

Q26565.2 - Legal Services, Master Agreement (Shannon, Martin, Finkelstein, Alvarado & Dunne, P.C.) ORDINANCE

Agenda Item#: 37.

### **Background:**

**Request for Qualifications received April 20, 2018 for S67-Q26565 - Approve an Ordinance authorizing a legal service agreement with Shannon, Martin, Finkelstein, Alvarado & Dunne, P.C. to provide legal assistance related to various housing matters and transactions with a maximum contract amount not to exceed \$250,000.00 - Direct Consultation Work or Task Order basis.**

### **Specific Explanation:**

The City Attorney, Director of Housing and Community Development, and the Chief Procurement Officer recommend that City Council approve an Ordinance authorizing a legal services agreement for a **three (3) year term with two (2) one-year renewal options** to **Shannon, Martin, Finkelstein, Alvarado & Dunne, P.C.** in the maximum contract amount not to exceed **\$250,000.00** for housing work related to the Legal Department's provision of assistance to the Housing and Community Development Department pertaining to various housing related matters and transactions. The City Attorney may terminate this contract at any time upon ten (10) days written notice to the Firm with a copy to the Chief Procurement Officer.

The out years funding is task order based. Out year tasks are expected to be grant and/or TIRZ funds from grants or TIRZ funds Council has already approved or that will be submitted to Council as future appropriations of such funds, where required.

The scope of work requires Shannon, Martin, Finkelstein, Alvarado & Dunne, P.C. to provide legal guidance related to housing and public facilities legal matters. Such related services will include, but may not be limited to, negotiating and drafting contracts, loans and grants for affordable housing, consulting regarding the laws, regulations and procedures applicable to the federal and state community and housing development programs, including without limitation, expertise in fair housing laws and regulations, U.S. Department of Housing and Urban Development affordable housing, federal Home Investment Partnerships Program, the federal Community Development Block Grants, Tax Increment Reinvestment Zone (TIRZ) and municipal bonds, City general and TIRZ affordable housing set-aside funds, and other federal or state tax credits housing programs, bond and commercial financing, construction and reconstruction programs, resolving disputes (such as mechanic's lien issues and bond claims) for multi-family projects and other programs and services.

The Request for Qualifications (RFQ) for Various Legal Services was advertised in accordance with the requirements of the State of Texas bid laws and federal law.

### **MWBE Participation:**

The RFQ was issued with a 24% goal for MWBE participation. Shannon, Martin, Finkelstein, Alvarado & Dunne, P.C. has designated the below named company as its certified MWBE subcontractor.

SUBCONTRACTOR	TYPE OF WORK	Amount	%
The Chevalier Law Firm LLC	Legal Services	\$60,000.00	24%

### **Pay or Play:**

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 Shannon, Martin, Finkelstein, Alvarado & Dunne, P.C. will provide health benefits to eligible employees in compliance with City policy.


### **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 Fiscal Note is required for grant items.

10/3/2019

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

**Department Approval Authority**

<b>Estimated Spending Authority</b>			
<b>DEPARTMENT</b>	<b>FY2020</b>	<b>OUT YEARS</b>	<b>TOTAL</b>
Housing & Community Development	\$125,000.00	\$125,000.00	\$250,000.00

**Amount of Funding:**

\$250,000.00

Federal/State/Local Pass Through Fund  
 Fund 5030

**Contact Information:**

<b>NAME:</b>	<b>DEPARTMENT/DIVISION</b>	<b>PHONE</b>
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Ray Miller, Assistant Director	HCD	(832) 394-6119

**ATTACHMENTS:****Description**

Form 1295  
 Pay or Play  
 Form A Fair Campaign  
 Affidavit of Ownership  
 Delinquent Tax Report  
 Certification of Funds  
 Form B Fair Campaign

**Type**

Backup Material  
 Backup Material  
 Backup Material  
 Backup Material  
 Backup Material  
 Financial Information  
 Backup Material