

# AGENDA

## CITY OF HOUSTON ■ CITY COUNCIL

February 12 & 13 , 2019

**MAYOR**  
SYLVESTER TURNER

**CONTROLLER**  
CHRIS B. BROWN

### DISTRICT COUNCIL MEMBERS

Brenda Stardig  
District A

Steve Le  
District F

Jerry Davis  
District B

Greg Travis  
District G

Ellen R. Cohen  
District C

Karla Cisneros  
District H

Dwight A. Boykins  
District D

Robert Gallegos  
District I

Dave Martin  
District E

Mike Laster  
District J

Martha Castex-Tatum  
District K

### AT-LARGE COUNCIL MEMBERS

Mike Knox  
Position 1

Michael Kubosh  
Position 3

David W. Robinson  
Position 2

Amanda K. Edwards  
Position 4

Jack Christie D.C.  
Position 5

Marta Crinejo Director - City Council Agenda

Anna Russell City Secretary

In accordance with the Texas Open Meetings Act the agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 901 Bagby.

The agenda may be accessed via the Internet at <http://houston.novusagenda.com/agendapublic/>. Copies of the agenda are available in the Office of the City Secretary in the City Hall Annex, Public Level at no charge. To receive the agenda by mail, send check or money order for \$52.00 for a one year subscription, made payable to the City of Houston to the attention of the City Secretary, P.O. Box 1562, Houston, Texas 77251.

To reserve time to appear before Council call 832-393-1100 or come to the Office of the City Secretary, City Hall Annex, Public Level at least 30 minutes prior to the scheduled public session shown on the agenda.

**NOTE: If a translator is required, please advise when reserving time to speak**

**AGENDA - COUNCIL MEETING Tuesday, February 12, 2019 - 1:30 PM**  
**City Hall Chamber**

**PRESENTATIONS**

**2:00 P.M. – INVOCATION AND PLEDGE OF ALLEGIANCE**

**Council Member Laster**

**ROLL CALL AND ADOPT MINUTES OF PREVIOUS MINUTES**

**PUBLIC SPEAKERS** - Pursuant to City Council Rule 8, City Council will hear from members of the public; the names and subject matters of persons who had requested to speak at the time of posting this Agenda are attached; the names and subject matters of persons who subsequently request to speak may be obtained in the City Secretary's Office.

**NOTE: If a translator is required, please advise when reserving time to speak**

**SP021219**

**RECESS**

**RECONVENE**

**WEDNESDAY - February 13, 2019 - 9:00 A. M.**

DESCRIPTIONS OR CAPTIONS OF AGENDA ITEMS WILL BE READ BY  
THE  
CITY SECRETARY PRIOR TO COMMENCEMENT

**MAYOR'S REPORT**

**CONSENT AGENDA NUMBERS 1through 31**

**MISCELLANEOUS - NUMBERS 1 through 4**

1. REQUEST from Mayor for confirmation of the appointment or reappointment of the following individuals to the **GENERAL APPEALS BOARD OF DIRECTORS**:
  - Position One - **REGINALD LEE MACK**, reappointment for a term to expire January 2, 2021
  - Position Two - **LESLIE BARRY DAVIDSON**, reappointment for a term to expire January 2, 2020
  - Position Three - **DAVID BROWN**, appointment for a term to expire January 2, 2021
  - Position Four - **SOLOMON B. SILVA**, reappointment for a term to expire January 2, 2020
  - Position Five - **THEODORE "TED" SIMS**, appointment for a term to expire January 2, 2021
  - Position Six - **JAMES F. THOMPSON**, appointment for a term to expire

January 2, 2020

Position Seven - **MICHAEL DISHBERGER**, appointment and to serve as Chair, for a term to expire January 2, 2021

Position Ten - **LANCE MCKNIGHT**, appointment for a term to expire January 2, 2020

2. REQUEST from Mayor for confirmation of the reappointment of the following individuals to the **HOUSTON CIVIC EVENTS, INC**, for terms to expire January 1, 2022:  
Position Two - **LISA FORONDA HARPER**  
Position Four - **KYM IRIS KING**
3. CONFIRMATION of the appointment of **DIANA UNTERMAYER** to Position 8 of the **BOARD OF DIRECTORS OF THE HOUSTON CIVIC EVENT, INC, CITY OF HOUSTON TEXAS**, for a term to expire January 1, 2022
4. RECOMMENDATION from Director of Human Resources for unpaid leave of absence for **ELIZABETH RODRIGUEZ, Human Resources Specialist**, beginning November 28, 2018 until January 2, 2019

#### **ACCEPT WORK - NUMBER 5**

5. RECOMMENDATION from Director Houston Public Works for approval of final contract amount of \$2,005,191.88 and acceptance of work on contract with **RELIANCE CONSTRUCTION SERVICES, L.P.**, for Sewer Service to Unserved Areas of Golden Glade Estates Subdivision - Package 2 - 0.61% over the original Contract Amount - **DISTRICT D - BOYKINS**

#### **PROPERTY - NUMBER 6**

6. RECOMMENDATION from Director Houston Public Works to purchase Parcel AY17-213, located at 4820 Washington Avenue, owned by Washington/Shepherd Partners, Ltd., for the **SHEPHERD and DURHAM PAVING and DRAINAGE PROJECT** from Washington Avenue to Dickson Street - **DISTRICT C - COHEN**

#### **PURCHASING AND TABULATION OF BIDS - NUMBERS 7 through 12**

7. **AMEND MOTION NO. 2018-0306, 6/28/2018, TO INCREASE** spending authority from \$13,865,517.21 to \$13,943,517.21 for Chlorine Tank Body with Crane through the Interlocal Agreement for Cooperative Purchasing with the Texas Local Purchasing Cooperative (Buyboard) and Houston-Galveston Area Council for the Fleet Management Department on behalf of Houston Public Works, awarded to **HOUSTON FREIGHTLINER, INC** - \$78,000.00 - Enterprise Fund
8. ORDINANCE appropriating \$977,775.00 out of Public Library Consolidated Construction Fund to the contract between the City of Houston and **THYSSENKRUPP ELEVATOR CORPORATION** for the purchase of Construction Services for Elevator Modernization at Jesse H. Jones Central

Library for the General Services Department

9. **THYSSENKRUPP ELEVATOR CORPORATION** to purchase Elevator Modernization Services through the Houston-Galveston Area Council for the General Services Department - \$977,775.00 Public Library Consolidated Construction Fund  
**This item should only be considered after passage of Item 8 above**
10. **S & S WORLDWIDE, INC** for Recreational, Educational, and Miscellaneous Supplies for the Houston Parks and Recreation Department - 3 Years with two one-year options - \$2,098,100.00 - General Fund
11. **GEMALTO COGENT, INC** for purchase of Automated Fingerprint Identification System Maintenance for the Houston Police Department - \$135,260.29 - General Fund
12. **WALLER COUNTY ASPHALT, INC** for spending authority to purchase Cold Mix Asphalt from the State of Texas Procurement and Support Services Contract for the Houston Public Works Department - \$206,000.00 - Enterprise Fund

#### **RESOLUTIONS - NUMBERS 13 through 17**

13. RESOLUTION confirming support for the proposed development of certain properties as Affordable Rental Housing, each located in the City of Houston, Texas, and the submittal of applications for Housing Tax Credits for such developments
14. RESOLUTION confirming support for the proposed development of certain properties as Affordable Rental Housing, each located in the extraterritorial jurisdiction of the City of Houston, Texas or having been annexed into the City of Houston only for limited purposes, and the submittal of applications for housing tax credits for such developments
15. RESOLUTION confirming no objection to the proposed development of certain properties as Affordable Rental Housing, each located in the City of Houston, Texas, and the submittal of applications for Housing Tax Credits for such developments - **DISTRICTS D - BOYKINS and I - GALLEGOS**
16. RESOLUTION confirming no objection for the proposed development of certain properties as Affordable Rental Housing, each located in the extraterritorial jurisdiction of the City of Houston, Texas or having been annexed into the city of Houston only for limited purposes, or the submittal of applications for Housing Tax Credits for such developments
17. RESOLUTION identifying certain proposed developments of Affordable Rental Housing as contributing to the concerted revitalization efforts of the City of Houston, Texas more than any other in the concerted revitalization plan area in which the applicable development is located - **DISTRICTS B - DAVIS; D - BOYKINS; E - MARTIN; H - CISNEROS; I - GALLEGOS; J - LASTER and K - CASTEX-TATUM**

#### **ORDINANCES - NUMBERS 18 through 31**



18. ORDINANCE adopting the City of Houston Community Housing Development Organization Single-Family Home Development Program Guidelines
19. ORDINANCE amending Ordinances 2018-56 and 2018-84 to provide for additional funding, thereby increasing funding available to each Master Contractor Agreement executed thereunder and increasing the maximum amount of all of the Master Contractor Agreements executed pursuant thereto \$3,433,581.00 - Grant Funds
20. ORDINANCE approving and authorizing sixth amendment to extend the term of the Community Development Block Grant Disaster Recovery Program Rental Housing Projects Round 2 Subrecipient Grant Agreement between the City of Houston and the **GENERAL LAND OFFICE OF THE STATE OF TEXAS**
21. ORDINANCE amending Ordinance No. 2016-0508 to increase the maximum contract amount for an agreement between the City of Houston and **TEXAS A&M AGRILIFE EXTENSION SERVICE** by and through its Wildlife Services Unit, a member of the Texas A&M University System, for Wildlife Hazard Management Services - \$179,289.00 - Enterprise Fund
22. ORDINANCE approving and authorizing Professional Legal Services Agreement between **BALLARD SPAHR LLP** and the City of Houston; providing a maximum contract amount - 3 Years with two one-year options
23. ORDINANCE approving and authorizing contract between the City of Houston and **BERLITZ LANGUAGES, INC** for Conversational Language Testing Services for Various Departments; providing a maximum contract amount - 3 Years with two one-year options - \$242,027.00 - General and Other Funds
24. ORDINANCE amending Ordinance No. 2018-0347 (Passed on April 25, 2018) to establish a maximum contract amount for the contracts between the City of Houston and (1) **DRC EMERGENCY SERVICES**, (2) **ASHBRITT, INC** and (3) **PHILLIPS & JORDAN INCORPORATED** for Hurricane Harvey Disaster Debris Removal Services for the Solid Waste Management Department; declaring the City's intent to seek reimbursement from the Federal Emergency Management Agency and other eligible sources for such expenditures - \$23,139,461.17 - Disaster Recovery Fund
25. ORDINANCE amending Ordinance No. 2016-0410 (Passed on June 1, 2016) to increase the maximum contract amount for the contract between the City of Houston and **PEST MANAGEMENT, INC** for Pest Control Services for Various Departments - \$290,216.50 - General, Enterprise and Other Funds
26. ORDINANCE approving and authorizing first amendment to the contract between the City of Houston and **MCLEMORE BUILDING MAINTENANCE, INC** for Janitorial Cleaning and Associated Services for the General Services Department on behalf the Houston Police Department; amending Ordinance Number 2013-0739 (Passed on August 27, 2013) to increase the maximum contract - \$1,211,953.68 - General Fund
27. ORDINANCE approving and authorizing first amendment to the contract between the City of Houston and **MCLEMORE BUILDING**

- MAINTENANCE, INC** for Janitorial Cleaning and Associated Services for the General Services Department on behalf of Various Departments; amending Ordinance Number 2013-1055 (Passed on November 13, 2013) to increase the maximum contract; \$2,017,309.44 - General, Enterprise and Other Funds
28. ORDINANCE rescinding Ordinance No. 1999-1376 establishing the south side of the **5800 block of Rose Street** within the City of Houston, Texas as a special minimum building line requirement block pursuant to Chapter 42 of the Code of Ordinances, Houston, Texas - **DISTRICT C - COHEN**
29. ORDINANCE extending the provisions of **SECTION 28-303** of the **CODE of ORDINANCES, HOUSTON, TEXAS**, to all single-family residential properties within the **BRENTWOOD SUBDIVISION SECTIONS 1, 2, 3 and 5**; and **PAMELA HEIGHTS SUBDIVISION SECTION 1**, to prohibit parking vehicles in the front or side yards of such residences - **DISTRICT K - CASTEX-TATUM**
30. ORDINANCE amending Ordinance No. 2016-802 establishing the east and west sides of the **2000 block of Harvard Street**, within the City of Houston, Texas, as a special minimum lot size block to replace the Exhibit "A" attached thereto - **DISTRICT C - COHEN**
31. ORDINANCE awarding contract to **PROFESSIONAL TRAFFIC CONTROL, LLC** for FY2019 Pavement Markings Services Work Orders #1; setting a deadline for the bidder's execution of the contract and delivery of all bonds, insurance, and other required contract documents to the City; holding the bidder in default if it fails to meet the deadlines

#### **END OF CONSENT AGENDA**

#### **CONSIDERATION OF MATTERS REMOVED FROM CONSENT AGENDA**

#### **NON CONSENT AGENDA - NUMBER 32**

#### **NON-CONSENT - MISCELLANEOUS**

32. **MOTION TO SET A DATE** not less than seven days from February 13, 2019, to receive nominations for appointment for Position One on the **PORT OF HOUSTON AUTHORITY OF HARRIS COUNTY**, for a term to expire February 1, 2021

#### **MATTERS HELD - NUMBER 33**

33. MOTION by Council Member Cohen/Seconded by Council Member Davis to adopt recommendation from Chief Procurement Officer to award to **HAHN EQUIPMENT CO., INC** for purchase of Submersible Pumps and Associated Equipment for Houston Public Works - \$3,032,310.95 - Enterprise Fund  
**TAGGED BY COUNCIL MEMBER BOYKINS**  
This was Item 8 on Agenda of February 6, 2019

#### **SUPPLEMENTAL POSTING - NUMBER 34**

34. ORDINANCE appropriating \$6,000,000.00 out of Airports Improvement Fund as an additional appropriation for Professional Services Agreement between the City of Houston and **TURNER & TOWNSEND, INC** (Approved by Ordinance No. 2015-167) for Executive Program Management Services for the Houston Airport System (Project No. 800)

**MATTERS TO BE PRESENTED BY COUNCIL MEMBERS - Council Member Knox first**

**ALL ORDINANCES ARE TO BE CONSIDERED ON AN EMERGENCY BASIS AND TO BE PASSED ON ONE READING UNLESS OTHERWISE NOTED, ARTICLE VII, SECTION 7, CITY CHARTER**

**NOTE** WHENEVER ANY AGENDA ITEM, WHETHER OR NOT ON THE CONSENT AGENDA, IS NOT READY FOR COUNCIL ACTION AT THE TIME IT IS REACHED ON THE AGENDA, THAT ITEM SHALL BE PLACED AT THE END OF THE AGENDA FOR ACTION BY COUNCIL WHEN ALL OTHER AGENDA ITEMS HAVE BEEN CONSIDERED.

CITY COUNCIL RESERVES THE RIGHT TO TAKE UP AGENDA ITEMS OUT OF THE ORDER IN WHICH THEY ARE POSITIONED IN THIS AGENDA. ALSO, AN ITEM THAT HAS BEEN TAGGED UNDER CITY COUNCIL RULE (HOUSTON CITY CODE 2-2) OR DELAYED TO ANOTHER DAY MAY BE NEVERTHELESS CONSIDERED LATER AT THE SAME CITY COUNCIL MEETING.



## **CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 2/12/2019

Item Creation Date:

SP021219

Agenda Item#:

### **ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
SP021219	Signed Cover sheet

**CITY COUNCIL CHAMBER - CITY HALL 2nd FLOOR – TUESDAY  
FEBRUARY 12, 2019 – 2:00 PM**

**NON-AGENDA**

<b>1 MIN</b>	<b>1 MIN</b>	<b>1 MIN</b>
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DENNIS BURTON – 6307 Rosemary – 77016 – 832-282-7865 – Tree waste not picked up

<b>2 MIN</b>	<b>2 MIN</b>	<b>2 MIN</b>
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TONY DIAZ – 333 S. Jensen Dr. – 77003 – 713-867-8943 – Praising TBH/Arts

<b>3 MIN</b>	<b>3 MIN</b>	<b>3 MIN</b>
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BRILLIANT BROWDER – 5035 Dicknes St. – 77021 – 832-475-3298 - Traffic

BRODERICK BUTLER – 10327 Rebel Rd. – 77016 – 832-808-8097 – Flood mitigation/Illegal dumping/METRO bus service

SUSAN GAITAN – 8211 Katy Freeway, Apt. #38 – 77024 – 713-705-0966 – Victim of theft/Assault/No help from HPD

TRACY TIMMONS – No Address – No Phone – Houston Public Library

ANDRIKO GIPSON – 2829 Chimney Rock Rd. – 77057 – 281-864-8168 – Food trucks

ALBERT GILL – 75 Lyerly Rd., Apt. #420 – 77022 – 713-283-4371 – Being profiled

CAROLYN EVANS-SHABAZZ – Post Office Box 8482 – 77288 – 713-539-4964 – HCC Black History Gala

STEVE WILLIAMS – No Address – No Phone – Reverse discrimination/Schools/Public Works/Post Offices/Transit nationwide

SCOTT WISE – 801 Country Place Dr., Apt. #129 – 77079 – 832-372-4792 – CDBG Program and disparities



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

Item Creation Date: 1/23/2019

MYR ~ 2019 General Appeals Board ReAppt lrt. 1-23-2019

Agenda Item#: 1.

### **Summary:**

REQUEST from Mayor for confirmation of the appointment or reappointment of the following individuals to the **GENERAL APPEALS BOARD OF DIRECTORS**:

Position One - **REGINALD LEE MACK**, reappointment for a term to expire January 2, 2021

Position Two - **LESLIE BARRY DAVIDSON**, reappointment for a term to expire January 2, 2020

Position Three - **DAVID BROWN**, appointment for a term to expire January 2, 2021

Position Four - **SOLOMON B. SILVA**, reappointment for a term to expire January 2, 2020

Position Five - **THEODORE "TED" SIMS**, appointment for a term to expire January 2, 2021

Position Six - **JAMES F. THOMPSON**, appointment for a term to expire January 2, 2020

Position Seven - **MICHAEL DISHBERGER**, appointment and to serve as Chair, for a term to expire January 2, 2021

Position Ten - **LANCE MCKNIGHT**, appointment for a term to expire January 2, 2020

### **Background:**

January 22, 2019

The Honorable City Council  
Houston Texas

Dear Council Members:

Pursuant to the City of Houston Building Code, Section 112.1.3, I am appointing or reappointing the following individuals to the General Appeals Board of Directors, subject to Council confirmation:

Reginald Lee Mack, reappointment to Position One, for a term to expire January 2, 2021;

Leslie Barry Davidson, reappointment to Position Two, for a term to expire January 2, 2020;

David Brown, appointment to Position Three, for a term to expire January 2, 2021;

Solomon B. Silva, reappointment to Position Four, for a term to expire January 2, 2020;

Theodore "Ted" Sims, appointment to Position Five, for a term to expire January 2, 2021;

James F. Thompson, appointment to Position Six, for a term to expire January 2, 2020;

Michael Dishberger, appointment to Position Seven and to serve as Chair, for a term to expire January 2, 2021; and

Lance McKnight, appointment to Position Ten, for a term to expire January 2, 2020.

The résumés of the nominees are attached for your review.

Sincerely,

Sylvester Turner  
Mayor

**ATTACHMENTS:**

**Description**

**Type**



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

Item Creation Date: 1/25/2019

MYR ~ 2019 Houston Civic Events, Inc., ReAppt. ltr. 1-25-2019

Agenda Item#: 2.

### **Summary:**

REQUEST from Mayor for confirmation of the reappointment of the following individuals to the **HOUSTON CIVIC EVENTS, INC**, for terms to expire January 1, 2022:

Position Two - **LISA FORONDA HARPER**

Position Four - **KYM IRIS KING**

### **Background:**

January 22, 2019

The Honorable City Council  
Houston, Texas

Dear Council Members:

Pursuant to the Code of Ordinances, City of Houston, Texas, Ch. 32, Art. VIII, Sec. 32-201, I am reappointing the following individuals to the Houston Civic Events, Inc., subject to Council confirmation:

- Lisa Foronda Harper, reappointment to Position Two, for a term to expire January 1, 2022;  
and

Kym Iris King, reappointment to Position Four, for a term to expire January 1, 2022.

The résumés of the nominees are attached for your review.

Sincerely,

A rectangular box containing a faint, illegible signature, likely of the Mayor, Sylvester Turner.

Sylvester Turner  
Mayor



**ATTACHMENTS:**

**Description**

**Type**



## **CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 2/12/2019

Item Creation Date:

Confirmation of Houston Civic Events Council appointment

Agenda Item#: 3.

### **Summary:**

CONFIRMATION of the appointment of **DIANA UNTERMAYER** to Position 8 of the **BOARD OF DIRECTORS OF THE HOUSTON CIVIC EVENT, INC, CITY OF HOUSTON TEXAS**, for a term to expire January 1, 2022



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

Item Creation Date: 1/31/2019

HRD - Elizabeth Rodriguez extend unpaid leave of absence

Agenda Item#: 4.

### **Summary:**

RECOMMENDATION from Director of Human Resources for unpaid leave of absence for **ELIZABETH RODRIGUEZ, Human Resources Specialist**, beginning November 28, 2018 until January 2, 2019

### **Background:**

Approve the motion to extend an unpaid leave of absence for Elizabeth Rodriguez, Human Resources Specialist.

The Human Resources Department requests City Council to approve a motion to extend the unpaid leave of absence for Elizabeth Rodriguez, Human Resources Specialist, Employee # 113704, beginning November 28, 2018.

Ms. Rodriguez has a serious health condition that caused her to exhaust all allowable sick leave, accrued vacation, Family Medical Leave hours and donated sick leave. She was also ineligible for FMLA for the 2018-2019 benefit year. Ms. Rodriguez was approved by the Municipal Civil Service Commission for two 90 day unpaid leave of absences from June 1, 2018 through August 29, 2018 and August 30, 2018 through November 27, 2018.

In accordance with Code of Ordinances 14 -172, any further unpaid leaves of absence must be approved by City Council. Therefore, the department requests that City Council approve an extended unpaid leave of absence starting November 28, 2018. Ms. Rodriguez was cleared by her physician and returned to work on Wednesday, January 2, 2019.

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Jane Cheeks  
Human Resources Director

### **Contact Information:**

Nicole Hare-Everline  
Assistant Director  
**Phone:** 832-393-6123



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

District D

Item Creation Date: 1/9/2019

HPW – 20SIK75 Accept Work / Reliance Construction  
Services, L.P.

Agenda Item#: 5.

### **Summary:**

RECOMMENDATION from Director Houston Public Works for approval of final contract amount of \$2,005,191.88 and acceptance of work on contract with **RELIANCE CONSTRUCTION SERVICES, L.P.**, for Sewer Service to Unserved Areas of Golden Glade Estates Subdivision - Package 2 - 0.61% over the original Contract Amount - **DISTRICT D - BOYKINS**

### **Background:**

**SUBJECT:** Accept Work for Sewer Service to Unserved Areas of Golden Glade Estates Subdivision – Package 2.

**RECOMMENDATION:** (SUMMARY) Pass a motion to approve the final Contract Amount of \$2,005,191.88 or 0.61% over the original Contract Amount, accept the Work and authorize final payment.

**PROJECT NOTICE/JUSTIFICATION:** This project was part of the City's program to provide sanitary sewers to unserved areas within the City limits and was required to meet the needs of protecting the water quality of the City's Surface Water Supply and promoting residential development in current unserved City neighborhoods.

**DESCRIPTION/SCOPE:** This project consisted of approximately 7,700 linear feet of 8-inch and 12-inch sanitary sewer mains and approximately 2,600 linear feet of 6-inch sewer service leads. S & B Infrastructure Ltd. designed the project with 280 calendar days allowed for construction. The project was awarded to Reliance Construction Services, L.P. with an original Contract Amount of \$1,993,000.42.

**LOCATION:** The project area is generally bound by Scarlet Drive on the north, South Acres Drive on the south, Mykawa Road on the east and Salinsky Ditch on the west. The project is located in Key Map Grid 0574G.

**CONTRACT COMPLETION AND COST:** The Contractor, Reliance Construction Services, L.P., has completed the work under the subject Contract. The project was completed within the original Contract time. The final cost of the project, including overrun and underrun of estimated unit price quantities is \$2,005,191.88, an increase of \$12,191.46 or 0.61% over the original Contract Amount and under 5% contingency amount. The increased cost is a result of the

difference between planned and measured quantities.

**M/WSBE PARTICIPATION:** The advertised M/WBE contract goal for this project was 20.00%. The M/WBE plan established for this project was 22.08%. According to Office of Business Opportunity, the participation was 21.32%. Contractor's M/WBE performance evaluation was rated Satisfactory.

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

WBS No. R-000801-0017-4

**Prior Council Action:**

Ordinance No. 2017-0626, dated 08-16-2017

**Amount of Funding:**

No additional funding required.

Total (original) appropriation of \$2,317,200.00 from Fund No. 8500 – Water and Sewer System Consolidated Construction.

**Contact Information:**

Juan Chavira, PE, PMP, CEM  
Assistant Director, Capital Projects  
Phone: (832) 395-2441

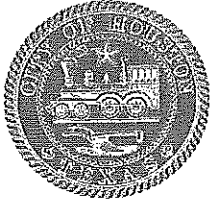
**ATTACHMENTS:**

**Description**

Signed Coversheet  
Maps

**Type**

Signed Cover sheet  
Backup Material



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

District D

Item Creation Date: 1/9/2019

HPW – 20SIK75 Accept Work / Reliance Construction Services, L.P.

Agenda Item#:

### **Background:**

**SUBJECT:** Accept Work for Sewer Service to Unserved Areas of Golden Glade Estates Subdivision – Package 2.

**RECOMMENDATION:** (SUMMARY) Pass a motion to approve the final Contract Amount of \$2,005,191.88 or 0.61% over the original Contract Amount, accept the Work and authorize final payment.

**PROJECT NOTICE/JUSTIFICATION:** This project was part of the City's program to provide sanitary sewers to unserved areas within the City limits and was required to meet the needs of protecting the water quality of the City's Surface Water Supply and promoting residential development in current unserved City neighborhoods.

**DESCRIPTION/SCOPE:** This project consisted of approximately 7,700 linear feet of 8-inch and 12-inch sanitary sewer mains and approximately 2,600 linear feet of 6-inch sewer service leads. S & B Infrastructure Ltd. designed the project with 280 calendar days allowed for construction. The project was awarded to Reliance Construction Services, L.P. with an original Contract Amount of \$1,993,000.42.

**LOCATION:** The project area is generally bound by Scarlet Drive on the north, South Acres Drive on the south, Mykawa Road on the east and Salinsky Ditch on the west. The project is located in Key Map Grid 0574G.

**CONTRACT COMPLETION AND COST:** The Contractor, Reliance Construction Services, L.P., has completed the work under the subject Contract. The project was completed within the original Contract time. The final cost of the project, including overrun and underrun of estimated unit price quantities is \$2,005,191.88, an increase of \$12,191.46 or 0.61% over the original Contract Amount and under 5% contingency amount. The increased cost is a result of the difference between planned and measured quantities.

**M/WSBE PARTICIPATION:** The advertised M/WBE contract goal for this project was 20.00%. The M/WBE plan established for this project was 22.08%. According to Office of Business Opportunity, the participation was 21.32%. Contractor's M/WBE performance evaluation was rated Satisfactory.

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

WBS No. R-000801-0017-4

### **Prior Council Action:**

Ordinance No. 2017-0626, dated 08-16-2017

### **Amount of Funding:**

No additional funding required.

Total (original) appropriation of \$2,317,200.00 from Fund No. 8500 – Water and Sewer System Consolidated Construction.

### **Contact Information:**

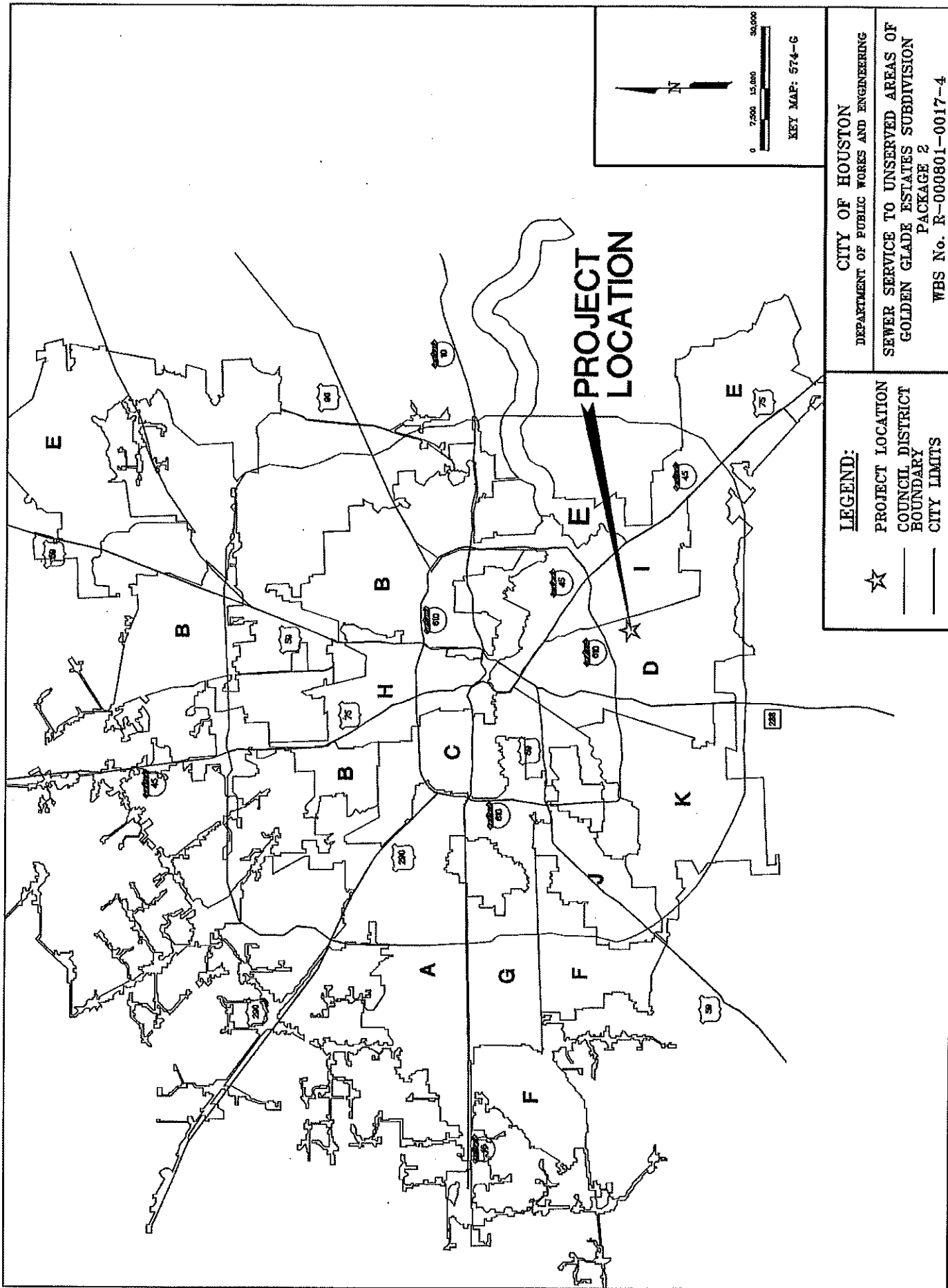
Juan Chavira, PE, PMP, CEM  
Assistant Director, Capital Projects  
Phone: (832) 395-2441

### **ATTACHMENTS:**

Description	Type
Maps	Backup Material
OBO	Backup Material
Affidavit of Ownership	Backup Material

Tax Report  
Prior Council Action  
Final Estimate

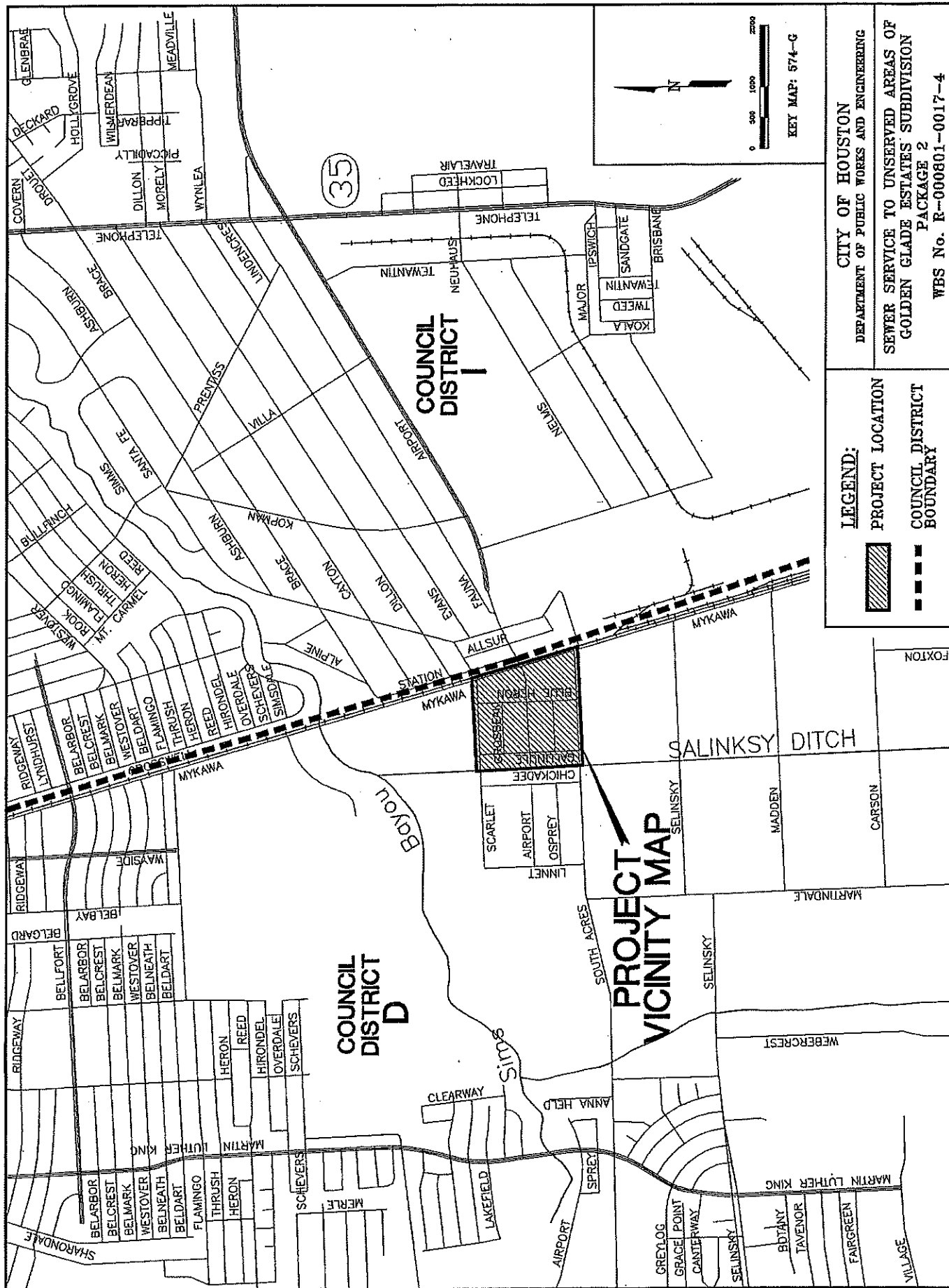
Backup Material  
Backup Material  
Backup Material



**LEGEND:**  
★ PROJECT LOCATION  
— COUNCIL DISTRICT BOUNDARY  
--- CITY LIMITS

CITY OF HOUSTON  
DEPARTMENT OF PUBLIC WORKS AND ENGINEERING  
SEWER SERVICE TO UNSERVED AREAS OF  
GOLDEN GLADE ESTATES SUBDIVISION  
PACKAGE 2  
WBS No. R-000801-0017-4





DISTRICT D



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

District C

Item Creation Date:

### HPW20CMS03 SHEPHERD AND DURHAM PAVING AND DRAINAGE PROJECT (FROM WASHINGTON AVENUE TO DICKSON STREET)

Agenda Item#: 6.

#### **Summary:**

RECOMMENDATION from Director Houston Public Works to purchase Parcel AY17-213, located at 4820 Washington Avenue, owned by Washington/Shepherd Partners, Ltd., for the **SHEPHERD and DURHAM PAVING and DRAINAGE PROJECT from Washington Avenue to Dickson Street - DISTRICT C - COHEN**

#### **Background:**

**SUBJECT:** PROPERTY: Purchase of Parcel AY17-213 located at 4820 Washington Avenue for the SHEPHERD AND DURHAM PAVING AND DRAINAGE PROJECT (FROM WASHINGTON AVENUE TO DICKSON STREET).

**RECOMMENDATION:** (Summary) Authority be given through Council Motion to PURCHASE Parcel AY17-213.

#### **SPECIFIC EXPLANATION:**

The Shepherd Durham Paving and Drainage Project (from Washington Avenue to Dickson Street) is designed to replace the existing paving, drainage and public utilities in the area that have deteriorated beyond economic repair and normal maintenance. This project is required to meet City of Houston design and safety standards, improve traffic circulation, mobility, and drainage in the service area.

The City will acquire 112 square feet in street right-of-way easement on Parcel AY17-213. The City's offer was based on an appraisal by David R. Dominy, MAI, CRE, FRICS. The valuation was reviewed and recommended for approval by a senior staff appraiser of this department. The breakdown is as follows:

#### **Parcel AY17-213 (Easement)**

##### **LAND:**

112 square feet @ \$110.00 PSF	\$ 12,320.00
Improvements	\$ 21,802.00
Cost to Cure	\$ <u>23,835.00</u>
TOTAL CONSIDERATION	\$ <b>57,957.00</b>

Title Policy and Services	\$ 1,525.00
<b>TOTAL AMOUNT</b>	<b>\$ 59,482.00</b>

It is recommended that authority be given through Council Motion to PURCHASE the land and improvements thereon for Parcel AY17-213 located at 4820 Washington Avenue, owned by Washington/Shepherd Partners, Ltd.

Parcel AY17-213 contains 0.0026 acre (112 square feet) of land and improvements thereon for street right-of-way easement out of the John Austin Survey, Abstract No. 1, Harris County, Texas, and being out of and a part of Lot 1, Block 53 of Brunner Addition, a plat recorded under [Volume 42, Page 26](#) of the Harris County Deed Record (H.C.D.R.) according to the City of Houston approved field notes.

---

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

WBS No(s).  
N-100003-0001-2

**Prior Council Action:**

Ordinance 2017-373, passed May 24, 2017

**Amount of Funding:**

No additional funding required (Funds were appropriated under Ordinance 2017-373)

**Contact Information:**

Marjorie L. Cox  
Assistant Director – Real Estate Services  
Phone: (832) 365-3130

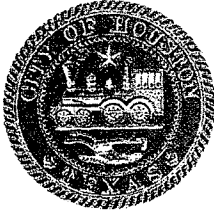
**ATTACHMENTS:**

**Description**

Signed Coversheet

**Type**

Signed Cover sheet



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

District C

Item Creation Date:

### HPW20CMS03 SHEPHERD AND DURHAM PAVING AND DRAINAGE PROJECT (FROM WASHINGTON AVENUE TO DICKSON STREET)

Agenda Item#:

#### **Background:**

**SUBJECT:** PROPERTY: Purchase of Parcel AY17-213 located at 4820 Washington Avenue for the SHEPHERD AND DURHAM PAVING AND DRAINAGE PROJECT (FROM WASHINGTON AVENUE TO DICKSON STREET).

**RECOMMENDATION:** (Summary) Authority be given through Council Motion to PURCHASE Parcel AY17-213.

#### **SPECIFIC EXPLANATION:**

The Shepherd Durham Paving and Drainage Project (from Washington Avenue to Dickson Street) is designed to replace the existing paving, drainage and public utilities in the area that have deteriorated beyond economic repair and normal maintenance. This project is required to meet City of Houston design and safety standards, improve traffic circulation, mobility, and drainage in the service area.

The City will acquire 112 square feet in street right-of-way easement on Parcel AY17-213. The City's offer was based on an appraisal by David R. Dominy, MAI, CRE, FRICS. The valuation was reviewed and recommended for approval by a senior staff appraiser of this department. The breakdown is as follows:

#### **Parcel AY17-213 (Easement)**

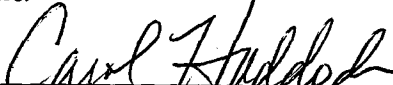
##### **LAND:**

112 square feet @ \$110.00 PSF	\$ 12,320.00
Improvements	\$ 21,802.00
Cost to Cure	<u>\$ 23,835.00</u>
<b>TOTAL CONSIDERATION</b>	<b>\$ 57,957.00</b>

Title Policy and Services	\$ 1,525.00
<b>TOTAL AMOUNT</b>	<b>\$ 59,482.00</b>

It is recommended that authority be given through Council Motion to PURCHASE the land and improvements thereon for Parcel AY17-213 located at 4820 Washington Avenue, owned by Washington/Shepherd Partners, Ltd.

Parcel AY17-213 contains 0.0026 acre (112 square feet) of land and improvements thereon for street right-of-way easement out of the John Austin Survey, Abstract No. 1, Harris County, Texas, and being out of and a part of Lot 1, Block 53 of Brunner Addition, a plat recorded under Volume 42, Page 26 of the Harris County Deed Record (H.C.D.R.) according to the City of Houston approved field notes.

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

WBS No(s).  
N-100003-0001-2

#### **Prior Council Action:**

Ordinance 2017-373, passed May 24, 2017

**Amount of Funding:**

No additional funding required (Funds were appropriated under Ordinance 2017-373)

**Contact Information:**

Marjorie L. Cox

Assistant Director – Real Estate Services

Phone: (832) 365-3130

**ATTACHMENTS:****Description**

ORDINANCE 2017-373

SURVEYS and METES AND BOUNDS

LOCATION MAP

Cost to Cure

**Type**

Backup Material

Backup Material

Backup Material

Backup Material



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date:

E26636.A1 - Medium and Heavy-Duty Vehicles - MOTION

Agenda Item#: 7.

### **Summary:**

**AMEND MOTION NO. 2018-0306, 6/28/2018, TO INCREASE** spending authority from \$13,865,517.21 to \$13,943,517.21 for Chlorine Tank Body with Crane through the Interlocal Agreement for Cooperative Purchasing with the Texas Local Purchasing Cooperative (Buyboard) and Houston-Galveston Area Council for the Fleet Management Department on behalf of Houston Public Works, awarded to **HOUSTON FREIGHTLINER, INC** - \$78,000.00 - Enterprise Fund

### **Background:**

**E26636-A1 B & H - Amend Council Motion No. 2018-0306, passed June 13, 2018 to increase the total amount from \$13,865,517.21 to \$13,943,517.21 for a chlorine tank body with crane through the Interlocal Agreement for Cooperative Purchasing with the Texas Local Purchasing Cooperative (Buyboard) and Houston-Galveston Area Council (H-GAC) for the Fleet Management Department on behalf of Houston Public Works.**

### **Specific Explanation:**

The Director of Fleet Management Department and the Chief Procurement Officer recommend that City Council amend Council Motion No. 2018-0306, to increase the total amount from **\$13,865,517.21** to **\$13,943,517.21** for the purchase of a chlorine tank body mounted with a crane to a previously purchased cab & chassis though the Houston-Galveston Area Council (H-GAC) and the Texas Local Government Purchasing Cooperative (Buyboard). The funding for this vehicle is included in the adopted FY19 Equipment Acquisition Plan.

The cab & chassis mounted with a chlorine tank with crane body will be used by department personnel to deliver chlorine cylinders to the groundwater well sites throughout the City of Houston. To be in compliance with the Environmental Protection Agency (EPA) and the Texas Commission on Environmental Quality (TCEQ) each groundwater facility must maintain a thirty day supply of chlorine at all times. Not approving the additional \$78,000.00 for the chlorine tank body mounted with a crane the City of Houston will be in violation of the EPA and TCEQ regulations as well as endanger the citizens of Houston's drinking water.

### **HGAC Contractor:**

**Houston Freightliner, Inc:** Increase the amount from **\$8,161,588.70** to **\$8,239,588.70** for the additional cost of the chlorine tank body with crane.

### **M/WBE:**

M/WBE Zero Percentage Goal Documented approved by the Office of Business Opportunity.

**Hire Houston First:**

The procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing an Interlocal Agreement for this purchase.

**Fiscal Note:**

Funding for this item is included in the FY19 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

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

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**Department Approval Authority**

Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
Houston Public Works	\$78,000.00	\$0.00	\$78,000.00

**Prior Council Action:**

Council Motion 2018-0306 approved by City Council June 13, 2018

**Amount of Funding:**

\$78,000.00

Combined Utility System General Purpose Fund

Fund No.: 8305

**Contact Information:**

Lena Farris 832-393-8729

Marchelle Cain 832.393-6910

**ATTACHMENTS:**

**Description**

**Type**



## **CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 2/12/2019

ALL

Item Creation Date: 1/30/2019

L28898 - Appropriating ORDINANCE

Agenda Item#: 8.

### **Summary:**

ORDINANCE appropriating \$977,775.00 out of Public Library Consolidated Construction Fund to the contract between the City of Houston and **THYSSENKRUPP ELEVATOR CORPORATION** for the purchase of Construction Services for Elevator Modernization at Jesse H. Jones Central Library for the General Services Department

### **Background:**

**S07-L28898 - ORDINANCE appropriating \$977,775.00 out of the Public Library Consolidated Construction Fund (4507) for the purchase of construction services for elevator modernization at Jesse H. Jones Central Library for the General Services Department.**

### **Specific Explanation:**

The Director of the General Services Department and the Chief Procurement Officer recommend that City Council approve an ordinance authorizing the appropriation of \$977,775.00 out of the Public Library Consolidated Construction Fund (4507) for the purchase of construction services for elevator modernization at Jesse H. Jones Central Library for the General Services Department.

### **Fiscal Note:**

No significant Fiscal Operating impact is anticipated as a result of this project.

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

---

**Department Approval Authority**

### **Amount of Funding:**

**\$977,775.00**

Public Library Consolidated Construction Fund

Fund No.: Fund 4507



**Contact Information:****NAME:**

Richard Morris, Division Manager

**DEPARTMENT/DIVISION:**

FIN/SPD

**PHONE:**

(832) 393-8736

Casey Crossnoe, Sr. Procurement Specialist

FIN/SPD

(832) 393-8724

Jacquelyn Nisby, Executive Staff Analyst

GSD

(832) 393-8023

**ATTACHMENTS:****Description**

Coversheet signed by CPO for L28898

**Type**

Signed Cover sheet



**CITY OF HOUSTON - CITY COUNCIL**

Meeting Date:

ALL

Item Creation Date: 1/30/2019

L28898 - Appropriating ORDINANCE

Agenda Item#:

**Summary:**

**Background:**

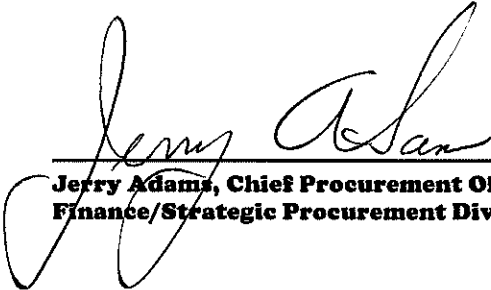
S07-L28898 - ORDINANCE appropriating \$977,775.00 out of the Public Library consolidated Construction Fund (4507) for the purchase of construction services for elevator modernization at Jesse H. Jones Central Library for the General Services Department.

**Specific Explanation:**

The Director of the General Services Department and the Chief Procurement Officer recommend that City Council approve an ordinance authorizing the appropriation \$977,775.00 out of the Public Library consolidated Construction Fund (4507) for the purchase of construction services for elevator modernization at Jesse H. Jones Central Library for the General Services Department.

**Fiscal Note:**

No significant Fiscal Operating impact is anticipated as a result of this project.

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

\_\_\_\_\_  
**Department Approval Authority**

**Amount of Funding:**

**\$977,775.00**

Public Library Consolidated Construction Fund

Fund No.: Fund 4507

**Contact Information:**

**NAME:**

Richard Morris , Division Manager

Casey Crossnoe, Sr. Procurement Specialist

Calvin Curtis, Division Manager

**DEPARTMENT/DIVISION:**

FIN/SPD

FIN/SPD

FIN/SPD

**PHONE:**

(832) 393-8736

(832) 393-8724

(832) 393-8024



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 1/18/2019

L28898.1 - Jesse H. Jones Central Library Elevator  
Modernization - MOTION

Agenda Item#: 9.

### **Summary:**

**THYSSENKRUPP ELEVATOR CORPORATION** to purchase Elevator Modernization Services through the Houston-Galveston Area Council for the General Services Department - \$977,775.00 Public Library Consolidated Construction Fund

**This item should only be considered after passage of Item 8 above**

### **Background:**

**S07-L28898.1 - Approve spending authority to purchase elevator modernization services through the Houston-Galveston Area Council (H-GAC), in the amount not to exceed \$977,775.00 for the General Services Department.**

### **Specific Explanation:**

The Director of the General Services Department and the Chief Procurement Officer recommend that City Council approve spending authority to purchase elevator modernization services through the interlocal agreement for Cooperative Purchasing with H-GAC, **in the amount not to exceed \$977,775.00** which includes \$931,214.00 in expected improvements and repairs and an additional 5% or \$46,561.00 of contingency fund for undetectable, unexpected and unforeseen issues that often may become visible resulting in repairs of long-utilized elevators for the General Services Department. It is further recommended that authorization be given to issue purchase orders as needed to the H-GAC contractor **Thyssenkrupp Elevator Corporation**.

The scope of work requires the contractor to provide all of the labor, materials, equipment, tools and supervision necessary to furnish and deliver elevator modernization services for the Jesse H. Jones Central Library to upgrade or modernize current elevators serving this location. This modernization package was engineered specifically for the current Jones Central Library elevators and includes replacement, refurbishment or retainment of the elevator mechanical and electrical components. This includes elevator cab interior floor and ceiling refurbishment. The modernization of these elevators will be performed by the contractor at the library and will provide increased durability, reliability and improved fire and life safety features. In addition, the improvements will result in decreased waiting times, reduced energy consumption and reduced operational cost and troubleshooting time.

This procurement is in accordance with sections 271.081 through 271.083 of the Texas Local Government Code, which provide the legal authority for local governments to participate in the State of Texas Purchasing Program.

### **M/WBE Participation:**

According to the City of Houston Code of Ordinances, Chapter 15, Articles for Goal-oriented contracts, this procurement does not require an M/WBE goal, because it falls beneath the \$1,000,000 threshold requiring an M/WBE subcontractor for construction work.

**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, Thyssenkrupp Elevator Corporation will provide health benefits to eligible employees in compliance with City policy.

**Hire Houston First:**

This procurement is exempt from the City's Hire Houston First Ordinance that promotes economic opportunity for Houston Businesses and supports job creation. Bids were not solicited, because the department is utilizing an Interlocal Agreement or Cooperative Purchasing Agreement for this purchase.

**Fiscal Note:**

Funding for this item is included in the FY2019 Capital Improvement Plan. Therefore, no Fiscal Note is required as stated in the Financial Policies.

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

---

**Department Approval Authority**

**Estimated Spending Authority:**

	<b>FY 2019</b>	<b>Out Years</b>	<b>Total</b>
<b>Department</b>			
	\$977,775.00	\$0.00	\$977,775.00
General Services Department			

**Amount of Funding:**

\$977,775.00  
Public Library Consolidated Construction Fund  
Fund 4507

**Contact Information:**

<b><u>NAME:</u></b>	<b><u>DEPARTMENT/DIVISION:</u></b>	<b><u>PHONE:</u></b>
Richard Morris, Division Manager	FIN/SPD	(832) 393-8736
Casey Crossnoe, Sr. Procurement Specialist	FIN/SPD	(832) 393-8724
Jacquelyn Nisby, Executive Staff Analyst	GSD	(832) 393-8023

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
Coversheet (revised)	Signed Cover sheet



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 1/18/2019

L28898.1 - Jesse H. Jones Central Library Elevator Modernization - MOTION

Agenda Item#: 9.

### **Summary:**

**THYSSENKRUPP ELEVATOR CORPORATION** to purchase Elevator Modernization Services through the and Houston-Galveston Area Council for the General Services Department - \$977,775.00 Public Library Consolidated Construction Fund  
**This item should only be considered after passage of Item xx above**

### **Background:**

**S07-L28898.1 - Approve spending authority to purchase elevator modernization services through the Houston-Galveston Area Council Government (H-GAC), in the amount not to exceed \$977,775.00 for the General Services Department.**

### **Specific Explanation:**

The Director of the General Services Department and the Chief Procurement Officer recommend that City Council approve spending authority to purchase elevator modernization services through the interlocal agreement for Cooperative Purchasing with H-GAC, in the amount not to exceed \$977,775.00 which includes \$931,214.00 in expected improvements and repairs and an additional 5% or \$46,561.00 of contingency fund for undetectable, unexpected and unforeseen issues that often may become visible resulting in repairs of long-utilized elevators for the General Services Department. It is further recommended that authorization be given to issue purchase orders as needed to the H-GAC contractor **Thyssenkrupp Elevator Corporation**.

The scope of work requires the contractor to provide all of the labor, materials, equipment, tools and supervision necessary to furnish and deliver elevator modernization services for the Jesse H. Jones Central Library to upgrade or modernize current elevators serving this location. This modernization package was engineered specifically for the current Jones Central Library elevators and includes replacement, refurbishment or retention of the elevator mechanical and electrical components. This includes elevator cab interior floor and ceiling refurbishment. The modernization of these elevators will be performed by the contractor at the library and will provide increased durability, reliability and improved fire and life safety features. In addition, the improvements will result in decreased waiting times, reduced energy consumption and reduced operational cost and troubleshooting time.

This procurement is in accordance with sections 271.081 through 271.083 of the Texas Local Government Code, which provide the legal authority for local governments to participate in the State of Texas Purchasing Program.

### **M/WBE Participation:**

According to the City of Houston Code of Ordinances, Chapter 15, Articles for Goal-oriented contracts, this procurement does not require an M/WBE goal, because it falls beneath the \$1,000,000 threshold requiring an M/WBE subcontractor for construction work.

### **Pay or Play Program:**

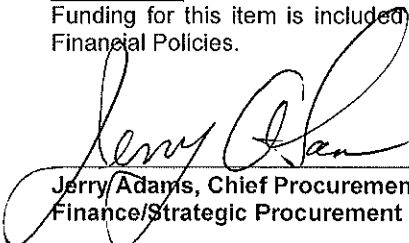
The proposed contract requires compliance with the City's "Pay or Play" ordinance regarding health benefits for employees of City contractors. In this case, Thyssenkrupp Elevator Corporation will provide health benefits to eligible employees in compliance with City policy.

### **Hire Houston First:**

This procurement is exempt from the City's Hire Houston First Ordinance that promotes economic opportunity for Houston Businesses and supports job creation. Bids were not solicited, because the department is utilizing an Interlocal Agreement or Cooperative Purchasing Agreement for this purchase.

### **Fiscal Note:**

Funding for this item is included in the FY2019 Capital Improvement Plan. Therefore, no Fiscal Note is required as stated in the Financial Policies.

  
Jerry Adams, Chief Procurement Officer  
Finance/Strategic Procurement Division

\_\_\_\_\_  
Department Approval Authority

Strategic Procurement Division

2/7/2019

**Estimated Spending Authority:**

Department	FY 2019	Out Years	Total
General Services Department	\$977,775.00	\$0.00	\$977,775.00

**Amount of Funding:**

\$977,775.00

Public Library Consolidated Construction Fund  
Fund 4507**Contact Information:**

<u>NAME:</u>	<u>DEPARTMENT/DIVISION:</u>	<u>PHONE:</u>
Richard Morris, Division Manager	FIN/SPD	(832) 393-8736
Casey Crossnoe, Sr. Procurement Specialist	FIN/SPD	(832) 393-8724
Jacquelyn Nisby, Executive Staff Analyst	GSD	(832) 393-8023

**ATTACHMENTS:****Description**coversheet signed by CPO for L28898.1Affidavit of Ownership or ControlForm BTax FormRCA Budget Fund FormSecretary of StateCIP Form A**Type**

Signed Cover sheet

Backup Material

Backup Material

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Financial Information



# CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 1/25/2019

S28780 Recreational, Educational, and Miscellaneous Supplies - MOTION

Agenda Item#: 10.

## Summary:

**S & S WORLDWIDE, INC** for Recreational, Educational, and Miscellaneous Supplies for the Houston Parks and Recreation Department - 3 Years with two one-year options - \$2,098,100.00 - General Fund

## Background:

**Formal Bids Received January 3, 2019 for S21-S28780 - Approve an award to S & S Worldwide, Inc. in the amount not to exceed \$2,098,100.00 for recreational, educational, and miscellaneous supplies for the Houston Parks and Recreation Department.**

## Specific Explanation:

The Director of the Houston Parks and Recreation Department and the Chief Procurement Officer recommend that City Council approve an award to **S & S Worldwide, Inc.** on its low bid meeting specifications in the amount not to exceed **\$2,098,100.00** for recreational, educational, and miscellaneous supplies for the Houston Parks and Recreation Department and that authorization be given to make purchases, as needed, for a **36-month period, with two one-year options**. This award consists of one price list which includes, but not limited to an assortment of markers, chalk, craft sticks, lacing kits, velvet craft packs, neon parachute kits, dry erasers, board cleaners, gator skin dodge balls, burlap potato sacks, plastic cones, scrapbook kits, star frame kits, bingo/poker chip sets, puzzles, glow-in-the-dark silicone bracelet kits, and various novelty board and card games to be used in various programs throughout the community centers and events citywide.

This is a price list award. The best discount which determines the low bid for a price list is the best bid received for quantities of high-use items selected as sample pricing items based on the current needs of the department. The bid total for sample pricing items does not represent the total amount estimated to be purchased; rather, this recommendation is for the total estimated expenditures projected over the awarded term based on the low bid submitted for the representative samples.

The project was advertised in accordance with the requirement of the State of Texas bid laws. Fourteen (14) prospective bidders downloaded the solicitation document from SPD's e-bidding website and four (4) bids were received as outlined below.

<u>Company</u>	<u>Sample Pricing</u>
1. Lakeshore Equipment Company dba Lakeshore Learning Materials	\$ 15.17 (Partial Bid/Did Not Meet Specifications)
2. Varsity Brands Holding Co., Inc. dba BSN Sports LLC	\$ 80.92 (Partial Bid/Did Not Meet Specifications)
3. Office Depot, Inc.	\$ 100.97 (Partial Bid/Did Not Meet Specifications)
4. <b>S &amp; S Worldwide, Inc.</b>	<b>\$ 398.14</b>

## M/WBE Participation:

Zero percentage goal-document approved by the Office of Business Opportunity.

## Hire Houston First:

The proposed award requires compliance with the City's 'Hire Houston First' (HHF) ordinance that promotes economic opportunity for Houston businesses and supports job creation. In this case, **S & S Worldwide, Inc.** does not meet the requirements for HHF designation; no HHF firms were within three percent.

## Fiscal Note:

Funding for this item is included in the FY19 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

Jerry Adams, Chief Procurement Officer  
Finance/Strategic Procurement Division

Department Approval Authority Signature

## Estimated Spending Authority

<u>Department</u>	<u>FY19</u>	<u>Out Years</u>	<u>Total</u>
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Parks & Recreation	\$ 3,100.00	\$ 2,095,000.00	\$2,098,100.00
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**Amount of Funding:**

\$2,098,100.00 General Fund (1000)

**Contact Information:**

Desiree Heath	SPD	832-393-8742
Laura A. Guthrie	SPD	832-393-8735
Luci Correa	HPRD	832-395-7057

**ATTACHMENTS:**

**Description**

Coversheet signed by CPO for S28780

**Type**

Signed Cover sheet





## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 1/25/2019

S28780 Recreational, Educational, and Miscellaneous Supplies - MOTION

Agenda Item#:

### **Background:**

Formal Bids Received January 3, 2019 for S21-S28780 - Approve an award to S & S Worldwide, Inc. in the amount not to exceed \$2,098,100.00 for recreational, educational, and miscellaneous supplies for the Houston Parks and Recreation Department.

### **Specific Explanation:**

The Director of the Houston Parks and Recreation Department and the Chief Procurement Officer recommend that City Council approve an award to **S & S Worldwide, Inc.** on its low bid meeting specifications in the amount not to exceed **\$2,098,100.00** for recreational, educational, and miscellaneous supplies for the Houston Parks and Recreation Department and that authorization be given to make purchases, as needed, for a **36-month period, with two one-year options**. This award consists of one price list which includes, but not limited to an assortment of markers, chalk, craft sticks, lacing kits, velvet craft packs, neon parachute kits, dry erasers, board cleaners, gator skin dodge balls, burlap potato sacks, plastic cones, scrapbook kits, star frame kits, bingo/poker chip sets, puzzles, glow-in-the-dark silicone bracelet kits, and various novelty board and card games to be used in various programs throughout the community centers and events citywide.

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3. Office Depot, Inc.	\$ 100.97 (Partial Bid/Did Not Meet Specifications)
4. <b>S &amp; S Worldwide, Inc.</b>	<b>\$ 398.14</b>

### **M/WBE Participation:**

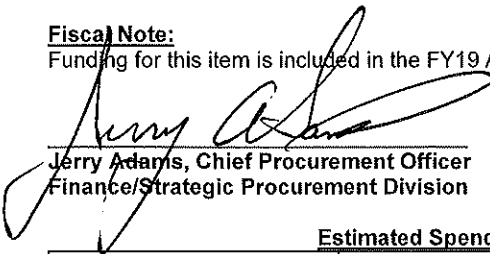
Zero percentage goal-document approved by the Office of Business Opportunity.

### **Hire Houston First:**

The proposed award requires compliance with the City's 'Hire Houston First' (HHF) ordinance that promotes economic opportunity for Houston businesses and supports job creation. In this case, **S & S Worldwide, Inc.** does not meet the requirements for HHF designation; no HHF firms were within three percent.

### **Fiscal Note:**

Funding for this item is included in the FY19 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

  
Jerry Adams, Chief Procurement Officer  
Finance/Strategic Procurement Division

\_\_\_\_\_  
Department Approval Authority Signature

### **Estimated Spending Authority**

<b><u>Department</u></b>	<b><u>FY19</u></b>	<b><u>Out Years</u></b>	<b><u>Total</u></b>
Parks & Recreation	\$ 3,100.00	\$ 2,095,000.00	\$2,098,100.00

### **Amount of Funding:**

\$2,098,100.00 General Fund (1000)

### **Contact Information:**

Desiree Heath	SPD	832-393-8742
Laura A. Guthrie	SPD	832-393-8735
Luci Correa	HPRD	832-395-7057

**ATTACHMENTS:**

**Description**

S28780 Zero-Percent Goal Approved

S28780 Bid Tab

S28780 Fair Campaign Ordinance

S28780 Form B

S28780 Budget Form A Fund 1000

S28780 Cleared Tax Report

**Type**

Backup Material

Backup Material

Backup Material

Backup Material

Financial Information

Backup Material



## **CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 2/12/2019

ALL

Item Creation Date: 1/10/2019

**H28858 - Automated Fingerprint Identification System  
(AFIS) Maintenance - MOTION**

Agenda Item#: 11.

### **Summary:**

**GEMALTO COGENT, INC** for purchase of Automated Fingerprint Identification System Maintenance for the Houston Police Department - \$135,260.29 - General Fund

### **Background:**

**Sole Source for S17-H28858 - Approve the purchase of Automated Fingerprint Identification System (AFIS) Maintenance from Gemalto Cogent, Inc. in the amount not to exceed \$135,260.29 for the Houston Police Department.**

### **Specific Explanation**

The Chief of the Houston Police Department and the Chief Procurement Officer recommend that City Council approve the sole source purchase of Cogent Automated Fingerprint Identification System (CAFIS) maintenance in the total amount not to exceed **\$135,260.29** for the Houston Police Department (HPD) and that authorization be given to issue purchase orders, as necessary, to **Gemalto Cogent, Inc.**

The CAFIS at HPD provides identification services through fingerprint analysis. This integrated technology system supports patrol and investigative units in the field and at HPD facilities to assist in solving crimes, thereby enhancing officer and public safety. The annual maintenance provides for software/hardware maintenance for the equipment at HPD. Gemalto Cogent, Inc. is the sole source provider and exclusive manufacturer of the PMA, CLS1 Scanner, BlueCheck, and Mobile Ident II communication devices, as well as being the sole source developer of the CAFIS software. As these devices and the integrated software are developed and manufactured exclusively by Gemalto Cogent, Inc., no other biometric provider has the ability, knowledge or expertise to maintain and support the Gemalto Cogent, Inc. Furthermore, the source code for all cogent software is exclusive to Gemalto Cogent, Inc. and is protected as a trade secret.

This recommendation is made pursuant to Chapter 252, Section 252.022 (a) (7) (A) "a procurement of items that are available from only one source, including: items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies" of the Texas Local Government Code for exempted procurements.

### **M/WBE Participation:**

M/WBE Zero Percentage Goal document approved by the Office of Business of Opportunity.

**Hire Houston:**

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing a sole source for this purchase

**Fiscal Note:**

Funding for this item is included in the FY2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

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

---

**Department Approval Authority**

Estimated Spending Authority			
Department Name	FY2019	Out-Years	Total
HPD	\$135,260.29	\$0.00	\$135,260.29

**Amount of Funding:**

\$135,260.29 - General Fund (1000)

**Contact Information:**

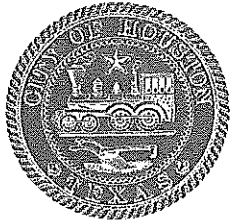
NAME:	DEPT./DIVISION	PHONE
Brenda Chagoya, Division Manager	FIN/SPD	(832) 393-8723
Murdock Smith, Sr. Procurement Specialist	FIN/SPD	(832) 393-8725
Clifton Journet III, Executive Analyst	HPD	(713) 308-1779
Frank Rodriguez, Police Administrator	HPD	(713) 308-1700

**ATTACHMENTS:****Description**

Coversheet signed by CPO for H28858

**Type**

Signed Cover sheet



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/5/2019

ALL

Item Creation Date: 1/10/2019

H28858 - Automated Fingerprint Identification System (AFIS) Maintenance - MOTION

Agenda Item#: 8.

### **Background:**

**Sole Source for S17-H28858 - Approve the purchase of Automated Fingerprint Identification System (AFIS) Maintenance from Gemalto Cogent, Inc. in the amount not to exceed \$135,260.29 for the Houston Police Department.**

### **Specific Explanation**

The Chief of the Houston Police Department and the Chief Procurement Officer recommend that City Council approve the sole source purchase of Cogent Automated Fingerprint Identification System (CAFIS) maintenance in the total amount not to exceed **\$135,260.29** for the Houston Police Department (HPD) and that authorization be given to issue purchase orders, as necessary, to **Gemalto Cogent, Inc.**

The CAFIS at HPD provides identification services through fingerprint analysis. This integrated technology system supports patrol and investigative units in the field and at HPD facilities to assist in solving crimes, thereby enhancing officer and public safety. The annual maintenance provides for software/hardware maintenance for the equipment at HPD. Gemalto Cogent, Inc. is the sole source provider and exclusive manufacturer of the PMA, CLS1 Scanner, BlueCheck, and Mobile Ident II communication devices, as well as being the sole source developer of the CAFIS software. As these devices and the integrated software are developed and manufactured exclusively by Gemalto Cogent, Inc., no other biometric provider has the ability, knowledge or expertise to maintain and support the Gemalto Cogent, Inc. Furthermore, the source code for all cogent software is exclusive to Gemalto Cogent, Inc. and is protected as a trade secret.

This recommendation is made pursuant to Chapter 252, Section 252.022 (a) (7) (A) "a procurement of items that are available from only one source, including: items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies" of the Texas Local Government Code for exempted procurements.

### **M/WBE Participation:**

M/WBE Zero Percentage Goal document approved by the Office of Business of Opportunity.

### **Hire Houston:**

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing a sole source for this purchase

### **Fiscal Note:**

Funding for this item is included in the FY2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

  
Jerry Adams, Chief Procurement Officer  
Finance/Strategic Procurement Division

\_\_\_\_\_  
Department Approval Authority

Estimated Spending Authority			
Department Name	FY2019	Out-Years	Total
HPD	\$135,260.29	\$0.00	\$135,260.29

### **Amount of Funding:**

\$135,260.29 - General Fund (1000)

**Contact Information:**

NAME:	DEPT./DIVISION	PHONE
Brenda Chagoya, Division Manager	FIN/SPD	(832) 393-8723
Murdock Smith, Sr. Procurement Specialist	FIN/SPD	(832) 393-8725
Clifton Journet III, Executive Analyst	HPD	(713) 308-1779
Frank Rodriguez, Police Administrator	HPD	(713) 308-1700

**ATTACHMENTS:****Description**Affidavit OwnershipFair CampaignCertification of FundsSole Source JustificationOBO DocumentsCertification of FundsQuote**Type**

Backup Material

Backup Material

Backup Material

Backup Material

Backup Material

Financial Information

Backup Material



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 1/15/2019

E28878 - Cold Mix Asphalt - MOTION

Agenda Item#: 12.

### **Summary:**

**WALLER COUNTY ASPHALT, INC** for spending authority to purchase Cold Mix Asphalt from the State of Texas Procurement and Support Services Contract for the Houston Public Works Department - \$206,000.00 - Enterprise Fund

### **Background:**

**S82-E28878 - Approve spending authority to purchase cold mix asphalt in the amount not to exceed \$206,000.00 from the State of Texas Procurement and Support Services Contract for Houston Public Works.**

### **Specific Explanation:**

The Director of Houston Public Works and the Chief Procurement Officer recommend that City Council approve spending authority to purchase cold mix asphalt in the amount not to exceed **\$206,000.00** from the State of Texas Procurement and Support Services Contract through the State of Texas Cooperative Purchasing Program for Houston Public Works (HPW) and that authorization be given to make purchases, as needed, to the State contract supplier, **Waller County Asphalt, Inc.** This contract consists of cold mix asphalt to be used by HPW to repair pot holes, shoulder joints, and cracks in the pavement on streets citywide. This pre-qualified product and approved Texas Department of Transportation supplier will assist HPW in the pothole initiative project citywide for a **six (6) month** term.

Purchases will be made using the supplier's internet website. This will significantly reduce paper transactions and overall delivery time. Shorter delivery times will reduce the amount of inventories and inventory carrying costs currently maintained by the City.

Sections 271.081 through 271.083 of the Texas Local Government Code provide the legal authority for local governments to participate in the State of Texas Purchasing Program.

### **MWBE Participation:**

Zero percentage goal-document approved by the Office of Business Opportunity.

### **Hire Houston First:**

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing an Interlocal or Cooperative Purchasing Agreement for this purchase.

**Fiscal Note:**

Funding for this item is included in the FY19 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

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

**Department Approval Authority**

**Amount of Funding:**

\$ 67,980.00	Dedicated Drainage & Street Renewal Fund (2310) – Ad Valorem Tax
<u>\$138,020.00</u>	Dedicated Drainage & Street Renewal Fund (2310) – Metro
\$206,000.00	Total

**Contact Information:**

Desiree Heath	SPD	832-393-8742
Tomeka Richard	SPD	832-393-8786
Jedediah Greenfield	HPW	832-395-3218

**ATTACHMENTS:****Description****Type**

Coversheet signed by CPO for E28878

Signed Cover sheet





## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 1/15/2019

E28878 - Cold Mix Asphalt - MOTION

Agenda Item#:

### **Background:**

S82-E28878 - Approve spending authority to purchase cold mix asphalt in the amount not to exceed \$206,000.00 from the State of Texas Procurement and Support Services Contract for Houston Public Works.

### **Specific Explanation:**

The Director of Houston Public Works and the Chief Procurement Officer recommend that City Council approve spending authority to purchase cold mix asphalt in the amount not to exceed \$206,000.00 from the State of Texas Procurement and Support Services Contract through the State of Texas Cooperative Purchasing Program for Houston Public Works (HPW) and that authorization be given to make purchases, as needed, to the State contract supplier, **Waller County Asphalt, Inc.** This contract consists of cold mix asphalt to be used by HPW to repair pot holes, shoulder joints, and cracks in the pavement on streets citywide. This pre-qualified product and approved Texas Department of Transportation supplier will assist HPW in the pothole initiative project citywide for a **six (6) month** term.

Purchases will be made using the supplier's internet website. This will significantly reduce paper transactions and overall delivery time. Shorter delivery times will reduce the amount of inventories and inventory carrying costs currently maintained by the City.

Sections 271.081 through 271.083 of the Texas Local Government Code provide the legal authority for local governments to participate in the State of Texas Purchasing Program.

### **MWBE Participation:**

Zero percentage goal-document approved by the Office of Business Opportunity.

### **Hire Houston First:**

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing an Interlocal or Cooperative Purchasing Agreement for this purchase.

### **Fiscal Note:**

Funding for this item is included in the FY19 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

  
Jerry Adams, Chief Procurement Officer  
Finance/Strategic Procurement Division

\_\_\_\_\_  
Department Approval Authority Signature

### **Amount of Funding:**

\$ 67,980.00	Dedicated Drainage & Street Renewal Fund (2310) – Ad Valorem Tax
\$138,020.00	Dedicated Drainage & Street Renewal Fund (2310) – Metro
\$206,000.00	Total

### **Contact Information:**

Desiree Heath	SPD	832-393-8742
Tomeka Richard	SPD	832-393-8786
Jedediah Greenfield	HPW	832-395-3218

### **ATTACHMENTS:**

#### **Description**

MWBE 0% Goal  
Form A - Campaign Finance Ordinance  
Form B  
Affidavit of Ownership  
Tax Report  
Financial Form A  
State of Texas Cooperative Contract

#### **Type**

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





## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 1/30/2019

HCD19-05 9% Resolutions of Support for HTC transactions  
within the City of Houston

Agenda Item#: 13.

### **Summary:**

RESOLUTION confirming support for the proposed development of certain properties as Affordable Rental Housing, each located in the City of Houston, Texas, and the submittal of applications for Housing Tax Credits for such developments

### **Background:**

The Housing and Community Development Department (HCDD) recommends approval of a Resolution of Support for each of the 40 applications in the City of Houston for competitive 9% housing tax credits (HTCs) allocated by the Texas Department of Housing and Community Affairs (TDHCA). Numerous applications will be submitted to TDHCA and the amount of available 9% HTCs is limited. It will not be known which, if any, of these projects will receive HTCs until the end of July 2019 when awards are announced.

Only preliminary information is available regarding the applications and HCDD has not underwritten these projects for financial viability. HCDD reviewed the applications to determine whether they meet the community development policy objectives of the City and meet certain Minimum Standards. Applications were required to meet a total of **8 points** of the criteria outlined below to receive a Resolution of Support.

- Sites located within Houston city limits (this excludes sites located within the Houston ETJ) - **2 points**
- Sites located within 4 miles of City Hall - **1 point**
- Sites located within the boundaries of a Complete Community or TIRZ. Sites located in overlaying areas of a Complete Community or TIRZ will not receive combined points - **2 point**
- Sites located within an underserved area described as the following:
  - Within a census tract that has no other affordable housing development funded with HTCs - **1 point**
  - Within a census tract if the contiguous census tracts do not have any affordable housing developments funded with HTCs that is less than 15-years old (2004 or after) - **2 points**
- Sites that promote access to mass transportation options described as the following:
  - Sites located within 1/4 mile of any public transportation stop - **1 point**
  - Sites located within 1/2 mile of a high frequency public transportation stop. High frequency transit service is defined as service arriving every 15 minutes on average from 6:00 am to 8:00 pm seven days a week - **2 points**
- Sites with reduced poverty concentration described as the following:
  - Site census tract is less than 15% - **2 points**
  - Site census tract is less than 20% - **1 point**

- Site zoned to an A or B rated school based on Children at Risk rankings
  - Elementary School - **2 points**
  - Middle School - **2 points**
  - High School - **2 points**
- Developments which promote a mixed income composition whereas:
  - A minimum of 10% of the units to be unrestricted - **1 point**
  - A minimum of 20% of the units to be unrestricted - **2 points**
- Written documentation of community support that the applicant has sought, received and implemented (if needed) views and recommendations, regarding the proposed project, from locally organized groups formed to primarily serve the interest of the proposed neighborhood. Letters of support will not be accepted from organizations directly affiliated with the project. - **1 point**

Based on these criteria, the projects listed below have achieved the minimum of 8-point threshold and qualify for a Resolution of Support

	<b>Application Number</b>	<b>Development Name</b>	<b>Development Address</b>	<b>Council District</b>	<b>Target Population</b>
1	19286	West Little York Apartments	7925 West Little York	A	Family
2	19278	Harvest Time Apartments	800 Block of Harvest Time Ln	B	Family
3	19047	Parkway Meadows	approx. 3300 block of W. Gulf Bank	B	Family
4	19055	Avenue on 34th	2136 W. 34th	C	Family
5	19262	Heights Senior Village	800 Heights Blvd	C	Seniors 55+
6	19096	Hue	402 Columbia	C	Family
7	19299	2222 Pierce	2222 Pierce	D	Family
8	19305	Caroline Lofts	approx. 1300 McGowen	D	Family
9	19118	Change Happens Senior Housing	3345 Elgin	D	Seniors 55+
10	19187	Crystal Village	8500 Fuqua	D	Family
11	19085	Gala at MacGregor	tbd - 120 Carson Ct	D	Seniors 55+
12	19138	Trinity East Village Senior Housing	2500 McGowen	D	Seniors 55+
13	19322	Cypress Creek at Beamer Road	approx. 11499 Beamer Rd	D	Family
14	19069	Kingwood Pines Senior Village	SWC 19600 Kingwood Dr	E	Seniors 55+
15	19230	Campanile on Fondren	2800 Fondren	F	Seniors 55+
16	19260	Heights at Bellaire	11360 Bellaire Blvd	F	Family
17	19307	Briarwest Apartments	NWC of Westheimer & Briarwest Blvd	G	Family
18	19074	900 Winston	900 Winston	H	Seniors 55+
19	19097	The Balladeer	5200 Navigation	H	Family

20	19001	Canal Street Apartments	5601 Canal Street	H	Family
21	19032	Ethan Place	approx. 4318 Robertson	H	Family
22	19308	Harrisburg Lofts	approx. 3406 Harrisburg	H	Family
23	19296	McKee City Living	600 Block of McKee	H	Family
24	19146	NHH at Avenue J	approx 5220 Avenue J	H	Family Supportive Housing
25	19106	Vista at Main	NWC of N Main and Conoly Street	H	Seniors 55+
26	19040	Vista East	3801 Garrow Street	H	Family
27	19041	Vista Square	NWC of Airline Dr and Robbie St	H	Seniors 55+
28	19068	Residences at Eastwood	123 Eastwood Dr	H	Seniors 55+
29	19309	Scott Street Lofts	1320 Scott St	I	Seniors 55+
30	19077	Telephone Road Elderly	6000 Telephone Rd	I	Seniors 55+
31	19042	Vista at Park Place	NW of the intersection of Park Place Blvd & Juniper Street	I	Family
32	19070	South Rice Apartments	5612 S Rice Avenue	J	Family
33	19076	Bellfort Park Apartments	4135 W Bellfort	K	Family
34	19257	Blue Ridge Villas	Blue Ridge Rd at S Sam Houston Pkwy	K	Seniors 55+
35	19327	Edison Lofts	7100 W Fuqua Dr	K	Family
36	19245	Huntington at Chimney Rock	approx 16360 Chimney Rock	K	Seniors 62+
37	19072	Rockwell Senior Village	6002 S Sam Houston Pkwy W	K	Seniors 55+
38	19242	The Tramonti	approx 16330 Chimney Rock	K	Family
39	19109	Verdin Square	McHard Rd at Moffett Ln	K	Family
40	19107	Vista at Chimney Rock	Chimney Rock Rd at McCard Rd	K	Seniors 62+

The details of this request were presented to the Housing and Community Affairs Committee on January 29, 2019.

---

Tom McCasland, Director

**Contact Information:**

Roxanne Lawson

**Phone:** (832) 394-6307

**ATTACHMENTS:****Description**

Coversheet (revised)

HCD19-5 Resolutions of Support - City of  
Houston

**Type**

Signed Cover sheet

Backup Material



## CITY OF HOUSTON – CITY COUNCIL

Meeting Date: 2/13/2019

Districts All

Item Creation Date: 2/1/2019

HCD19-5 9% Resolutions of Support for HTC transactions within  
the City of Houston

### **Background:**

The Housing and Community Development Department (HCDD) recommends approval of a Resolution of Support for each of the 40 applications in the City of Houston for competitive 9% housing tax credits (HTCs) allocated by the Texas Department of Housing and Community Affairs (TDHCA). Numerous applications will be submitted to TDHCA and the amount of available 9% HTCs is limited. It will not be known which, if any, of these projects will receive HTCs until the end of July 2019 when awards are announced.

Only preliminary information is available regarding the applications and HCDD has not underwritten these projects for financial viability. HCDD reviewed the applications to determine whether they meet the community development policy objectives of the City and meet certain Minimum Standards. Applications were required to meet a total of **8 points** of the criteria outlined below to receive a Resolution of Support.

- Sites located within Houston city limits (this excludes sites located within the Houston ETJ) - **2 points**
- Sites located within 4 miles of City Hall - **1 point**
- Sites located within the boundaries of a Complete Community or TIRZ. Sites located in overlaying areas of a Complete Community or TIRZ will not receive combined points - **2 points**
- Sites located within an underserved area described as the following:
  - Within a census tract that has no other affordable housing development funded with HTCs - **1 point**
  - Within a census tract if the contiguous census tracts do not have any affordable housing developments funded with HTCs that is less than 15-years old (2004 or after) - **2 points**
- Sites that promote access to mass transportation options described as the following:
  - Sites located within 1/4 mile of any public transportation stop - **1 point**
  - Sites located within 1/2 of a high frequency public transportation stop. High frequency transit service is defined as service arriving every 15 minutes on average from 6:00 am to 8:00 pm seven days a week - **2 points**
- Sites with reduced poverty concentration described as the following:
  - Site census tract is less than 15% - **2 points**
  - Site census tract is less than 20% - **1 point**

- Sites zoned to an A or B rated school base on Children at Risk rankings
  - Elementary School - **2 points**
  - Middle School - **2 points**
  - High School - **2 points**
- Developments which promote a mixed income composition whereas:
  - A minimum of 10% of the units to be unrestricted - **1 point**
  - A minimum of 20% of the units to be unrestricted - **2 points**
- Written documentation of community support that the applicant has sought, received and implemented (if needed) views and recommendations, regarding the proposed project, from locally organized groups formed to primarily serve the interest of the proposed neighborhood. Letters of support will not be accepted from organizations directly affiliated with the project. - **1 point**

Based on these criteria, the projects listed below have achieved the minimum of 8-point threshold and qualify for a Resolution of Support.

	Application Number	Development Name	Development Address	Council District	Target Population
1	19286	West Little York Apartments	7925 West Little York	A	Family
2	19278	Harvest Time Apartments	800 Block of Harvest Time Ln	B	Family
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36	19245	Huntington at Chimney Rock	approx 16360 Chimney Rock	K	Seniors 62+
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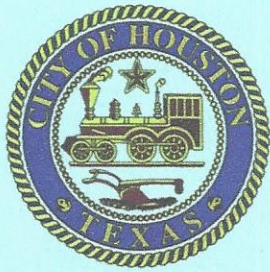
The details of this request were presented to the Housing and Community Affairs Committee on January 29, 2019.

---

Tom McCasland, Director

**Contact Information:**

Roxanne Lawson  
(832) 394-6307



## CITY OF HOUSTON – CITY COUNCIL

Meeting Date: 2/13/2019

Districts All

Item Creation Date: 2/1/2019

HCD19-5 9% Resolutions of Support for HTC transactions within  
the City of Houston

### **Background:**

The Housing and Community Development Department (HCDD) recommends approval of a Resolution of Support for each of the 40 applications in the City of Houston for competitive 9% housing tax credits (HTCs) allocated by the Texas Department of Housing and Community Affairs (TDHCA). Numerous applications will be submitted to TDHCA and the amount of available 9% HTCs is limited. It will not be known which, if any, of these projects will receive HTCs until the end of July 2019 when awards are announced.

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- Sites located within an underserved area described as the following:
  - Within a census tract that has no other affordable housing development funded with HTCs - **1 point**
  - Within a census tract if the contiguous census tracts do not have any affordable housing developments funded with HTCs that is less than 15-years old (2004 or after) - **2 points**
- Sites that promote access to mass transportation options described as the following:
  - Sites located within 1/4 mile of any public transportation stop - **1 point**
  - Sites located within 1/2 of a high frequency public transportation stop. High frequency transit service is defined as service arriving every 15 minutes on average from 6:00 am to 8:00 pm seven days a week - **2 points**
- Sites with reduced poverty concentration described as the following:
  - Site census tract is less than 15% - **2 points**
  - Site census tract is less than 20% - **1 point**



- Sites zoned to an A or B rated school base on Children at Risk rankings
  - Elementary School - **2 points**
  - Middle School - **2 points**
  - High School - **2 points**
- Developments which promote a mixed income composition whereas:
  - A minimum of 10% of the units to be unrestricted - **1 point**
  - A minimum of 20% of the units to be unrestricted - **2 points**
- Written documentation of community support that the applicant has sought, received and implemented (if needed) views and recommendations, regarding the proposed project, from locally organized groups formed to primarily serve the interest of the proposed neighborhood. Letters of support will not be accepted from organizations directly affiliated with the project. - **1 point**

Based on these criteria, the projects listed below have achieved the minimum of 8-point threshold and qualify for a Resolution of Support.

	<b>Application Number</b>	<b>Development Name</b>	<b>Development Address</b>	<b>Council District</b>	<b>Target Population</b>
1	19286	West Little York Apartments	7925 West Little York	A	Family
2	19278	Harvest Time Apartments	800 Block of Harvest Time Ln	B	Family
3	19047	Parkway Meadows	approx. 3300 block of W. Gulf Bank	B	Family
4	19055	Avenue on 34th	2136 W. 34th	C	Family
5	19262	Heights Senior Village	800 Heights Blvd	C	Seniors 55+
6	19096	Hue	402 Columbia	C	Family
7	19299	2222 Pierce	2222 Pierce	D	Family
8	19305	Caroline Lofts	approx. 1300 McGowen	D	Family
9	19118	Change Happens Senior Housing	3345 Elgin	D	Seniors 55+
10	19187	Crystal Village	8500 Fuqua	D	Family
11	19085	Gala at MacGregor	tbd - 120 Carson Ct	D	Seniors 55+
12	19138	Trinity East Village Senior Housing	2500 McGowen	D	Seniors 55+
13	19322	Cypress Creek at Beamer Road	approx. 11499 Beamer Rd	E	Family
14	19069	Kingwood Pines Senior Village	SWC 19600 Kingwood Dr	E	Seniors 55+

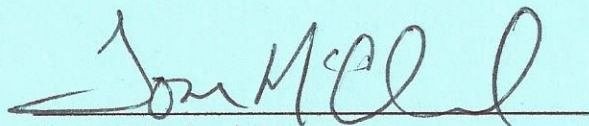


15	19230	Campanile on Fondren	2800 Fondren	F	Seniors 55+
16	19260	Heights at Bellaire	11360 Bellaire Blvd	F	Family
17	19307	Briarwest Apartments	NWC of Westheimer & Briarwest Blvd	G	Family
18	19074	900 Winston	900 Winston	H	Seniors 55+
19	19097	The Balladeer	5200 Navigation	H	Family
20	19001	Canal Street Apartments	5601 Canal Street	H	Family
21	19032	Ethan Place	approx. 4318 Robertson	H	Family
22	19308	Harrisburg Lofts	approx. 3406 Harrisburg	H	Family
23	19296	McKee City Living	600 Block of McKee	H	Family
24	19146	NHH at Avenue J	approx 5220 Avenue J	H	Family Supportive Housing
25	19106	Vista at Main	NWC of N Main and Conoly Street	H	Seniors 55+
26	19040	Vista East	3801 Garrow Street	H	Family
27	19041	Vista Square	NWC of Airline Dr and Robbie St	H	Seniors 55+
28	19068	Residences at Eastwood	123 Eastwood Dr	I	Seniors 55+
29	19309	Scott Street Lofts	1320 Scott St	I	Seniors 55+
30	19077	Telephone Road Elderly	6000 Telephone Rd	I	Seniors 55+
31	19042	Vista at Park Place	NW of the intersection of Park Place Blvd & Juniper Street	I	Family
32	19070	South Rice Apartments	5612 S Rice Avenue	J	Family
33	19076	Bellfort Park Apartments	4135 W Bellfort	K	Family
34	19257	Blue Ridge Villas	Blue Ridge Rd at S Sam Houston Pkwy	K	Seniors 55+
35	19327	Edison Lofts	7100 W Fuqua Dr	K	Family
36	19245	Huntington at Chimney Rock	approx 16360 Chimney Rock	K	Seniors 62+
37	19072	Rockwell Senior Village	6002 S Sam Houston Pkwy W	K	Seniors 55+



38	19242	The Tramonti	approx 16330 Chimney Rock	K	Family
39	19109	Verdin Square	McHard Rd at Moffett Ln	K	Family
40	19107	Vista at Chimney Rock	Chimney Rock Rd at McCard Rd	K	Seniors 62+

The details of this request were presented to the Housing and Community Affairs Committee on January 29, 2019.



Tom McCasland, Director

**Contact Information:**

Roxanne Lawson  
(832) 394-6307



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ETJ

Item Creation Date: 1/31/2019

HCD19-07 9% Resolutions of Support for HTC transactions  
within Houston's Extraterritorial Jurisdiction (ETJ)

Agenda Item#: 14.

### **Summary:**

RESOLUTION confirming support for the proposed development of certain properties as Affordable Rental Housing, each located in the extraterritorial jurisdiction of the City of Houston, Texas or having been annexed into the City of Houston only for limited purposes, and the submittal of applications for housing tax credits for such developments

### **Background:**

The Housing and Community Development Department (HCDD) recommends approval of a Resolution of Support for each of the XX applications in Houston's ETJ for competitive 9% housing tax credits (HTCs) allocated by the Texas Department of Housing and Community Affairs (TDHCA). Numerous applications will be submitted to TDHCA and the amount of available 9% HTCs is limited. It will not be known which, if any, of these projects will receive HTCs until the end of July 2019 when awards are announced.

Only preliminary information is available regarding the applications and HCDD has not underwritten these projects for financial viability. HCDD reviewed the applications to determine they meet the community development policy objectives of the City and meet certain Minimum Standards. Applications were required to meet a total of **8 points** of the criteria outlined below to receive a Resolution of Support.

- Sites located within 4 miles of City Hall - **1 point**
- Sites located within the boundaries of a Complete Community. Sites located in overlaying areas of a Complete Community or TIRZ will not receive combined points - **2 points**
- Sites located within an underserved area described as the following:
  - Within a census tract that has no other affordable housing development funding with HTCs - **1 point**
  - Within a census tract if the contiguous census tracts do not have any affordable housing developments funded with HTCs that is less than 15-years old (2004 or after) - **2 points**
- Sites that promote access to mass transportation options described as the following:
  - Sites located within 1/4 mile of any public transportation stop - **1 point**
  - Sites located within 1/2 mile of a high frequency public transportation stop. High frequency transit service is defined as service arriving every 15 minutes on average from 6:00 am to 8:00 pm seven days a week - **2 points**
- Sites with reduced poverty concentration described as the following:
  - Site census tract is less than 15% - **2 points**
  - Site census tract is less than 20% - **1 point**

- Sites zoned to an A or B rated school based on Children at Risk rankings
  - Elementary School - **2 points**
  - Middle School - **2 points**
  - High School - **2 points**
- Developments which promote a mixed income composition whereas:
  - A minimum of 10% of the units to be unrestricted - **1 point**
  - A minimum of 20% of the units to be unrestricted - **2 points**
- Written documentation of community support that the applicant has sought, received and implemented (if needed) views and recommendations, regarding the proposed project, from locally organized groups formed to primarily serve the interest of the proposed neighborhood. Letters of support will not be accepted from organizations directly affiliated with the project. - **1 point**

Based on these criteria, the projects listed below have achieved the minimum of 8-point threshold and qualify for a Resolution of Support.

	<b>Application Number</b>	<b>Development Name</b>	<b>Development Address</b>	<b>County</b>	<b>Target Population</b>
1	19275	Reserve at Stuebner	Stuebner Airline Rd at Strack Rd	Harris	Family
2	19207	The Reserve at Westpark	NEC FM 1903 and Peek Rd	Ft Bend	Seniors 55+
3	19313	Sphinx at PerryPark Villas	13490 Perry Road	Harris	Family

The details of this request were presented to the Housing and Community Affairs Committee on January 29, 2019.

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Tom McCasland, Director



**Contact Information:**

Roxanne Lawson  
(832) 394-6210

**ATTACHMENTS:****Description**

Coversheet

**Type**

Signed Cover sheet



## CITY OF HOUSTON – CITY COUNCIL

Meeting Date: 2/13/2019

District – ETJ

Item Creation Date: 2/1/2019

HCD19-07 9% Support Resolutions for HTC transactions within  
Houston's Extraterritorial Jurisdiction (ETJ)

### **Background:**

The Housing and Community Development Department (HCDD) recommends approval of a Resolution of Support for each of the three applications in Houston's ETJ for competitive 9% housing tax credits (HTCs) allocated by the Texas Department of Housing and Community Affairs (TDHCA). Numerous applications will be submitted to TDHCA and the amount of available 9% HTCs is limited. It will not be known which, if any, of these projects will receive HTCs until the end of July 2019 when awards are announced.

Only preliminary information is available regarding the applications and HCDD has not underwritten these projects for financial viability. HCDD reviewed the applications to determine they meet the community development policy objectives of the City and meet certain Minimum Standards. Applications were required to meet a total of **8 points** of the criteria outlined below to receive a Resolution of Support.

- Sites located within 4 miles of City Hall - 1 point
- Sites located within the boundaries of a Complete Community. Sites located in overlaying areas of a Complete Community or TIRZ will not receive combined points - 2 points
- Sites located within an underserved area described as the following:
  - Within a census tract that has no other affordable housing development funded with HTCs - 1 point
  - Within a census tract if the contiguous census tracts do not have any affordable housing developments funded with HTCs that is less than 15-years old (2004 or after) - 2 points
- Sites that promote access to mass transportation options described as the following:
  - Sites located within 1/4 mile of any public transportation stop - 1 point
  - Sites located within 1/2 of a high frequency public transportation stop. High frequency transit service is defined as service arriving every 15 minutes on average from 6:00 am to 8:00 pm seven days a week - 2 points
- Sites with reduced poverty concentration described as the following:
  - Site census tract is less than 15% - 2 points
  - Site census tract is less than 20% - 1 point
- Sites zoned to an A or B rated school base on Children at Risk rankings
  - Elementary School - 2 points
  - Middle School - 2 points
  - High School - 2 points

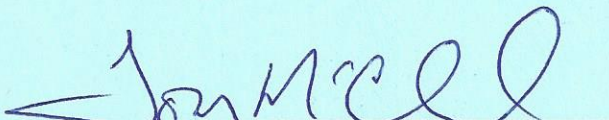


- Developments which promote a mixed income composition whereas:
  - A minimum of 10% of the units to be unrestricted - 1 point
  - A minimum of 20% of the units to be unrestricted - 2 points
- Written documentation of community support that the applicant has sought, received and implemented (if needed) views and recommendations, regarding the proposed project, from locally organized groups formed to primarily serve the interest of the proposed neighborhood. Letters of support will not be accepted from organizations directly affiliated with the project. - 1 point

Based on these criteria, the projects listed below have achieved the minimum of 8-point threshold and qualify for a Resolution of Support.

	Application Number	Development Name	Development Address	County	Target Population
1	19275	Reserve at Stuebner	Stuebner Airline Rd at Strack Rd	Harris	Family
2	19207	The Reserve at Westpark	NEC FM 1903 and Peek Rd	Ft Bend	Seniors 55+
3	19313	Sphinx at PerryPark Villas	13490 Perry Road	Harris	Family

The details of this request were presented to the Housing and Community Affairs Committee on January 29, 2019.



Tom McCasland, Director

**Contact Information:**

Roxanne Lawson  
(832) 394-6307



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

District D, District I

Item Creation Date: 1/31/2019

HCD19-11 9% Resolutions of No Objection for HTC transactions within the City of Houston

Agenda Item#: 15.

### **Summary:**

RESOLUTION confirming no objection to the proposed development of certain properties as Affordable Rental Housing, each located in the City of Houston, Texas, and the submittal of applications for Housing Tax Credits for such developments - **DISTRICTS D - BOYKINS and I - GALLEGOS**

### **Background:**

The Housing and Community Development Department (HCDD) recommends approval of a Resolution of No Opposition for two applications in the City of Houston for competitive 9% housing tax credits (HTCs) allocated by the Texas Department of Housing and Community Affairs (TDHCA). Numerous applications are submitted to TDHCA and the amount of available 9% HTCs is limited. It will not be known which, if any, of these project(s) will receive HTCs until the end of July 2019 when awards are announced.

Only preliminary information is available regarding the applications and HCDD has not underwritten these projects for financial viability. The following applications did not meet a minimum threshold to receive a Resolution of Support. However, the transactions meet HCDD's Minimum Standards. These standards outline certain requirements to prevent development within flood prone areas without adequate flood design, poverty thresholds, and school performance.

The projects listed below have achieved the threshold and qualify for a Resolution of No Opposition.

	<b>Application Number</b>	<b>Development Name</b>	<b>Development Address</b>	<b>Council District</b>	<b>Target Population</b>
1	19318	Cypress Creek at Park South View	tbd - 2910 Reed Road	D	Family
2	19131	Lawndale Lofts	5220 Lawndale Road	I	Family

The details of this request were presented to the Housing and Community Affairs Committee on January 29, 2019.

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Tom McCasland, Director

**Contact Information:**

Roxanne Lawson  
(832) 394-6210

**ATTACHMENTS:**

**Description**

Coversheet

**Type**

Signed Cover sheet





## CITY OF HOUSTON – CITY COUNCIL

Meeting Date: 2/13/2019

District – D & I

Item Creation Date: 2/1/2019

HCD19-11 9% Resolution of No Objection for HTC  
transactions within the City of Houston

### **Background:**

The Housing and Community Development Department (HCDD) recommends approval of a Resolution of No Opposition for two applications in the City of Houston for competitive 9% housing tax credits (HTCs) allocated by the Texas Department of Housing and Community Affairs (TDHCA). Numerous applications are submitted to TDHCA and the amount of available 9% HTCs is limited. It will not be known which, if any, of these project(s) will receive HTCs until the end of July 2019 when awards are announced.

Only preliminary information is available regarding the applications and HCDD has not underwritten these projects for financial viability. The following applications did not meet a minimum threshold to receive a Resolution of Support. However, the transactions meet HCDD's Minimum Standards. These standards outline certain requirements to prevent development within flood prone areas without adequate flood design, poverty thresholds, and school performance.

The projects listed below have achieved the threshold and qualify for a Resolution of No Opposition.

	Application Number	Development Name	Development Address	Council District	Target Population
1	19318	Cypress Creek at Park South View	tbd - 2910 Reed Road	D	Family
2	19131	Lawndale Lofts	5220 Lawndale Road	I	Family

The details of this request were presented to the Housing and Community Affairs Committee on January 29, 2019.

Tom McCasland, Director

### **Contact Information:**

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## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ETJ

Item Creation Date: 1/31/2019

HCD19-08 9% Resolutions of No Objection for HTC transactions within Houston's Extraterritorial Jurisdiction (ETJ)

Agenda Item#: 16.

### **Summary:**

RESOLUTION confirming no objection for the proposed development of certain properties as Affordable Rental Housing, each located in the extraterritorial jurisdiction of the City of Houston, Texas or having been annexed into the city of Houston only for limited purposes, or the submittal of applications for Housing Tax Credits for such developments

### **Background:**

The Housing and Community Development Department (HCDD) recommends approval of a Resolution of No Opposition for four applications in Houston's ETJ for competitive 9% housing tax credits (HTCs) allocated by the Texas Department of Housing and Community Affairs (TDHCA). Numerous applications are submitted to TDHCA and the amount of available 9% HTCs is limited. It will not be known which, if any, of these project(s) will receive HTCs until the end of July 2019 when awards are announced.

Only preliminary information is available regarding the applications and HCDD has not underwritten these projects for financial viability. The following applications did not meet a minimum threshold to receive a Resolution of Support. However, the transactions met HCDD's Minimum Standards. These standards outline certain requirements to prevent development within flood prone areas without adequate flood design, poverty thresholds, and school performance.

The projects listed below have achieved the threshold and qualify for a Resolution of No Opposition.

	<b>Application Number</b>	<b>Development Name</b>	<b>Development Address</b>	<b>County</b>	<b>Target Population</b>
1	19314	Cypress Creek at Atascocita Road	approx. 3623 Wilson Rd	Harris	Family
2	19264	Northwest Commons	approx. 11201 Boudreaux Rd	Harris	Seniors 55+
3	19284	Reserve at Louetta	Louetta Drive at Terranova West Drive	Harris	Family
4	19046	Wallisville Ranch	approx. 16000 blk of Wallisville	Harris	Family

The details of this request were presented to the Housing and Community Affairs Committee on January 29, 2019.

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Tom McCasland, Director

**Contact Information:**

Roxanne Lawson  
(832) 394-6210

**ATTACHMENTS:**

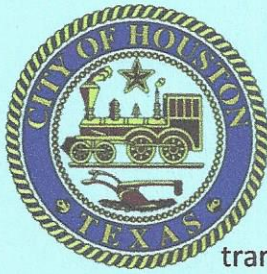
**Description**

Coversheet

**Type**

Signed Cover sheet





## CITY OF HOUSTON – CITY COUNCIL

Meeting Date: 2/13/2019

District – ETJ

Item Creation Date: 2/1/2019

HCD19-08 9% Resolution of No Objection for HTC

transactions within Houston's Extraterritorial Jurisdiction (ETJ)

### **Background:**

The Housing and Community Development Department (HCDD) recommends approval of a Resolution of No Opposition for four applications in Houston's ETJ for competitive 9% housing tax credits (HTCs) allocated by the Texas Department of Housing and Community Affairs (TDHCA). Numerous applications are submitted to TDHCA and the amount of available 9% HTCs is limited. It will not be known which, if any, of these project(s) will receive HTCs until the end of July 2019 when awards are announced.

Only preliminary information is available regarding the applications and HCDD has not underwritten these projects for financial viability. The following applications did not meet a minimum threshold to receive a Resolution of Support. However, the transactions met HCDD's Minimum Standards. These standards outline certain requirements to prevent development within flood prone areas without adequate flood design, poverty thresholds, and school performance.

The projects listed below have achieved the threshold and qualify for a Resolution of No Opposition.

	Application Number	Development Name	Development Address	County	Target Population
1	19314	Cypress Creek at Atascocita Road	approx. 3623 Wilson Rd	Harris	Family
2	19264	Northwest Commons	approx. 11201 Boudreaux Rd	Harris	Seniors 55+
3	19284	Reserve at Louetta	Louetta Drive at Terranova West Drive	Harris	Family
4	19046	Wallisville Ranch	approx. 16000 blk of Wallisville	Harris	Family

The details of this request were presented to the Housing and Community Affairs Committee on January 29, 2019.

Tom McCasland, Director

### **Contact Information:**

Roxanne Lawson  
(832) 394-6307



## **CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 2/12/2019

District B, District D, District E, District H, District I, District J, District K

Item Creation Date: 1/31/2019

HCD19-06 9% HTC Priority Resolutions

Agenda Item#: 17.

### **Summary:**

RESOLUTION identifying certain proposed developments of Affordable Rental Housing as contributing to the concerted revitalization efforts of the City of Houston, Texas more than any other in the concerted revitalization plan area in which the applicable development is located - **DISTRICTS B - DAVIS; D - BOYKINS; E - MARTIN; H - CISNEROS; I - GALLEGOS; J - LASTER and K - CASTEX-TATUM**

### **Background:**

The Housing and Community Development Department (HCDD) recommends approval of a Priority Resolution for 12 applications in the City of Houston for competitive 9% housing tax credits (HTCs) allocated by the Texas Department of Housing and Community Affairs (TDHCA). Applications may receive additional points if is located in a distinct area that was once vital and has lapsed into a situation requiring concerted revitalization, and where a concerted revitalization plan has been developed and executed (Concerted Revitalization Area). These may include previously identified revitalization areas identified by the city (e.g. DR2 Revitalization Plan areas) or Tax Increment Reinvestment Zone (TIRZ).

Within the application, the development must be identified in a resolution contributing more than any other to the concerted revitalization efforts of the municipality ("**Priority Resolution**"). Several competing applications may have been submitted in the same CRA. HCDD evaluated a number of factors in making its determination as to which application will receive a Priority Resolution. These factors are not listed in any particular order and will be reviewed on a combined basis.

- The development selected to receive HCDD competitive funds (HOME, CDBG, TIRZ) by HCDD
- Poverty concentration of census tract within competing sites. Lower poverty concentration will prioritize an application.
- Elementary, Middle and High School ratings of competing sites as assessed by Children at Risk. Higher ranking of schools will prioritize an application.
- Access to public transportation as measured from the development site's distance from closest high frequency public transportation stop
- Proposed development is Permanent Supportive Housing and/or housing serving of special needs populations
- Placement of an onsite resident service coordinator
- Mixed income composition of development. HCDD will prioritize developments with a higher concentration of unrestricted market rate units.

The following applications were selected to receive a Priority Resolution within each Concerted Revitalization Area.

Application Number	Development Name	Development Address	Council District	Concerted Revitalization Area
19032	Ethan Place	approx. 4318 Robertson	H	Near Northside - Complete Community
19040	Vista East	3801 Garrow St	H	TIRZ 23 - Harrisburg
19047	Parkway Meadows	approx. 3300 block of W Gulf Bank	B	Aces Homes – Complete Community
19069	Kingwood Pines Senior Village	SWC 19600 Kingwood Dr	E	TIRZ 10 – Lake Houston
19070	South Rice Apartments	5612 S. Rice Avenue	J	Gulfton – Complete Community
19278	Harvest Time Apartments	800 block of Harvest Time Ln	B	TIRZ 11 – Greater Greenspoint
19242	The Tramonti	approx. 16330 Chimney Rock	K	Hiram Clark / Fort Bend Houston
19305	Caroline Lofts	NE corner of Caroline St and McGowen St	D	TIRZ 2 - Midtown
19085	Gala at MacGregor	approx. 120 Carson Ct	D	TIRZ 7 OST/Almeda
19077	Telephone Road Elderly	6000 Telephone Rd	I	TIRZ 8 – Gulfgate
19146	NHH Avenue J	approx. 5220 Avenue J	H	Second Ward – Complete Community
19118	Change Happens Senior Housing	3345 Elgin Street	D	Third Ward – Complete Community

The details of this request were presented to the Housing and Community Affairs Committee on January 29, 2019.

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Tom McCasland, Director

**Contact Information:**

Roxanne Lawson  
(832) 394-6307

**ATTACHMENTS:**

**Description**

Cover sheet

**Type**

Signed Cover sheet





## CITY OF HOUSTON – CITY COUNCIL

Meeting Date: 2/13/2019

District B, D, E, H, I, J, & K

Item Creation Date: 2/2/2019

HCD19-06 Priority Resolution for 9%

HTC transactions within the City of Houston

### **Background:**

The Housing and Community Development Department (HCDD) recommends approval of a Priority Resolution for 12 applications in the City of Houston for competitive 9% housing tax credits (HTCs) allocated by the Texas Department of Housing and Community Affairs (TDHCA). Applications may receive additional points if is located in a distinct area that was once vital and has lapsed into a situation requiring concerted revitalization, and where a concerted revitalization plan has been developed and executed (Concerted Revitalization Area). These may include previously identified revitalization areas identified by the city (e.g. DR2 Revitalization Plan areas) or Tax Increment Reinvestment Zone (TIRZ).

Within the application, the development must be identified in a resolution contributing more than any other to the concerted revitalization efforts of the municipality ("**Priority Resolution**"). Several competing applications may have been submitted in the same CRA. HCDD evaluated a number of factors in making its determination as to which application will receive a Priority Resolution. These factors are not listed in any particular order and will be reviewed on a combined basis.

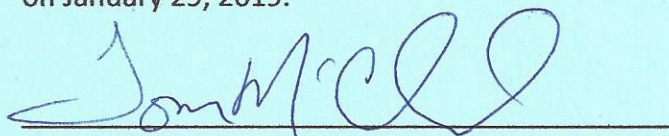
- The development selected to receive HCDD competitive funds (HOME, CDBG, TIRZ) by HCDD
- Poverty concentration of census tract within competing sites. Lower poverty concentration will prioritize an application.
- Elementary, Middle and High School ratings of competing sites as assessed by Children at Risk. Higher ranking of schools will prioritize an application.
- Access to public transportation as measured from the development site's distance from closest high frequency public transportation stop
- Proposed development is Permanent Supportive Housing and/or housing serving of special needs populations
- Placement of an onsite resident service coordinator
- Mixed income composition of development. HCDD will prioritize developments with a higher concentration of unrestricted market rate units.

The following applications were selected to receive a Priority Resolution within each Concerted Revitalization Area.



Application Number	Development Name	Development Address	Council District	Concerted Revitalization Area
19032	Ethan Place	approx. 4318 Robertson	H	Near Northside - Complete Community
19040	Vista East	3801 Garrow St	H	TIRZ 23 - Harrisburg
19047	Parkway Meadows	approx. 3300 block of W Gulf Bank	B	Aces Homes – Complete Community
19069	Kingwood Pines Senior Village	SWC 19600 Kingwood Dr	E	TIRZ 10 – Lake Houston
19070	South Rice Apartments	5612 S. Rice Avenue	J	Gulfton – Complete Community
19278	Harvest Time Apartments	800 block of Harvest Time Ln	B	TIRZ 11 – Greater Greenspoint
19242	The Tramonti	approx. 16330 Chimney Rock	K	Hiram Clark / Fort Bend Houston
19305	Caroline Lofts	NE corner of Caroline St and McGowen St	D	TIRZ 2 - Midtown
19085	Gala at MacGregor	approx. 120 Carson Ct	D	TIRZ 7 OST/Alameda
19077	Telephone Road Elderly	6000 Telephone Rd	I	TIRZ 8 – Gulfgate
19146	NHH Avenue J	approx. 5220 Avenue J	H	Second Ward – Complete Community
19118	Change Happens Senior Housing	3345 Elgin Street	D	Third Ward – Complete Community

The details of this request were presented to the Housing and Community Affairs Committee on January 29, 2019.



Tom McCasland, Director

**Contact Information:**

Roxanne Lawson  
(832) 394-6307



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 9/20/2018

### HCD18-86 Community Housing Development Organization (CHDO) Single Family Development Program Guidelines

Agenda Item#: 18.

#### **Summary:**

ORDINANCE adopting the City of Houston Community Housing Development Organization Single-Family Home Development Program Guidelines

#### **Background:**

The Housing and Community Development Department (HCDD) requests that City Council approve an ordinance establishing HCDD's Community Housing Development Organization (CHDO) Single-Family Home Development Program (Program) Guidelines. These guidelines inform all interested stakeholders of the requirements for participating in the City of Houston's CHDO Program.

A CHDO is a private nonprofit, community-based service organization with specific legal, organizational requirements and qualified paid staff that serves the role of the owner, developer or sponsor of affordable housing for the community it serves. The objective of the City's CHDO Program is to expand affordable housing for Houstonians with an annual household income at or below 80% of the area median income.

The Code of Federal Regulations requires the City to reserve at least 15% of its HOME allocation for investment only in housing to be owned, developed or sponsored by CHDOs. To be eligible for funding, CHDOs are required to meet certain legal and organizational requirements and have the capacity and experience to develop affordable housing projects.

For the CHDO Program, the CHDO serves in the role of developer. HCDD is responsible for administering the program in accordance with HUD regulations to include: (1) Certifying and recertifying that organizations meet the definition of a CHDO; (2) Documenting each CHDO's development capacity each time it recommends funding for the organization; (3) Expanding the capacity of CHDOs to develop and manage quality affordable housing and; (4) Effectively utilizing available resources to provide more affordable housing choices.

The Houston Land Bank has set aside vacant lots that can be purchased for a nominal amount by certified CHDOs selected to participate in the CHDO Program. The Houston Land Bank lots will be located in the Complete Communities, but CHDOs will be able to bring their own property anywhere within City limits. The CHDO will be responsible for the marketing and sale of such properties; HCDD will be responsible to ensure homebuyer income eligibility.

The Housing and Community Affairs Committee reviewed this item on October 16, 2018.

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Tom McCasland, Director

**Contact Information:**

Roxanne Lawson

**Phone:** (832) 394-6307

**ATTACHMENTS:****Description**

Coversheet

CHDO Guidelines

**Type**

Signed Cover sheet

Backup Material





## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 1/15/2019

ALL

Item Creation Date: 9/20/2018

HCD18-86 Community Housing Development Organization  
(CHDO) Single Family Development Program Guidelines

Agenda Item#:

### **Background:**

The Housing and Community Development Department (HCDD) requests that City Council approve an ordinance establishing HCDD's Community Housing Development Organization (CHDO) Single-Family Home Development Program (Program) Guidelines. These guidelines inform all interested stakeholders of the requirements for participating in the City of Houston's CHDO Program.

A CHDO is a private nonprofit, community-based service organization with specific legal, organizational requirements and qualified paid staff that serves the role of the owner, developer or sponsor of affordable housing for the community it serves. The objective of the City's CHDO Program is to expand affordable housing for Houstonians with an annual household income at or below 80% of the area median income.

The Code of Federal Regulations requires the City to reserve at least 15% of its HOME allocation for investment only in housing to be owned, developed or sponsored by CHDOs. To be eligible for funding, CHDOs are required to meet certain legal and organizational requirements and have the capacity and experience to develop affordable housing projects.

For the CHDO Program, the CHDO serves in the role of developer. HCDD is responsible for administering the program in accordance with HUD regulations to include: (1) Certifying and recertifying that organizations meet the definition of a CHDO; (2) Documenting each CHDO's development capacity each time it recommends funding for the organization; (3) Expanding the capacity of CHDOs to develop and manage quality affordable housing and; (4) Effectively utilizing available resources to provide more affordable housing choices.

The Houston Land Bank has set aside vacant lots that can be purchased for a nominal amount by certified CHDOs selected to participate in the CHDO Program. The Houston Land Bank lots will be located in Complete Communities, but CHDOs will be able to bring their own property anywhere within City limits. The CHDO will be responsible for the marketing and sale of such properties; HCDD will be responsible to ensure homebuyer income eligibility.

The Housing and Community Affairs Committee reviewed this item on October 16, 2018.

A handwritten signature in black ink, appearing to read "Tom McCasland", is written over a horizontal line.

Tom McCasland, Director



**Prior Council Action:**

12/20/2005 (O) 2005-1395 as amended 2/28/2018 by (O) 2018-121

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# CHDO Single-Family Home Development



**Guidelines**

**Adopted: TBD**



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# INTRODUCTION

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The Cranston-Gonzalez National Affordable Housing Act of 1990 conferred the block grant titled, HOME Investment Partnerships Program (HOME), to promote partnerships among the Federal Government, States, localities, nonprofit organizations and private industry. The vision promoted was for the partnerships to effectively utilize all available resources and a wide variety of approaches to meet affordable housing needs. The key goals of HOME are to provide decent, affordable housing to lower-income households, expand the capacity of nonprofit housing providers, strengthen the ability of state and local governments to provide housing, and leverage private sector participation.

The CHDO Single-Family Home Development Program Guidelines were prepared to inform all interested stakeholders of the baseline requirements for participating in the City of Houston's CHDO Single-Family Home Development Program when utilizing HOME funding. HOME is administered through the U.S. Department of Housing and Urban Development (HUD). The City of Houston (City) is designated as a Participating Jurisdiction by HUD. The City is allocated funds through HOME, which are administered by the Housing and Community Development Department (HCDD). The HCDD's objectives are to increase the availability, accessibility, affordability, and sustainability of decent housing, suitable living environments, and economic opportunity for low- and moderate-income Houstonians.

## DEFINITIONS

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**Acquisition** – All acquisitions must comply with the requirements of [49 CFR Part 24](#), the Uniform Relocation Assistance Act and Real Property Acquisition Policy of 1970, as amended (URA) and the HCDD Uniform Acquisition Policy at <https://www.houstontx.gov/housing/compliance.html>.

**Affordability** – The requirements of HOME that relate to the cost of housing both at initial occupancy and over established timeframes. The homebuyer's written agreement requires housing assisted with HOME funds to meet the affordability requirements of [§ 92.254](#), as applicable, and requires repayment of the funds if the homebuyer does not meet the affordability requirements for the specified time period.

**Affordability Period** – The minimum period of time during which income-eligible households must occupy the property and comply with the HOME rules and regulations. To ensure that HOME investments yield affordable housing over the long term, HOME imposes occupancy requirements over the length of an affordability period. For homebuyer projects, the length of the affordability period requirements varies depending upon the amount of HOME funds provided.

**Area Median Income (AMI)** – The median income of the region, established by HUD, which is adjusted for family size and used to determine the maximum income for households targeted in assisted projects. This is provided by HUD on an annual basis.

**Community Housing Development Organization (CHDO)** – A private nonprofit, community-based service organization with qualified staff that is receiving HOME funds as the owner, developer or sponsor of affordable housing for the community it serves. For the CHDO Single-Family Home Development Program, the CHDO serves the role of developer.

**CHDO Set-Aside Funds** – HOME allocated funds set aside by the City (*a minimum of 15 percent*) from each annual HOME allocation for homebuyer or rental housing which is owned, developed, or sponsored by certified CHDOs.

**Debt-to-Income Ratio (DTI)** – The DTI ratio is a personal finance measure that compares an individual's debt payment to his or her overall income. DTI is calculated by dividing total recurring monthly debt by gross monthly income, and it is expressed as a percentage.

**Direct HOME Subsidy** – The amount of HOME assistance, including any program income, that enabled the homebuyer to buy the unit. This includes down payment, closing costs, interest subsidies, or other HOME assistance provided directly to the homebuyer. In addition, direct subsidy includes any assistance that reduced the purchase price from fair market value to an affordable price. If HOME funds are used for the cost of developing a property and the unit is sold below fair market value, the difference between the fair market value and the purchase price is considered directly attributable to the HOME subsidy.

**Director** – The Director of Housing and Community Development Department or any other person(s) that may be designated to perform the various functions assigned to the Director.

**Environmental Review** – An environmental review is the process of reviewing a project and its potential environmental impacts to determine whether it meets federal, state, and local environmental standards.

**The HOME Investment Partnerships Program (HOME)** –Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

**Homebuyer** – Income eligible person(s) who purchases a home developed under the CHDO Single-Family Home Development Program.

**Homeownership** – Ownership in fee-simple title or a 99-year leasehold interest in a one- to four-unit dwelling or in a condominium unit, or an equivalent form of ownership approved by HUD.<sup>1</sup>

**Housing and Community Development Department (HCDD)** – The City of Houston Department that administers federal, state, and local funding for affordable housing and economic development projects.

**Housing and Urban Development (HUD)** – A Cabinet department in the Executive branch of the United States federal government. The Department manages and establishes regulations and rules for housing funds, including, but not limited to CDBG, CDBG-DR, and HOME.

**Houston Land Bank** – A local government corporation organized for the purpose of aiding, assisting, and acting on behalf of the City of Houston. The Corporation is also organized to undertake the strategic acquisition, assemblage, management, marketing, development, and disposition of properties throughout the City. The Land Bank was formally known as the Land Assemblage Redevelopment Authority (“LARA”).

**Houston Land Bank Lots** – Residential lots reserved for the development of low-income affordable new single-family homes that are sold to certified CHDOs for a nominal amount.

**Income-Eligible Household** – Households with incomes at or below 80 percent of the median income, adjusted for family size.

**Low-Income Families** – Means families whose annual incomes do not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that

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<sup>1</sup> 24 CFR 92.2

HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. An individual does not qualify as a low-income family if the individual is a student who is not eligible to receive Section 8 assistance under [24 CFR 5.612](#).

**Net Proceeds** – The sales price of the home minus superior loan repayment (other than HOME funds) and any closing costs.

**Operating Expenses** – General operating expenses to CHDOs that are receiving set-aside funds for activities or are expected to receive set-aside funds within 24 months of the date of the written agreement. Assistance for operating expenses in each fiscal year may not exceed \$50,000, or 50 percent of the CHDO's total annual operating expenses for that year, whichever is greater.

**Program Funds** – Funds that have been duly appropriated or allocated to the CHDO Program.

**Project Funding** – Any governmental and private funds, used to pay for hard and soft costs to carry out the construction of a new single-family home under the CHDO Program as described in [24 CFR § 92.206](#) – eligible project costs.

**Program Income** – Gross income received by the CHDO or a sub-recipient directly generated from the use of HOME funds or matching contributions.

**Project Pre-development Loans** – Assistance intended to assure that CHDOs have access to funds for up-front, eligible project expenditures. Typical support includes technical assistance and site control loans and seed money loans.

**Project Proceeds** – Proceeds generated from a CHDO development activity (interest on HOME loans or proceeds from permanent financing).

**Recapture** – The recapture option is a mechanism to recapture all or a portion of the direct HOME subsidy if the HOME recipient decides to sell the house within the affordability period at whatever price the market will bear.

**Special Flood Hazard Area (SFHA)** – The land area covered by the floodwaters of the base flood is the SFHA on National Flood Insurance Program (NFIP) maps. The SFHA is the area where the NFIP floodplain management regulations must be enforced and the area where the mandatory purchase of flood insurance applies.



## PROGRAM OVERVIEW

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As a means of furthering the goal of expanding the capacity of nonprofit agencies to provide affordable housing for low-income households, the HOME statute requires the City to reserve at least 15% of its HOME funding for CHDOs as a set-aside requirement. A CHDO is a specific type of nonprofit organization as defined in §92.2 *Community housing development organization* of the HOME Final Rule (24 CFR Part 92), published in the *Federal Register* on July 24, 2013. CHDOs are required to meet certain legal and organizational requirements and have the capacity and experience to carry out affordable housing projects. All activities utilizing HOME funds must ultimately benefit persons with an annual household income that does not exceed 80 percent of the Area Median Income (AMI).

The HCDD is responsible for certifying and recertifying that organizations meet the definition of a CHDO and must document that the organization has the capacity to develop housing each time it recommends to City Council that funds be committed to the organization. The City is entrusted to expand the capacity of CHDOs that (1) develop and manage quality affordable housing; and (2) effectively utilize available resources to provide more affordable housing choices. HUD has established minimum criteria for eligibility as a CHDO. Furthermore, the HCDD has established criteria to ensure that the goals established in the City's Consolidated Plan are accomplished.

The staff of HCDD will administer the program according to HUD approved regulations. The Department Director will have approval authority, as detailed in the CHDO loan agreement, and may delegate said authority. HCDD staff may consult with HUD, as needed, before determining approval or denial. The City is committed to working throughout Houston's neighborhoods to expand and improve the supply of affordable housing to increase opportunities for low to moderate income households to become homeowners.

## CHDO REQUIREMENTS

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The CHDO designation exists only within the HOME Program. The City must certify that an organization is a CHDO in conjunction with and prior to each specific project commitment. The following are key elements for CHDO certification:

- ◆ Meets the HUD definition of a “community housing development organization” in §92.2.
- ◆ Has a housing project eligible for HOME set-aside that the organization will develop in accordance with §92.300(a).
- ◆ Has paid staff with demonstrated experience appropriate to the role the organization will play for the project being funded.
- ◆ The organization must maintain the regulatory requirements of a CHDO throughout the entire development period of the homeownership project.
- ◆ The organization is required to be fiscally sound, with no outstanding liens or unpaid taxes.

### Federal Regulatory Requirements for CHDO Certification

In addition, the organization must meet the following federal regulatory requirements to gain CHDO certification:

**Organized under State/Local Law:** The nonprofit organization must disclose their articles of incorporation as evidence of being organized under state and local law.

**IRS Nonprofit Status:** Organizations must have a 501(c)(3) nonprofit status of exemption letter of certification from the Internal Revenue Service (IRS). A nonprofit organization may qualify as a CHDO if it is a wholly-owned subsidiary of a tax-exempt nonprofit and meets the following criteria:

- ◆ is a wholly-owned entity that is regarded as an entity separate from its owner for tax purposes,
- ◆ the owner has a tax exemption ruling from the Internal Revenue under section 501(c)(3) or (4) of the Internal Revenue Code of 1986, and
- ◆ the organization meets HUD's definition of "community housing development organization."

**Purpose of Affordable Housing:** Providing decent and affordable housing must be the organization's primary purpose. This is evidenced by the organization's By-laws and/or Articles of Incorporation.

**Benefit No Individual:** No part of the CHDO's proceeds may benefit any members, founders, contributors, or individuals. This requirement must be evidenced in the CHDO's Articles of Incorporation.

**Service Area:** The organization must have a clearly defined geographic service area in its Articles of Incorporation and/or By-laws and a map of the service area must be attached to the CHDO Single-Family Home Development Program application.

**Board Representation:** The board of directors must contain no more than one-third representation from the public sector and a minimum of one-third representation from the low-income community it serves. Please see [§92.2 Definitions Community Housing Development Organizations \(8\)\(i\).](#)

**For-Profit Sponsorship:** CHDOs may be sponsored by for-profits if no more than one-third of the CHDO's board is appointed by the for-profit. If a for-profit creates a CHDO, the for-profit's officers and employees cannot be officers or employees of the CHDO. The CHDO cannot be controlled by the for-profit and must be free to contract for goods and services. The primary purpose of the for-profit cannot be housing ownership/management as evidenced by the for-profit's Articles of Incorporation.

**Public Entity:** A public entity can create a CHDO if no more than one-third of the board is public officials or employees of the public entity. Officers or employees of a government entity may not be officers or employees of the CHDO.

**Low-Income Input:** A formal process that is described in the By-laws or Resolutions that has been established and implemented for low-income program beneficiaries from the organization's service area to advise the organization in all its decisions regarding design, location, development, and management of affordable housing.

**Capacity and Experience:** A CHDO must demonstrate capacity in relation to its role. CHDOs must have paid staff with demonstrated capacity relevant to the specific role that they will undertake as owner, developer or sponsor to be designated as a CHDO. An organization proposing to act as a developer of homebuyer housing will have staff with experience developing and selling for sale housing. Skills needed may include construction oversight, negotiation of financing, homeownership counseling, sales and marketing, and mortgage financing.

- ◆ Key staff members must have significant experience and capacity to carry out CHDO eligible HOME-assisted projects in developing affordable housing as evidenced by resumes.
- ◆ For its first year of funding as a CHDO, an organization may satisfy this requirement through a contract with a consultant who has housing development experience and will advise and train appropriate key staff of the organization.

- ◆ Capacity can also be demonstrated by contracts with consulting firms or individuals who have completed projects like those to be assisted with CHDO funds. The consulting firms or individuals must have written plans detailing the training of CHDO personnel.

**Serving the Community:** A minimum of one year of relative experience serving the community where the organization intends to develop affordable housing must be demonstrated. This must be demonstrated via letters of community support and a written statement of the organization's community activities.<sup>2</sup>

**Accounting Standards:** The organization must meet and adhere to financial accountability standards found in [2 CFR 200](#). Auditor or Certified Financial Statements must be completed in accordance with generally accepted accounting principles and prepared during the last fiscal year.

Organizations having revenues of more than \$300,000 **MUST** submit an audit performed by a Certified Public Accountant, along with their most recently filed IRS Form 990. Organizations having an income **less** than \$300,000 **MUST** submit their most recently filed IRS Form 990, along with the items from **either** of the following:

- ◆ A set of Basic Financial Statements, which **MUST** include the industry equivalent of a *Balance Sheet, Statement of Cash Flows, Income Statement* and the *Notes to the Financial Statements*. They must have been certified as official financials and evidenced by a copy of the board minutes showing that they were presented and accepted as official financial statements by the entity's board or governing body.
- ◆ A compiled set of Basic Financial Statements, along with a letter that the compilation was performed in accordance with American Institute of Certified Public Accountants' industry standards. The compilation must include the industry's equivalent of the *Balance Sheet, Statement of Cash Flows, Income Statement* and the *Notes to the Financial Statements*.

## The City of Houston's Requirement

In addition to the regulatory requirements from HUD, the HCCD has established additional criteria for CHDO certification. The organization must demonstrate and maintain the following:

- ◆ A record of good standing with the Texas Secretary of State's Office.
- ◆ A record of good standing within the City of Houston, with no unpaid tax liens.
- ◆ No history of awarded CHDO funding being de-obligated or significant compliance findings on its City of Houston funded projects within the last seven years.
- ◆ Board meetings are held within Houston city limits at a physical location accessible to the community it serves.
- ◆ Board meetings must be open to the public, and a means of notifying the community 48 hours prior established.
- ◆ In addition to the required one-third low-income representation, at least one-third of the Board members are required to be residents of the [Houston Metropolitan Statistical Area](#).

## Certification and Recertification

The City's certification of an organization as a CHDO takes place in the context of an affordable housing project that will be funded by the City's CHDO set-aside. While in practice the City often works with organizations to determine if they are likely to meet the requirements for certification prior to considering a

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<sup>2</sup> See [Building HOME: A HOME Program Primer, Chapter 3](#): CHDO Requirements and Activities, Capacity and Experience, page 3-9.

funding proposal, HOME requires the City to certify the organization as a CHDO meeting the CHDO requirements each time it commits funds to a project. Outside of the context of committing funds to the organization for a specific project, there can be no general “certification” that an organization is a CHDO.

The City has established that CHDO recertification will be biennial. This process takes place through a modified application process. In addition, HOME requires the City to certify the organization as a CHDO meeting the CHDO requirements each time the City commits additional set-aside or operating funds to the CHDO's project. HCDD is required to document that the CHDO has the capacity to develop housing each time it commits HOME set-aside funds to the CHDO. The application is then reviewed by HCDD. The final approval is made by HCDD's Director. The criteria above are not comprehensive, and the City may require additional information prior to determining CHDO certification. Meeting the above requirements does not guarantee CHDO certification and the City reserves the right to deny or revoke CHDO certification based on its evaluation of the nonprofit's organizational performance.

## FUNDING PROCESS

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HCDD administers HOME on behalf of the City by undertaking specific projects which (a) develop affordable housing, and (b) provide a direct subsidy to the homebuyer. Funds are awarded to CHDO Developers through a Request for Proposal (RFP). The RFP process is consistent with the requirements of the City's Strategic Procurement Division. The City reserves the right to add additional funding sources without notice to CHDO Developers. When matching funds are required by the CHDO, it will be stated in the RFP. The City executes written agreements committing HOME funds to the CHDO developer for a specific local project, with the approval of the Houston City Council.

Projects are defined as having the following attributes:

- ◆ An identifiable project/property with an address or legal description that is under common ownership, management, and financing, and assisted with HOME funds as a single undertaking.
- ◆ A housing market analysis that assesses current market demand in the neighborhood for the type of and number of units, which is not less than 12 months old.
- ◆ A completed environmental review
- ◆ Written evidence of secured financing from all sources for acquisition and construction.
- ◆ An HCDD-approved and established budget.
- ◆ Documented results of cost reasonableness – sources sufficient to cover cost based on all project costs are reasonable and necessary.
- ◆ Underwriting and subsidy layering. The City determines whether HOME funds are reasonable, necessary, and sufficient to ensure financial viability for entire period of affordability.
- ◆ Documented evidence of the required experience and financial capacity of the CHDO Developer.
- ◆ A completion schedule consistent with HOME requirements:
  - ◆ Construction starts within 12 months;
  - ◆ Projected to be completed within 2 years; and
  - ◆ Occupancy deadlines are met for Homebuyer (within 9 months after a ratified sales contract).

## CHDO Developer Role

Housing for homeownership is “developed” by a CHDO with CHDO set-aside funds when homebuyer projects in accordance with §92.254 requirements are met:

- ◆ The CHDO serves the role of developer, will be the owner in fee-simple and develops new single-family homes for sale to eligible homebuyers.
- ◆ The CHDO Developer is required to control the development process. To be the “developer” the CHDO must arrange financing of the project and be in sole charge of construction. The CHDO may provide direct homeownership assistance when it sells the new homes to qualified affordable families. HOME funds for down payment assistance cannot be greater than 10 percent of the amount of HOME funds for development of the housing.

## Construction Finance

The HCDD’s construction financing for each unit is structured as a zero percent interest loan with a twelve (12) month term (with a two (2) month extension upon review and approval) by HCDD, or with a term that coincides with the end date of the Household commitment contract under a written agreement. The maximum construction loan amount may not exceed the total development cost less developer fees/profit and homebuyer closing costs. The loan initially facilitates development assistance to the CHDO Developer. When the home is sold, the required amount of homebuyer assistance is passed through to the homebuyer as direct assistance. All net proceeds are returned to the City.

$$\text{Sales price} - \text{Superior Loan Repayment(s)} - \text{Closing Costs} = \text{Net Proceeds}$$

Before construction loan closing or construction begins, a sales contract must be executed with a qualified homebuyer. The draws on the HOME amounts to subsidize development are made available in 3 performance draws: (a) foundation completion; (b) structure (dry-in); (c) and project completion.

The CHDO is responsible for securing a construction loan or line of credit to cover construction development costs. This construction loan or line of credit may be secured by liens against the property for which its funds are to be advanced, provided that the lien shall be subordinate to the Land Use Restrictions which require that the property be sold to an income qualified homebuyer. The lien on the property shall be released when the construction on the property is complete and the funds advanced for construction on the property have been reimbursed to the City and repaid to the lender. The lien securing the funds advanced by the City shall be subordinate to the liens securing the construction loan or line of credit. The City will reimburse the CHDO Developer based on the completion of foundation, structure (dry-in) and project completion.

## Eligible Uses of CHDO Set-Aside Funding

### Eligible Activities

Eligible activities include the following when carried out by a CHDO acting as the developer:

- ◆ Acquisition of vacant land;
- ◆ New construction of single-family properties; and
- ◆ Direct financial assistance to eligible purchasers of housing developed by a CHDO with HOME funds.

## Project Development

### *Target Service Areas*

Funds can only be spent in target neighborhoods identified as one of the [Complete Communities](#). Eligible properties are those designated and eligible under HOME for construction as affordable residential properties. All target neighborhoods eligible for redevelopment must be within the City of Houston.

### *Land Acquisition from Houston Land Bank*

The Houston Land Bank (HLB) has vacant lots that can be purchased by CHDO Developers selected to participate in the CHDO Single-Family Development Program. The purchase price for each lot will be set at a nominal amount. HLB will acquire the properties for the development of new affordable single-family homes which will be constructed by CHDO Developers and sold to eligible homebuyers. Homeowners must meet HOME guidelines for long-term affordability and eligibility.

### *Land Acquisition from CHDOs*

Properties identified by the CHDO Developers located in the City of Houston may also be qualified for participation in the CHDO Single-Family Development Program. Eligible properties are those designed and eligible under HOME for construction as affordable residential single-family homes which will be constructed by CHDO Developers and sold to eligible homebuyers. Homeowners must meet HOME guidelines for long-term affordability and eligibility.

### *Developers Fees*

Developer fees (including consulting fees) are limited to 15 percent of the total development costs. The developer fee will be reduced by \$100.00 per day to be subtracted from the Contract amount for each calendar day that the Work or any portion of the Work remains uncompleted after the expiration of the written agreement contract. Developer fees, along with any other fees earned by the Developer or affiliated entities, including contractor and realtor fees, must be approved by the City. Costs included in the developer fee must be distinguished from costs billed separately to the homebuyer.

### *Eligible Hard Costs*

Eligible hard costs are defined as the following:

- ◆ Acquisition of land
- ◆ Site preparation or improvement
- ◆ Construction materials and labor

### *Eligible Soft Costs<sup>3</sup>*

HOME funds can be used to cover the soft costs associated with a project as long as they are reasonable and necessary to the project. The realtor's fee should be included in the maximum sales price of the home and be paid out at closing. Please note that funding for soft costs is only eligible in collaboration with an eligible hard cost and must be approved by the City. The following list defines the types of project related soft costs that are eligible under HOME:

- ◆ Financing fees
- ◆ Credit reports
- ◆ Title binders and insurance
- ◆ Surety fees
- ◆ Recordation fees, transactions taxes
- ◆ Legal and accounting fees, including cost certification
- ◆ Realtor fees
- ◆ Appraisals
- ◆ Architectural/engineering fees, including drawings, specifications or work write-ups
- ◆ Initial and job progress inspections

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<sup>3</sup> See §92.206 Eligible project costs

- ◆ Builders' or developers' fees
- ◆ Affirmative marketing and marketing costs
- ◆ Homebuyer counseling provided to purchasers of HOME-assisted housing or recipients of HOME assistance
- ◆ Project costs incurred by the City that are directly related to a specific project

## Construction

### *Building Standards*

All work and construction activities must comply with the City of Houston Building Standards to include the following work specifications, standards, checklists and administrative duties:

- ◆ Single-Family Construction Specifications  
[http://houstontx.gov/housing/COH\\_Contractor\\_Performance\\_Manual.pdf](http://houstontx.gov/housing/COH_Contractor_Performance_Manual.pdf)
- ◆ Minimum Property Standards for Rehabilitation, Reconstruction and New Construction  
[http://houstontx.gov/housing/COH\\_Minimum\\_Property\\_Standards.pdf](http://houstontx.gov/housing/COH_Minimum_Property_Standards.pdf)
- ◆ Aging-In-Place Design Standards  
[http://houstontx.gov/housing/Aging\\_in\\_Place\\_Design\\_Standards.pdf](http://houstontx.gov/housing/Aging_in_Place_Design_Standards.pdf)
- ◆ HUD Single-Family Housing Standards  
[http://houstontx.gov/housing/HUD\\_Guidance\\_on\\_Community\\_Planning\\_and\\_Development\\_Green\\_Building.pdf](http://houstontx.gov/housing/HUD_Guidance_on_Community_Planning_and_Development_Green_Building.pdf)
- ◆ Single-Family Elevation Design Standards  
[http://houstontx.gov/housing/Elevation%20Design\\_Standards.pdf](http://houstontx.gov/housing/Elevation%20Design_Standards.pdf)
- ◆ Example of Minimum Specification Standards  
[http://houstontx.gov/housing/HCDD\\_RECON-NEWCON\\_SPECS.pdf](http://houstontx.gov/housing/HCDD_RECON-NEWCON_SPECS.pdf)
- ◆ Single-Family Hazardous Materials Lead-Based Paint and Asbestos Containing Material Requirements  
[http://houstontx.gov/housing/SF\\_LBP\\_ACM\\_Requirements.pdf](http://houstontx.gov/housing/SF_LBP_ACM_Requirements.pdf)
- ◆ City of Houston Public Works Building Code Design Criteria  
[http://houstontx.gov/housing/hpw\\_ce1110\\_coh\\_building\\_code\\_design\\_criteria.pdf](http://houstontx.gov/housing/hpw_ce1110_coh_building_code_design_criteria.pdf)

Additionally, CHDO Developers must:

- ◆ Include inspection reports or certifications by inspectors in their project file
- ◆ Keep an inspection checklist and work documentation in their project file as approved by HCDD.

### *Property Standards*

All newly constructed projects funded with HOME funds must meet applicable local codes and ordinances. The design quality must meet or exceed the [Texas Minimum Construction Standards 2015](#). Single-family homes developed must have an approved raised foundation based on the City of Houston's building codes.

### *Energy Efficiency and Fortified Building*

Plans must incorporate energy efficiency measures through materials, heating, ventilation and air conditioning (HVAC) systems, building design, and site orientation. This Program requires each home to be Energy Star certified (see [HUD, Building ENERGY STAR® Qualified Homes and Incorporating Energy Efficiency and "Green" Building](#), 2008)



CHDO Developers are required to implement the [FORTIFIED Home™](#) program, which is a resilient engineering and building standards adopted by HCDD. Elements of the home are designed to build a more resilient, single-family residence. The key elements include the following:

- ◆ The roof system with upgrades that reduces wind and water from entering the attic through the roof covering and vents.
- ◆ Strengthen windows and doors for hurricanes, and porches and chimneys for tornadoes are required.
- ◆ A strong continuous load path, connecting floors, walls and the foundation, and connecting walls to each other and to the roof so the entire house moves as one, to better stand firm against high winds. This ties the house together by connecting the roof to the walls to the floors to the foundation, so it acts as one system.

## MARKETING AND SALES OF HOMES

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### Affirmative Marketing

HCDD is committed to affirmatively furthering fair housing through its affirmative marketing policies. Affirmative marketing goals are to ensure that outreach and communication efforts reach eligible homebuyers from all racial, ethnic, national origin, religious, familial status, the disabled, “special needs”, and each gender group. Prior to marketing the first completed home, the CHDO Developer must obtain written approval from the City for their Affirmative Fair Housing Marketing Plan (AFHMP). The AFHMP will include the following elements:

- ◆ A satisfactory completed [Affirmative Fair Housing Marketing Plan \(AFHMP\) – Single-Family Housing Form](#) as specified in [§ 200.620](#).<sup>4</sup>
- ◆ Means to carry out an affirmative program to attract buyers, regardless of sex, handicap or familial status, of all minority and majority groups to the housing for initial sale.
- ◆ Means of advertising homes for sale, including, but not limited to publicizing to minority persons the availability of housing opportunities regardless of race, color, religion, sex, handicap or familial status or national origin, through the type of media customarily utilized by the CHDO Developer, including minority publications or other minority outlets which are available in the housing market area.
- ◆ All advertising will include either the HUD-approved Equal Housing Opportunity logo or slogan or statement, and all advertising depicting persons shall depict persons of majority and minority groups, including both sexes.
- ◆ Prominently display in all offices in which sale activity pertaining to the project (homes for sale) takes place, the HUD-approved Fair Housing Poster and include in any printed material used in connection with sales, the HUD-approved Equal Housing Opportunity logo or slogan or statement.

### Fair Housing

It is the policy of the United States to provide, within constitutional limitations for fair housing throughout the United States. The provisions of the Fair Housing Act ([42 U.S.C. 3600, et seq.](#)) make it unlawful to discriminate in the sale, rental, and financing of housing, and in the provision of brokerage and appraisal services, because of race, color, religion, sex, handicap, familial status, or national origin. Section 804(c) of

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<sup>4</sup> [Affirmative Fair Housing Marketing Plan \(AFHMP\) – Single-Family Housing Form](#)



the Fair Housing Act, 42 U.S.C. 3604(c), as amended, makes it unlawful to make, print, or publish, or cause to be made, printed, or published, any notice, statement, or advertisement, with respect to the sale or rental of a dwelling, that indicates any preference, limitation, or discrimination because of race, color, religion, sex, handicap, familial status, or national origin, or an intention to make any such preference, limitation, or discrimination. However, the prohibitions of the act regarding familial status do not apply with respect to housing for older persons, as defined in section 807(b) of the act.

## **Sales Price**

The price homes sold under the CHDO Single-Family Home Development Program will either be the cost to acquire the land and construct the home plus related soft costs, or the appraisal market value of the “as completed” home, whichever is the least. A sales price limit is set for newly constructed single-family housing units to be developed or acquired with HOME funds. This limit is based upon 95 percent of the median purchase price for the area using Federal Housing Administration single-family mortgage program data for newly constructed housing. In determining the sale price, maintenance costs, such as boarding up units, lawn mowing etc., cannot be included.

## **Marketing, Screening and Pre-purchase Counseling**

In lieu of an operating pro-forma, the City requires the CHDO Developer to have a sales plan in place. This includes a strategy for outreach, and the marketing efforts to sell the homes. Prior to construction loan closing, a sales contract must be executed with a qualified homebuyer. The CHDO Developer is responsible for (1) marketing; (2) collecting applications and screening buyers for eligibility; (3) providing assistance as needed to help buyers secure first mortgage financing approvals; and (4) explaining the affordability provisions against the property. The CHDO Developer must obtain written approval from the City for their program marketing plan and budget. The marketing plan will include the following elements:

- ◆ Means of advertising homes for sale; including, but not limited to, such means as Multiple Listing Service, flyers, or other printed materials;
- ◆ Method and timing of prequalifying prospective buyers, in terms of income eligibility and eligibility for mortgage financing;
- ◆ Policy for managing a waiting list of potential buyers;
- ◆ Applicable disclosure statements to be given and explained to buyers prior to signing purchase agreements and at closing;
- ◆ Applicable form of purchase contract; and
- ◆ Provisions for establishing and adjusting sale prices.

## **CHDO Use of Project Proceeds**

At the discretion of the City, a CHDO may be authorized to retain some or all of the proceeds generated from a CHDO development activity. In the event CHDOs are not allowed to retain project proceeds, said funds must be returned to the City to be receipted and expended following HOME rules. The HOME rule permits the City to choose whether to allow a CHDO to keep and reuse the income as CHDO proceeds rather than requiring the funds to be returned to the City. The RFP will clearly state when the CHDO Developer can retain project proceeds.

# Homebuyer Activities

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## Homebuyer Requirements

### Low – Income Families

The Homebuyer's household income must not exceed 80 percent Median Family Income (AMI) and each household must be income qualified as of the date of signature of the homebuyer's purchase contract.

### Primary Residency

The qualified homebuyer must occupy the property as their principal residence for the affordability period.

### Counseling

All homebuyers who are assisted through HOME funds must attend at least 8 hours of homebuyer counseling through a HUD-certified homebuyer counseling organization. The householder must sign a statement expressing their understanding of the City of Houston's Recapture Policy. Potential homebuyers must provide a copy of the Homebuyer Education Certificate of Completion, prior to closing to the CHDO Developer and HCDD. Counseling must include training on the requirements of the affordability period and the recapture option. The cost of the housing counseling for a HOME-assisted buyer can be charged as an eligible project cost. Any fees charged must be reasonable when compared to homebuyer counseling available in Houston, Texas.

### First Mortgage

HOME funds are intended to fund a portion of the home purchase, and in most cases, there is a difference between the price of the property and what the buyer can afford. The terms of the first mortgage, are critical to determining the amount of assistance and standards for first mortgages must be consistent for the program. HOME requires that homebuyers obtain a mortgage loan from a lender who agrees to comply with the bank regulators' guidance for non-traditional mortgages. (see the Statement at <https://www.fdic.gov/regulations/laws/rules/5000-5160.html>). A first lien conventional mortgage must meet all of the following criteria:

- ◆ May not exceed a term of 30 years;
- ◆ May not be for a term of less than five years;
- ◆ Interest rate may be as low as zero percent as provided in the Program Rules;
- ◆ Fees charged by third party Mortgage lenders are limited to the greater of two percent (2%) of the Mortgage Loan amount or \$3,500, including but not limited to origination, loan application, and/or underwriting fees,
- ◆ The applicant's total Debt-to-Income Ratio shall not exceed 43 percent of Qualifying Income (unless otherwise allowed or dictated by a participating lender providing a fixed rate Mortgage Loan that is insured or guaranteed by the federal government or a conventional Mortgage Loan that adheres to the guidelines set by Fannie Mae and Freddie Mac.) A potential borrower's spouse who does not apply for the Mortgage Loan will be required to execute the information disclosure form(s) and the deed of trust as a "non-purchasing" spouse. The "non-purchasing" spouse will not be required to execute the note. For credit underwriting purposes all debts and obligations of the primary potential borrower(s) and the "non-purchasing" spouse will be considered in the potential borrower's total Debt-to-Income Ratio.

- ◆ The total estimated housing payment (including principal, interest, property taxes, and insurance) shall be no greater than 30 percent of the Household's gross monthly income.

## Down Payment

Down payments are important in reducing the amount of debt on the property, and for ensuring the buyer has something at risk in the transaction. For these reasons, a down payment is a program requirement. Buyer funds for down payment must equal at least one thousand dollars (\$1,000). The buyer is required to provide earnest money which is limited to no more than \$1,000, which may be credited to the homebuyer at closing, but may not be reimbursed as cash. HOME funds may be used to pay other reasonable and customary closing costs that are HOME eligible costs.

## Homebuyer Subsidy

The City of Houston's CHDO Single-Family Development Program is providing direct buyer purchase assistance facilitated as second mortgage financing. The direct subsidy to qualified households is provided as a forgivable loan in accordance with the City's recapture policy. The HOME subsidy is the amount of HOME assistance that enables the homebuyer to buy the unit, and is provided directly to the homebuyer. In addition, direct subsidy includes any assistance that reduced the purchase price from fair market value to an affordable price.

If HOME funds are used for the cost of developing a property and the unit is sold at below fair market value, the difference between the fair market value and the purchase price is considered to be directly attributable to the HOME subsidy. The CHDO Single-Family Development Program will make available Direct Homebuyer Subsidy assistance when an underwriting analysis shows a qualified homebuyer would benefit. After all development subsidy is accounted for, the remaining CHDO funds are reflected in the sale, either as buyer financing (e.g., a soft second recapture mortgage) or as funds recovered from the sale. The funds that are allocated to assist the buyer to purchase – that is, any assistance to the buyer to cover the gap between the fair market sales price and the amount that the buyer can provide through down payment and the first mortgage – are often called “pass-through” assistance. To ensure long-term affordability, the City will impose recapture provisions.

## Affordability Period

The HOME rule at §92.254(a)(4) establishes the requirement of a period of affordability for all homebuyer housing. New homes developed in The CHDO Single-Family Home Development Program must meet the affordability requirements for not less than the applicable period specified, beginning after project completion. These provisions are imposed for the duration of the period of affordability through a written agreement with the homebuyer. They are enforced via lien and deed restrictions and covenants running with the land. The CHDO Single-Family Home Development Program has adopted the recapture provision.

For HOME-assisted homebuyer units under the recapture option, the period of affordability is based upon the amount of direct HOME subsidy provided to the homebuyer that enabled the homebuyer to purchase the unit. Any HOME program income used to provide direct assistance to the homebuyer is included when determining the period of affordability. The recapture provision is triggered by any transfer of title, either voluntary or involuntary, during the established HOME period of affordability. Table 1 below outlines the required minimum affordability periods.

**Table 1: City of Houston Period of Affordability Under Recapture Provisions**

Compliance Periods for Homeownership HOME Direct Subsidy Provided	Minimum period of affordability
Under \$15,000	5 years
\$15,000 to \$25,999	10 years
\$26,000 to 39,999	15 years
\$40,000 or above	20 years

## Recapture Provision

HOME provides financial assistance for income eligible households to acquire housing through homeownership activities. Based on the Houston area housing market conditions, geographical constraints, target market and other factors, the targeted funds are being implemented through the recapture provision. The purpose of this section is to provide the recapture policies of the City in its implementation of the CHDO Single-Family Development Program. Under HOME recapture provisions, financial assistance must be repaid if it is provided directly to the homeowner. At the time of sale, the homeowner may sell to any willing buyer at any price.

The City has elected to reduce the amount of direct HOME subsidy on a pro-rata basis for the time the homebuyer has owned and occupied the housing, measured against the required affordability period. The resulting ratio will be used to determine how much of the direct HOME subsidy the City would recapture. The pro rata amount recaptured by the City cannot exceed what is available from net proceeds.

To determine the pro rata amount recaptured by the City:

- ◆ Divide the number of years the homebuyer occupied the home by the period of affordability,
- ◆ Multiply the resulting figure by the total amount of direct HOME subsidy originally provided to the homebuyer.

$$\frac{\text{Number of years homebuyer occupied home}}{\text{Minimum period of affordability}} \times \text{Total direct HOME subsidy} = \text{Recapture amount}$$

At the time of sale, if there are insufficient net proceeds available to recapture the full pro rata amount due, the City will not require repayment of the difference between the prorated direct HOME subsidy due and the amount the City is able to recapture from available net proceeds. Below is an example of the calculation for this recapture policy.

A homebuyer receives \$40,000 of HOME 2<sup>nd</sup> mortgage assistance and purchases a home developed with HOME funds for \$10,000 below fair market value. The total direct HOME subsidy to the homebuyer is \$50,000 and requires a 20-year period of affordability. If the homebuyer sells the unit in year 10 of the 20-year period of affordability, the City of Houston would *forgive* 50 percent of the direct HOME subsidy and *recapture* 50 percent of the direct HOME subsidy, or \$25,000 of the \$50,000 HOME investment, assuming that there are sufficient net proceeds available.

$$\frac{\text{Owner resided in home for 10 years}}{\text{20 year period of affordability}} \times \$50,000 \text{ direct HOME subsidy} = \$25,000 \text{ recaptured}$$

HCDD is responsible for ensuring that homebuyers maintain the housing as their principal residence for the duration of the applicable affordability period. If the home is sold during the period of affordability, HCDD must be notified of the sale, and the applicable recapture provisions must be employed. Consequently, it is important that HCDD use effective enforcement mechanisms to secure the recapture requirements on specific HOME-assisted properties. Finally, HCDD will provide ongoing monitoring to help ensure that HOME-assisted homebuyer projects are compliant.

## Program Controls

HCDD reserves the right to periodically monitor each property to determine if it was transferred or sold during the time the lien is active. The following sources of verification may be used:

- ◆ Title report
- ◆ Lien and ownership search in the applicable County Clerk's Office online records
- ◆ Ownership verification in applicable tax office appraisal records
- ◆ Certification from owner

## Sale or Transfer of Property

The homebuyer may sell the property to any willing buyer. The sale of the property during the affordability period triggers repayment of the direct HOME subsidy (prorated) that the buyer received when they originally purchased the home.

## Release of Liens

Releases of liens will be issued once a Homebuyer has successfully complied with all the terms and conditions of the CHDO Single-Family Development Program and the Recapture written agreements.

## Verification of Insurance

The Homebuyer must maintain flood insurance protection when the property is located within the Special Flood Hazard Area. In addition, the homebuyer must maintain the required insurance mandated by any mortgage holder.

## Payment of Taxes

Property taxes must be paid before they are delinquent, and evidence of payment must be furnished upon request.

# REGULATORY REQUIREMENTS

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## Environmental Review

The environmental review process is required for all HUD-assisted projects to ensure that the proposed project does not negatively impact the surrounding environment and that the property site itself will not have an adverse environmental or health effect on end users.

All properties assisted under this Program will be subject to an Environmental Review by the City prior to land acquisition, and new construction. CHDO Developers will be required to submit the project site address, and parcel identification number, which the City will conduct the environmental review in compliance with [24 CFR Part 58](#). If the project passes the Environmental Review, the city will issue a Notice to Proceed, and the developer may move forward with the approved land acquisition and new construction activity.

A commitment of funds can occur only upon satisfactory completion of an environmental review to determine whether the project meets federal, state, and local environmental standards, and receipt by the City of a release of funds from the HUD under [24 CFR Part 58.35b\(5\)](#). CHDO Developers must agree that the provision of any funds to their project(s) is conditioned on the City's determination to proceed with, modify or cancel the project based on the results of a subsequent environmental review. CHDO Developers funding may be required to contract for environmental consulting services to provide the information required, which shall be an eligible project soft cost. In addition, the following regulations are applicable:

- ◆ Per [24 CFR 58.5\(i\)\(2\)\(i\)](#), it is HUD policy that all properties that are being proposed for use in HUD programs be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property.
- ◆ Lots to be acquired for selection cannot and will not undergo any development or other activity that constitutes a choice limiting action, per [24 CFR 58.22](#), regardless of whether HUD or non-HUD funds are used. Choice-limiting actions include acquisition, demolition, disposition, rehabilitation, repair, new construction, site preparation, and leasing or any other activities that commit to future activities. Part 58 regulations are found under Laws and Regulations posted on HUD's Environment website. No HUD funds can or will be used prior to the issuance of the Release of Funds/Authority to Use Grant Funds (AUGF) and all necessary site specific environmental review and clearance as required by [24 CFR 58](#).
- ◆ Regulations found at [24 CFR 58](#) also govern sound mitigation requirements if noise levels in a Normally Unacceptable Noise Zone (NUNZ, 65-75 decibels (dB)) or Unacceptable Noise Zone (UNZ, 75+ dB).
- ◆ Regulations found at [24 CFR 55](#) govern flood mitigation for any existing properties that reside in the 100-year floodplain.
- ◆ Hazardous materials described at [24 CFR 58.5\(i\)\(2\)\(i\)](#) cover all forms of contamination, including but not limited to lead and asbestos that may be found in older homes, particularly those built prior to 1978.

## Davis-Bacon

According to the [Davis-Bacon and Related Acts \(DBRA\)](#) (40 USC, Chapter 3, Section 276a-276a-5; and 29 CFR Parts 1, 3, 5, 6 and 7) all federal government construction contracts and most contracts for federally-assisted construction over \$2,000 must include provisions for paying workers on-site no less than the local prevailing wages and benefits paid on similar projects. Residential properties containing fewer than eight (8) units are exempt from Davis-Bacon (see Section 110(a), Housing and Community Development Act (HCDA) of 1974). The eight-unit threshold applies to the number of units on a property; not the number of units being rehabilitated or constructed, nor the number of units being funded with federal funds. A property is defined as one or more buildings on an undivided lot or on contiguous lots or parcels, which are commonly-owned and operated as one rental, cooperative, or condominium project.

A property is defined as one or more buildings on an undivided lot or on contiguous lots or parcels, which are commonly-owned and operated as one rental, cooperative, or condominium project. HOME (Section 286, National Affordable Housing Act of 1990, as amended.) has a threshold of 12 or more assisted units. Homeownership can trigger DBRA if a construction agreement is made with an owner/developer of a housing project with 12 or more units where HOME funds will be used to assist homebuyers with buying the housing, and the construction contract covers 12 or more HOME-assisted units. Considering the above, HCDD does not expect to trigger Davis-Bacon and Related Acts requirements for homes constructed under the CHDO Single-Family Development Program.

## HUD Section 3

The work to be performed under this Agreement is on a project assisted under a program providing federal financial assistance from the Department of Housing and Urban Development (HUD). Section 3 of the Housing and Urban Development Act of 1968, as amended, ([12 U.S.C. 1701 u, "Section 3"](#)) applies to the Agreement. Under Section 3, to the greatest extent feasible, for any contract award in excess of \$100,000, the Contractor shall give opportunities for training and employment to lower-income residents of the City and shall award contracts for work in connection with the project to business concerns which are located in or owned in substantial part by persons residing in the City.

## Minority Women Small Business Enterprises

Contractor shall comply with the City's MWBE program as set out in [Chapter 15, Article V of the City of Houston Code of Ordinances](#). Contractor shall make good faith efforts to award subcontracts or supply agreements in at least the value stated in this Agreement to MWBE's. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Office of Business Opportunity (OBO) and will comply with them.

Any contract, agreement or other undertaking anticipated for construction work in excess of \$1,000,000, or the supply of goods or non-personal or non-professional services in excess of \$100,000, for which Competitive bids are required by law shall comply with Citywide Goals on projects administered by HCDD.

## Uniform Act – URA

The Uniform Act provides important protections and assistance for people affected by the acquisition, rehabilitation, or demolition of real property for Federal or federally funded projects. This law was enacted by Congress to ensure that people whose real property is acquired, or who move as a direct result of projects receiving Federal funds, are treated fairly and equitably and receive assistance in moving from the property they occupy. The CHDO Single-Family Home Development Program does not allow for the acquisition of property that has a resident or business occupying the property and will follow the required documentation procedures per the HCDD Uniform Acquisition Procedures and the URA.

## RECORD KEEPING

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All documents pertaining to the buyer shall be retained in the CHDO Developer's file to document compliance with all requirements. The CHDO Developer must establish and maintain records sufficient to document that program requirements are being met. These files are subject to The [Privacy Act of 1974, 5 U.S.C. § 552a](#), which establishes a code of fair information practices that governs the collection, maintenance, use, and dissemination of information about individuals that is maintained in systems of records by federal agencies. A system of records is a group of records under the control of an agency from which information is retrieved by the name of the individual or by some identifier assigned to the individual. The homebuyer's records must be available for HUD inspection and HCDD. If a client's information is to be shared from one participating service provider to another participating service provider, then consent to share which data, and with whom, should be obtained from the client. Therefore, client consent should be obtained prior to sharing.

Buyer files should be maintained for a period of 5 years after closing, except that notes, mortgages (deeds of trust) and other legal documents enforcing the long-term provisions shall be maintained for five years after the termination of the affordability period. HCDD will provide further training on the following records that must be maintained:

## COMPLAINTS AND APPEALS PROCESS

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HCDD has developed a complaint and appeals process, which will be provided in writing to a Homebuyer. Complaints are categorized as informal and formal. The Complainant is a party with standing (applicant, contractor, or other party directly associated with the Program) who makes a complaint to the Program.

An **informal complaint** will be handled by the Program Counselor, Inspector, Eligibility Supervisor, Project Manager or Division Manager as applicable.

A **formal complaint** is a written statement of grievance (emails, faxes, or letters) submitted by a party with standing (applicant, contractor, or other party directly associated with the Program). Formal complaints include contact information for communication of results. Formal complaints will be acknowledged as received and handled by the Eligibility Supervisor, Project Manager, or Division Manager as applicable, as soon as possible. Complaints will be responded to within in fifteen (15) business days, where practicable.





## **CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 2/12/2019

ALL

Item Creation Date: 1/10/2019

### **HCD19-01 Single-Family Home Repair Program Additional Allocation**

Agenda Item#: 19.

#### **Summary:**

ORDINANCE amending Ordinances 2018-56 and 2018-84 to provide for additional funding, thereby increasing funding available to each Master Contractor Agreement executed thereunder and increasing the maximum amount of all of the Master Contractor Agreements executed pursuant thereto \$3,433,581.00 - Grant Funds

#### **Background:**

HCDD requests Council approval of an Ordinance authorizing an additional allocation of \$3,433,581.00 in Community Development Block Grant (CDBG) funding to assist approximately 17 to 21 homeowners with the reconstruction of homes to alleviate immediate threats to health, life, or safety of the homeowners. This additional allocation will be added to the Master Contractor Agreements under the City of Houston HRP for reconstruction services to eligible low- and moderate- income homeowners. HCDD is currently serving more than 122 homeowners with the previously allocated CDBG funding.

On January 24, 2018, by Ordinance No. 2018-56, City Council approved the use of a Master Contractor Agreement for the City of Houston Home Repair Program and authorized the Mayor to execute a Master Contractor Agreement with each of the following contractors: SLSCO, LTD.; PMG CONSTRUCTION, INC; THE BAPTISTE GROUP LLC; DSW HOMES, LLC; HOUSTON HABITAT FOR HUMANITY, INC; CROWN RIDGE BUILDERS, LLC; THOMPSON CONSTRUCTION GROUP, INC; BURGHLI INVESTMENTS INC dba BURGHLI HOMES; MAYBERRY HOMES, INC; REBUILDING TOGETHER - HOUSTON; JAMES W. TURNER CONSTRUCTION, LTD.; and BYRDSON SERVICES LLC dba EXCELLO HOMES.

On February 7, 2018, by Ordinance No. 2018-84, City Council approved the allocation of \$8,200,000.00 in CDBG funds and \$10,800,000.00 in CDBG-DR15 funds. On December 4, 2018, by Ordinance No. 2018-981, City Council approved the amendment of Ordinances 2018-56 and 2018-84 to provide for an additional allocation of \$10,098,907.00 in CDBG funds.

These funds will be allocated under the Master Contractor Agreements through a Tri-Party Agreement between the City, contractor, and homeowner for each reconstruction project. The total of all Tri-Party Agreement amounts will not exceed the allocated funding available. Each Tri-Party Agreement will not exceed \$200,000.00. Each reconstruction project is bid out through the procurement process.

No fiscal note is required on grant items.

The Housing and Community Affairs Committee reviewed this item on January 22, 2019.

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Tom McCasland, Director

**Prior Council Action:**

1/17/2018 (O) 2018-56

2/7/2018 (O) 2018-84

12/04/2018 (O) 2018-981

**Amount of Funding:**

\$3,433,581.00

Federal Government - Grant Funded

Fund 5000

**Contact Information:**

Roxanne Lawson

**Phone:** (832) 394-6307

**ATTACHMENTS:**

**Description**

Coversheet (revised)

**Type**

Signed Cover sheet



**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date: 1/30/2019

All Districts

Item Creation Date: 1/08/2019

Housing Committee Date: 1/22/2019

HCD19-01

Home Repair Program

Master Contractor Agreement Additional Allocation

Agenda Item#: IV.a.

**Background:**

HCDD requests Council approval of an Ordinance authorizing an additional allocation of \$3,433,581.00 in Community Development Block Grant (CDBG) funding to assist approximately 17 to 21 homeowners with the reconstruction of homes to alleviate immediate threats to health, life, or safety of the homeowners. This additional allocation will be added to the Master Contractor Agreements under the City of Houston HRP for reconstruction services to eligible low- and moderate- income homeowners. HCDD is currently serving more than 122 homeowners with the previously allocated CDBG funding.

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These funds will be allocated under the Master Contractor Agreements through a Tri-Party Agreement between the City, contractor, and homeowner for each reconstruction project. The total of all Tri-Party Agreement amounts will not exceed the allocated funding available. Each Tri-Party Agreement will not exceed \$200,000.00. Each reconstruction project is bid out through the procurement process.

No fiscal note is required on grant items.

The Housing and Community Affairs Committee reviewed this item on January 22, 2019.

Tom McCasland, Director

**Amount of Funding:**

\$3,433,581.00 Federal Government – Grant Funded (5000)

**Prior Council Action:**

1/17/2018 (O) 2018-56

2/7/2018 (O) 2018-84

12/04/2018 (O) 2018-981

**Contact Information:**

Roxanne Lawson

(832) 394-6307





## **CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 2/12/2019

ALL

Item Creation Date: 1/25/2019

### **HCD19-02 CDBG-DR2 Rental Housing Projects Amendment**

Agenda Item#: 20.

#### **Summary:**

ORDINANCE approving and authorizing sixth amendment to extend the term of the Community Development Block Grant Disaster Recovery Program Rental Housing Projects Round 2 Subrecipient Grant Agreement between the City of Houston and the **GENERAL LAND OFFICE OF THE STATE OF TEXAS**

#### **Background:**

The City of Houston (City), through its Housing and Community Development Department (HCDD), requests City Council to authorize and approve a Sixth Amendment, which will allow the reinstatement and extension of the Community Development Block Grant Disaster Recovery Round 2 (CDBG-DR2) Rental Housing Projects contract #13-181-000-7294 with the General Land Office (GLO) through December 31, 2019.

The original contract was executed on January 2, 2013 and expired on December 31, 2018. This contract extension will ensure that any remaining funds will be utilized to include rehabilitation, reconstruction, and new construction of subsidized housing for benefiting low-to-moderate income families. The HCDD expects to expend the remaining balance by the conclusion of the 4<sup>th</sup> quarter in FY 2019.

No fiscal note is required on grant items.

The Housing and Community Affairs Committee reviewed this item on January 22, 2019

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Tom McCasland, Director

#### **Prior Council Action:**

12/6/17 (O) 2017-947

#### **Contact Information:**

Roxanne Lawson

**Phone:** (832) 394-6307

**ATTACHMENTS:**

**Description**

Coversheet

**Type**

Signed Cover sheet



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 1/25/2019

HCD19-02 CDBG-DR2 Rental Housing Projects Amendment

Agenda Item#: 45.

### **Summary:**

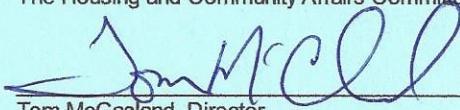
ORDINANCE approving and authorizing a sixth amendment to extend the term of the Community Development Block Grant Disaster Recovery Program Rental Housing Projects Round 2 Subrecipient Grant Agreement between the City of Houston and the **GENERAL LAND OFFICE of the STATE OF TEXAS**; containing findings and other provisions relating to the foregoing subject; and declaring an emergency

### **Background:**

The City of Houston (City), through its Housing and Community Development Department (HCDD), requests City Council to authorize and approve a sixth Amendment, which will allow the reinstatement and extension of the Community Development Block Grant Disaster Recovery Round 2 (CDBG-DR2) Rental Housing Projects contract #13-181-000-7294 with the General Land Office (GLO) through December 31, 2019.

The original contract was executed on January 2, 2013 and expired on December 31, 2018. This contract extension will ensure that any remaining funds will be utilized to include rehabilitation, reconstruction, and new construction of subsidized housing to benefit 524 households for low-to-moderate income families. The HCDD expects to expend the remaining balance by the conclusion of the 4<sup>th</sup> quarter in FY 2019.

The Housing and Community Affairs Committee reviewed this item on January 22, 2019.

  
Tom McCasland, Director

### **Prior Council Action:**

12/6/17 (O) 2017-947

### **Contact Information:**

Roxanne Lawson

Phone: (832) 394-6307

### **ATTACHMENTS:**

#### **Description**

Fact Sheet

Ordinance 2017-947

Public Notice

PNFDF

Contract

Ordinance

#### **Type**

Backup Material

Backup Material

Public Notice

Backup Material

Contract/Exhibit

Ordinance/Resolution/Motion



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

Item Creation Date: 1/31/2019

HAS - Increase Maximum Contract Amount for Contract with  
Texas A&M Agrilife Extension Service for Wildlife Hazard  
Management Services

Agenda Item#: 21.

### **Summary:**

ORDINANCE amending Ordinance No. 2016-0508 to increase the maximum contract amount for an agreement between the City of Houston and **TEXAS A&M AGRILIFE EXTENSION SERVICE** by and through its Wildlife Services Unit, a member of the Texas A&M University System, for Wildlife Hazard Management Services - \$179,289.00 - Enterprise Fund

### **Background:**

#### **RECOMMENDATION**

Enact an ordinance amending Ordinance 2016-508 to increase the maximum contract amount by \$179,289.00, from \$717,158.00 to \$896,447.00, for a contract with Texas A&M Agrilife Extension Service for Wildlife Hazard Management Services.

#### **SPECIFIC EXPLANATION**

The United States Department of Agriculture (USDA) completed Wildlife Hazard Assessments (WHA) of George Bush Intercontinental Airport/Houston (IAH), William P. Hobby Airport (HOU), and Ellington Airport (EFD) between 2011-2012. Subsequent to the WHA, the Federal Aviation Administration (FAA) recommended that Wildlife Hazard Mitigation Plans (WHMP) be developed and implemented in partnership with Certified Airport Wildlife Biologists. Wildlife Hazard Mitigation Plans (WHMP) were developed and established for IAH, HOU, and EFD in accordance with Federal Aviation Regulation Part 139.

On May 28, 2014, City Council approved a two-year agreement with the Texas A&M Extension Service by and through its Wildlife Services Unit to provide two certified wildlife biologists to provide training to airport personnel and work to reduce wildlife hazards at the three airports. This partnership has been instrumental in reducing the wildlife hazards at the airports.

On June 22, 2016, City Council approved a five-year agreement with the Texas A&M Extension Service by and through its Wildlife Services Unit for wildlife hazard management services at the three airports and approved a maximum contract amount of \$717,158.00.

The completion of the Southwest Airlines detention basin at the approach of runway 31L at HOU has necessitated additional personnel to help monitor and mitigate the potential hazard to aviation safety. It is therefore recommended that two additional wildlife biologists be added to the current

team; they will not only be responsible for the monitoring of the detention basin but will also become part of the existing wildlife hazard mitigation program.

**MWBE Participation:**

A zero-percent MWBE goal document was previously approved by the Office of Business Opportunity due to there being no potential for MWBE participation on this professional services contract. As a State agency, Texas A&M Agrilife Extension services does not sub-contract their services.

**Fiscal Note:**

Funding for this item is included in the FY19 Adopted Budget. Therefore, no fiscal note is required as stated in the Financial Policy Ord. 2014-1078. See attached "Attachment A."

Director's Signature:

---

Mario C. Diaz  
Houston Airport System

Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
Houston Airport System	\$74,703.75	\$104,585.25	\$179,289.00

**Prior Council Action:**

2016-508 (O) 06/22/2016

**Amount of Funding:**

\$179,289.00

HAS Revenue Fund

Fund 8001

**Contact Information:**

Todd Curry 281.233.1896

Liliana Rambo 713.641.7712

**ATTACHMENTS:**

**Description**

Signed Coversheet

**Type**

Signed Cover sheet





## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

Item Creation Date: 1/31/2019

HAS-Increase Maximum Contract Amount for Contract with Texas A&M Agrilife Extension Service for Wildlife Hazard Management Services

Agenda Item#:

### **Background:**

#### **RECOMMENDATION**

Enact an ordinance amending Ordinance 2016-508 to increase the maximum contract amount by \$179,289.00, from \$717,158.00 to \$896,447.00, for a contract with Texas A&M Agrilife Extension Service for Wildlife Hazard Management Services.

#### **SPECIFIC EXPLANATION**

The United States Department of Agriculture (USDA) completed Wildlife Hazard Assessments (WHA) of George Bush Intercontinental Airport/Houston (IAH), William P. Hobby Airport (HOU), and Ellington Airport (EFD) between 2011-2012. Subsequent to the WHA, the Federal Aviation Administration (FAA) recommended that Wildlife Hazard Mitigation Plans (WHMP) be developed and implemented in partnership with Certified Airport Wildlife Biologists. Wildlife Hazard Mitigation Plans (WHMP) were developed and established for IAH, HOU, and EFD in accordance with Federal Aviation Regulation Part 139.

On May 28, 2014, City Council approved a two-year agreement with the Texas A&M Extension Service by and through its Wildlife Services Unit to provide two certified wildlife biologists to provide training to airport personnel and work to reduce wildlife hazards at the three airports. This partnership has been instrumental in reducing the wildlife hazards at the airports.

On June 22, 2016, City Council approved a five-year agreement with the Texas A&M Extension Service by and through its Wildlife Services Unit for wildlife hazard management services at the three airports and approved a maximum contract amount of \$717,158.00.

The completion of the Southwest Airlines detention basin at the approach of runway 31L at HOU has necessitated additional personnel to help monitor and mitigate the potential hazard to aviation safety. It is therefore recommended that two additional wildlife biologists be added to the current team; they will not only be responsible for the monitoring of the detention basin but will also become part of the existing wildlife hazard mitigation program.

#### **MWBE Participation:**

A zero-percent MWBE goal document was previously approved by the Office of Business Opportunity due to there being no potential for MWBE participation on this professional services contract. As a State agency, Texas A&M Agrilife Extension services does not sub-contract their services.

#### **Fiscal Note:**

Funding for this item is included in the FY19 Adopted Budget. Therefore, no fiscal note is required as stated in the Financial Policy Ord. 2014-1078. See attached "Attachment A."

Director's Signature:

DocuSigned by:

*Mario Diaz*

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Mario C. Diaz

Houston Airport System

#### **Estimated Spending Authority**

DEPARTMENT	FY2019	OUT YEARS	TOTAL
Houston Airport System	\$74,703.75	\$104,585.25	\$179,289.00

#### **Prior Council Action:**

2016-508 (O) 06/22/2016

#### **Amount of Funding:**

\$179,289.00

HAS Revenue Fund

Fund 8001

**Contact Information:**

Todd Curry	281.233.1896
Liliana Rambo	713.641.7712



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 12/12/2018

Q26565.1 - Various Legal Services - Housing & Public Facilities  
- ORDINANCE

Agenda Item#: 22.

### **Summary:**

ORDINANCE approving and authorizing Professional Legal Services Agreement between **BALLARD SPAHR LLP** and the City of Houston; providing a maximum contract amount - 3 Years with two one-year options

### **Background:**

**Request for Qualification received April 20, 2018 for S67-Q26565 - Approve an Ordinance authorizing a legal services agreement with Ballard Spahr LLP to provide legal assistance regarding matters related to housing and public facilities laws, programs and acquisitions in the maximum contract amount of \$250,000.00 – Direct Consultation Work or Task Order basis.**

### **Specific Explanation:**

The City Attorney and the Chief Procurement Officer recommend that City Council approve an Ordinance authorizing a legal services agreement for **three (3) year term with two (2) one-year options** to **Ballard Spahr LLP** in the maximum contract amount of **\$250,000.00** for housing related work for the Legal Department and Housing and Community Development Department. 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 funds from grants council has already approved.

The scope of work requires Ballard Spahr LLP to provide legal guidance related to housing and public facilities legal matters. Such related services will include, but may not be limited to, providing legal guidance regarding HUD regulations. Services may also include guidance in the use of CDBG and CDBG-DR funds, navigating various HUD funded projects on an "as needed" basis, consulting with the City regarding the laws, regulations & procedures applicable to the federal and state community and housing development programs. Additional items such as those originating under or in connection with the U.S. Department of Housing and Urban Development regulations, Federal Home Investment Partnerships Program, Federal Community Development Block Grants, Federal Emergency Solutions Grant, Federal Housing Opportunities for Persons with Aids Grant, and Federal Section 108 Loan Guarantee Program/Economic Development initiative funds may be included.

The Request for Qualification was solicited and advertised in accordance with the requirements of the State of Texas bid laws and federal law.

**MWBE Participation:**

This professional services was issued as goal oriented contract with a 24% MWBE participation level. Ballard Spahr LLP has designated the below-company as its certified M/WBE subcontractor.

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

The Office of Business Opportunity (OBO) will monitor this award.

**Pay or Play Program**

The proposed contract requires compliance with the City's "Pay or Play" Ordinance regarding the legal services related legal matters for the Legal and Housing and Community Development Departments. In this case, Ballard Spahr LLP will provide health benefits to eligible members 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:**

Funding for this item is included in the FY 2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

Jerry Adams, Chief Procurement Officer  
Finance/Strategic Procurement Division

Department Approval Authority

Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
Housing & Community Development	\$100,000.00	\$150,000.00	\$250,000.00

**Prior Council Action:**

10/4/2017, Ordinance No. 2017-0759

**Amount of Funding:**

\$100,000.00 - TIRZ Affordable Housing Fund (2409) - Previously appropriated by Ord. #2017-0759

\$150,000.00 - Out-years funding will derived from grants funds.

**\$250,000.00**

**Contact Information:**

NAME:	DEPARTMENT/DIVISION	PHONE
Brenda Chagoya, Division Manager	FIN/SPD	(832) 393-8723
Barbara H. Fisher, Procurement Specialist	FIN/SPD	(832) 393-8722
Deidra Penny, Deputy City Attorney	LGL	(832) 393-6246

**ATTACHMENTS:****Description**

COVERSHEET (finalized)

**Type**

Signed Cover sheet



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 12/12/2018

Q26565.1 - Various Legal Services - Housing & Public Facilities - ORDINANCE

Agenda Item#: 29.

### **Summary:**

ORDINANCE approving and authorizing a professional legal services agreement between **BALLARD SPAHR LLP** and the City of Houston; providing a maximum contract amount; containing provisions relating to the subject; and declaring an emergency.

### **Background:**

**Request for Qualification received April 20, 2018 for S67-Q26565 - Approve an Ordinance authorizing a legal services agreement with Ballard Spahr LLP to provide legal assistance regarding matters related to housing and public facilities laws, programs and acquisitions in the maximum contract amount of \$250,000.00 – Direct Consultation Work or Task Order basis.**

### **Specific Explanation:**

The City Attorney and the Chief Procurement Officer recommend that City Council approve an Ordinance authorizing a legal services agreement for **three (3) year term with two (2) one-year options** to **Ballard Spahr LLP** in the maximum contract amount of **\$250,000.00** for housing related work for the Legal Department and Housing and Community Development Department. 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 funds from grants council has already approved.

The scope of work requires Ballard Spahr LLP to provide legal guidance related to housing and public facilities legal matters. Such related services will include, but may not be limited to, providing legal guidance regarding HUD regulations. Services may also include guidance in the use of CDBG and CDBG-DR funds, navigating various HUD funded projects on an "as needed" basis, consulting with the City regarding the laws, regulations & procedures applicable to the federal and state community and housing development programs. Additional items such as those originating under or in connection with the U.S. Department of Housing and Urban Development regulations, Federal Home Investment Partnerships Program, Federal Community Development Block Grants, Federal Emergency Solutions Grant, Federal Housing Opportunities for Persons with Aids Grant, and Federal Section 108 Loan Guarantee Program/Economic Development initiative funds may be included.

The Request for Qualification was solicited and advertised in accordance with the requirements of the State of Texas bid laws and federal law.

### **MWBE Participation:**

This professional services was issued as goal oriented contract with a 24% MWBE participation level. Ballard Spahr LLP has designated the below-company as its certified M/WBE subcontractor.

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

The Office of Business Opportunity (OBO) will monitor this award.

### **Pay or Play Program**

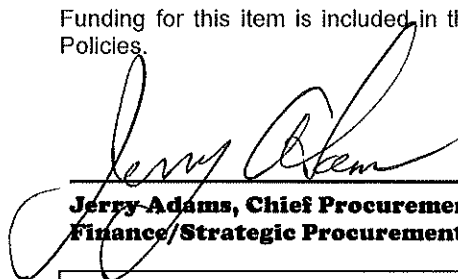
The proposed contract requires compliance with the City's "Pay or Play" Ordinance regarding the legal services related legal matters for the Legal and Housing and Community Development Departments. In this case, Ballard Spahr LLP will provide health benefits to eligible members in compliance with City 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:**

Funding for this item is included in the FY 2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.



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

DocuSigned by:  
**Ronald Lewis**  
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**Department Approval Authority**

Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
Housing & Community Development	\$100,000.00	\$150,000.00	\$250,000.00

**Prior Council Action:**

10/4/2017, Ordinance No. 2017-0759

**Amount of Funding:**

\$100,000.00 - TIRZ Affordable Housing Fund (2409) - Previously appropriated by Ord. #2017-0759

\$150,000.00 - Out-years funding will derived from grants funds.

\$250,000.00

**Contact Information:**

NAME:	DEPARTMENT/DIVISION	PHONE
Brenda Chagoya, Division Manager	FIN/SPD	(832) 393-8723
Barbara H. Fisher, Procurement Specialist	FIN/SPD	(832) 393-8722
Deidra Penny, Deputy City Attorney	LGL	(832) 393-6246

**ATTACHMENTS:****Description**

MWBE Participation

Play or Pay

Affidavit of Ownership

Form 1295

Form A - Fair Campaign

Form B

Delinquent Tax Report

Ordinance

Ordinance 2017-0759 Affordable Housing Funds

Coversheet signed by City Attorney

Ordinance

Coversheet (revised) signed by CPO

RCA funding form

\$100K pre-encumbered -Non-major spl rev fund

Budget Funding for Ballard Spahr

**Type**

Backup Material

Backup Material

Backup Material

Backup Material

Backup Material

Backup Material

Backup Material

Backup Material

Ordinance/Resolution/Motion

Signed Cover sheet

Ordinance/Resolution/Motion

Signed Cover sheet

Financial Information

Financial Information

Financial Information





## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date:

### Q26528 - Conversational Language Testing Services - ORDINANCE

Agenda Item#: 23.

#### **Summary:**

ORDINANCE approving and authorizing contract between the City of Houston and **BERLITZ LANGUAGES, INC** for Conversational Language Testing Services for Various Departments; providing a maximum contract amount - 3 Years with two one-year options - \$242,027.00 - General and Other Funds

#### **Background:**

**Request for Qualifications Received June 14, 2018 for S19-Q26528 - Approve an ordinance awarding a contract to Berlitz Languages, Inc. in the amount not to exceed \$242,027.00 for conversational language testing services for various departments.**

#### **Specific Explanation:**

The Chief Procurement Officer recommends that City Council approve an ordinance awarding a **three-year contract, with two one-year options** to **Berlitz Languages, Inc.** in the amount not to exceed **\$242,027.00** for conversational language testing services for various departments.

The scope of work requires the contractor to provide all supervision, labor, materials, supplies, equipment, facilities, supervision and insurance necessary to provide conversational language testing services in Chinese (Mandarin and Cantonese), Vietnamese, Spanish, Korean, Arabic, Hindu, Urdu, Russian, Farsi, French, Thai, Italian, German, Portuguese, Tagalog, Malayalam, Malay, Greek, Japanese, Dutch, Haitian Creole, Polish, Romanian, Yoruba, Igbo, Kiyarwanda, Khmer, Gujarati, Hebrew, and sign language for the Houston Police Department (HPD), Houston Fire Department (HFD), and the Houston Emergency Center (HEC). The Houston Police Department estimates that it will test approximately 2,061 police officers, the Fire Department estimates it will test approximately 614 firefighters, and the Houston Emergency Center estimates it will test approximately 500 personnel.

The Request for Qualification was advertised in accordance with the requirements of the State of Texas bid laws. Twenty-two prospective respondents downloaded the solicitation from SPD's e-bidding website, and as result, three statement of qualifications were received from Berlitz Languages, Inc., ALTA Language Services, Inc., and AETAS, Inc. dba Bilingual Education Institute. The evaluation committee was comprised of five evaluators from Police, Fire, and the Houston Emergency Center Departments. The statement of qualifications were evaluated based upon the following criteria.

- Responsiveness to RFQ
- Experience
- Plan to Provide Services
- Facility, Location, Equipment, and Qualifications of Personnel

- Hire Houston First

Berlitz Languages, Inc. was deemed the best respondent.

**M/WBE Subcontracting:**

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, Berlitz Languages, Inc. provides health benefits for some employees but will pay into the Contractor Responsibility Fund in compliance with City Policy.

**Hire Houston First:**

The proposed contract requires compliance with the City's Hire Houston First (HHF) ordinance that promotes opportunity for Houston businesses and supports job creation. In this case, Berlitz Languages Inc. does not meet the requirements of HHF designation; no HHF firms were within three percent.

**Fiscal Note:**

Funding for this item is included in the FY2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

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

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**Department Approval Authority**

Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
Houston Police Department	\$32,805.40	\$131,221.60	\$164,027.00
Houston Fire Department	\$6,000.00	\$34,000.00	\$40,000.00
Houston Emergency Center	\$6,000.00	\$32,000.00	\$38,000.00
<b>Total</b>	<b>\$44,805.40</b>	<b>\$197,221.60</b>	<b>\$242,027.00</b>

**Amount of Funding:**

\$204,027.00 – General Fund (1000)

\$ 38,000.00 - Houston Emergency Center Fund (2205)

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**\$242,027.00 - Total**

**Contact Information:**

Richard Morris/832-393-8736

Roy Korthals/832-393-8734

Frank Rodriguez/713-308-1700

Clifton Journet III/713-308-1779

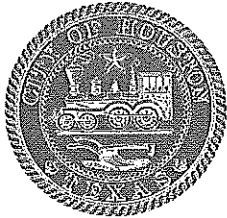
**ATTACHMENTS:**

**Description**

Coversheet signed by CPO for Q26528

**Type**

Signed Cover sheet



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date:

Q26528 - Conversational Language Testing Services - ORDINANCE

Agenda Item#:

### **Background:**

Request for Qualifications Received June 14, 2018 for S19-Q26528 - Approve an ordinance awarding a contract to Berlitz Languages, Inc. in the amount not to exceed \$242,027.00 for conversational language testing services for various departments.

### **Specific Explanation:**

The Chief Procurement Officer recommends that City Council approve an ordinance awarding a **three-year contract, with two one-year options** to Berlitz Languages, Inc. in the amount not to exceed **\$242,027.00** for conversational language testing services for various departments.

The scope of work requires the contractor to provide all supervision, labor, materials, supplies, equipment, facilities, supervision and insurance necessary to provide conversational language testing services in Chinese (Mandarin and Cantonese), Vietnamese, Spanish, Korean, Arabic, Hindu, Urdu, Russian, Farsi, French, Thai, Italian, German, Portuguese, Tagalog, Malayalam, Malay, Greek, Japanese, Dutch, Haitian Creole, Polish, Romanian, Yoruba, Igbo, Kiyarwanda, Khmer, Gujarati, Hebrew, and sign language for the Houston Police Department (HPD), Houston Fire Department (HFD), and the Houston Emergency Center (HEC). The Houston Police Department estimates that it will test approximately 2,061 police officers, the Fire Department estimates it will test approximately 614 firefighters, and the Houston Emergency Center estimates it will test approximately 500 personnel.

The Request for Qualification was advertised in accordance with the requirements of the State of Texas bid laws. Twenty-two prospective respondents downloaded the solicitation from SPD's e-bidding website, and as result, three statement of qualifications were received from Berlitz Languages, Inc., ALTA Language Services, Inc., and AETAS, Inc. dba Bilingual Education Institute. The evaluation committee was comprised of five evaluators from Police, Fire, and the Houston Emergency Center Departments. The statement of qualifications were evaluated based upon the following criteria.

- Responsiveness to RFQ
- Experience
- Plan to Provide Services
- Facility, Location, Equipment, and Qualifications of Personnel
- Hire Houston First

Berlitz Languages, Inc. was deemed the best respondent.

### **M/WBE Subcontracting:**

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, Berlitz Languages, Inc. provides health benefits for some employees but will pay into the Contractor Responsibility Fund in compliance with City Policy.

### **Hire Houston First:**

The proposed contract requires compliance with the City's Hire Houston First (HHF) ordinance that promotes opportunity for Houston businesses and supports job creation. In this case, Berlitz Languages, Inc. does not meet the requirements of HHF designation; no HHF firms were within three percent.

### **Fiscal Note:**

Funding for this item is included in the FY2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

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

\_\_\_\_\_  
**Department Approval Authority**

Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
Houston Police Department	\$32,805.40	\$131,221.60	\$164,027.00
Houston Fire Department	\$6,000.00	\$34,000.00	\$40,000.00
Houston Emergency Center	\$6,000.00	\$32,000.00	\$38,000.00
<b>Total</b>	<b>\$44,805.40</b>	<b>\$197,221.60</b>	<b>\$242,027.00</b>

**Amount of Funding:**

\$204,027.00 – General Fund (1000)

\$ 38,000.00 - Houston Emergency Center Fund (2205)

**\$242,027.00 - Total**

**Contact Information:**

Richard Morris/832-393-8736

Roy Korthals/832-393-8734

Frank Rodriguez/713-308-1700

Clifton Journeal III/713-308-1779

**ATTACHMENTS:**

Description	Type
<u>Affidavit</u>	Backup Material
<u>Campaign Finance Ordinance (Form B)</u>	Backup Material
<u>Fair Campaign Ordinance (Form B)</u>	Backup Material
<u>Pay or Play (POP 1)</u>	Backup Material
<u>Pay or Play (POP 2)</u>	Backup Material
<u>Statement of Residency</u>	Backup Material
<u>Conflict of Interest Questionnaire</u>	Backup Material
<u>Resolution of Contractor</u>	Backup Material
<u>MWBE Zero-Percent</u>	Backup Material
<u>Certificate of Insurance and Endorsements</u>	Backup Material
<u>Drug Policy Compliance Agreement</u>	Backup Material
<u>Drug Policy Compliance Declaration</u>	Backup Material
<u>Drug Policy No Safety Impact Positions</u>	Backup Material
<u>Tax Clearance Report</u>	Backup Material
<u>Pricing</u>	Backup Material
<u>HFD Budget Breakdown</u>	Financial Information
<u>HPD Budget Breakdown</u>	Financial Information
<u>HEC Budget Breakdown</u>	Financial Information
<u>HPD Budget Funding</u>	Financial Information
<u>HEC Budget Funding</u>	Financial Information
<u>HFD Budget Funding</u>	Financial Information



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 12/12/2018

### T26485.A1 - Disaster Debris Removal Services - ORDINANCE

Agenda Item#: 24.

#### **Summary:**

ORDINANCE amending Ordinance No. 2018-0347 (Passed on April 25, 2018) to establish a maximum contract amount for the contracts between the City of Houston and (1) **DRC EMERGENCY SERVICES**, (2) **ASHBRITT, INC** and (3) **PHILLIPS & JORDAN INCORPORATED** for Hurricane Harvey Disaster Debris Removal Services for the Solid Waste Management Department; declaring the City's intent to seek reimbursement from the Federal Emergency Management Agency and other eligible sources for such expenditures - \$23,139,461.17 - Disaster Recovery Fund

#### **Background:**

**S10-T26485.A1 – Ordinance amending Ordinance No. 2018-0347, approved on April 25, 2018 to activate and create maximum contract amounts for contracts between the City of Houston and DRC Emergency Services, LLC (#4600014833); AshBritt, Inc. (#4600014829); and Phillips & Jordan Incorporated (#4600014832) for the continuing Hurricane Harvey disaster debris removal services for the Solid Waste Management Department; Declaring the City's intent to seek reimbursement from the Federal Emergency Management ("FEMA") and other eligible sources for such expenditures.**

#### **Specific Explanation:**

The Director of Solid Waste Management Department and the Chief Procurement Officer recommend that City Council approve an amending ordinance to activate and create maximum contract amounts for the **DRC Emergency Services, LLC** in the maximum contract amount of **\$22,139,461.17**; **AshBritt, Inc.** in the maximum contract amount of **\$500,000.00** and **Phillips & Jordan Incorporated** in the maximum contract amount of **\$500,000.00** for the continuing Hurricane Harvey disaster debris removal services for the Solid Waste Management Department.

The pre-positioned contracts were awarded on April 25, 2018, by Ordinance No. 2018-0347, for a period of three years with two two-year options. With Federal Emergency Management Agency's (FEMA) extension of Category-A work, SWMD shall continue to work with pre-approved debris removal contractors to address Hurricane Harvey storm debris in both the public Rights of Way and Waterways.

The scope of work requires the contractor to provide all labor, material, expendable supplies, vehicles, tools, equipment, and supervision necessary to load and haul debris from the public rights-of-way to debris management sites (formerly called temporary debris storage and reductions sites), and/or

approved landfills following a hurricane or other natural or manmade disasters in a timely, efficient, safe and lawful manner.

**M/WSBE Participation:**

These pre-position contracts were awarded with a 19% M/WSBE subcontracting participation goal.  
(see attached for MWSBE Participation Plan Evaluation Matrix)

**Fiscal Note:**

No Fiscal note required for grant funded items.

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

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**Department Approval Authority**

Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
Solid Waste Management Department	\$23,139,461.17	\$0.00	\$23,139,461.17

**Prior Council Action:**

Ordinance 2018-0347, Passed 04/25/18

**Amount of Funding:**

**\$23,139,461.17** - Disaster Recovery Fund (5303)

**Contact Information:**

NAME:	DEPARTMENT/DIVISION	PHONE
Richard Morris, Division Manager	FIN/SPD	832.393.8736
Greg Hubbard, Sr. Staff Analyst	FIN/SPD	832.393.8748
Harry Hayes, COO and Director	Solid Waste Management	832.393.0454

**ATTACHMENTS:****Description**

Coversheet signed by CPO for T26485.A1-  
Disaster Debris Removal Services  
MWSBE Participation Plan Evaluation Matrix

**Type**

Signed Cover sheet  
Backup Material





## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 12/12/2018

T26485.A1 - Disaster Debris Removal Services - ORDINANCE

Agenda Item#:

### **Background:**

S10-T26485.A1 – Ordinance amending Ordinance No. 2018-0347, approved on April 25, 2018 to activate and create maximum contract amounts for contracts between the City of Houston and DRC Emergency Services, LLC (#4600014833); AshBritt, Inc. (#4600014829); and Phillips & Jordan Incorporated (#4600014832) for the continuing Hurricane Harvey disaster debris removal services for the Solid Waste Management Department; Declaring the City's intent to seek reimbursement from the Federal Emergency Management ("FEMA") and other eligible sources for such expenditures.

### **Specific Explanation:**

The Director of Solid Waste Management Department and the Chief Procurement Officer recommend that City Council approve an amending ordinance to activate and create maximum contract amounts for the **DRC Emergency Services, LLC** in the maximum contract amount of **\$22,139,461.17**; **AshBritt, Inc.** in the maximum contract amount of **\$500,000.00** and **Phillips & Jordan Incorporated** in the maximum contract amount of **\$500,000.00** for the continuing Hurricane Harvey disaster debris removal services for the Solid Waste Management Department.

The pre-positioned contracts were awarded on April 25, 2018, by Ordinance No. 2018-0347, for a period of three years with two two-year options. With Federal Emergency Management Agency's (FEMA) extension of Category-A work, SWMD shall continue to work with pre-approved debris removal contractors to address Hurricane Harvey storm debris in both the public Rights of Way and Waterways.

The scope of work requires the contractor to provide all labor, material, expendable supplies, vehicles, tools, equipment, and supervision necessary to load and haul debris from the public rights-of-way to debris management sites (formerly called temporary debris storage and reductions sites), and/or approved landfills following a hurricane or other natural or manmade disasters in a timely, efficient, safe and lawful manner.

### **M/WSBE Participation:**

These pre-position contracts were awarded with a 19% M/WSBE subcontracting participation goal. (see attached for MWSBE Participation Plan Evaluation Matrix)

### **Fiscal Note:**

No Fiscal note required for grant funded items.

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

\_\_\_\_\_  
**Department Approval Authority**

Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
Solid Waste Management Department	\$23,139,461.17	\$0.00	\$23,139,461.17

### **Prior Council Action:**

Ordinance 2018-0347, Passed 04/25/18

### **Amount of Funding:**

\$23,139,461.17 - Disaster Recovery Fund (5303)

**Contact Information:**

NAME:	DEPARTMENT/DIVISION	PHONE
Richard Morris, Division Manager	FIN/SPD	832.393.8736
Greg Hubbard, Sr. Staff Analyst	FIN/SPD	832.393.8748
Harry Hayes, COO and Director	Solid Waste Management	832.393.0454

**ATTACHMENTS:**

Description	Type
<u>Ord 2018-0347</u>	Ordinance/Resolution/Motion
<u>Previous RCA</u>	Backup Material
<u>DRC Executed Contract</u>	Contract/Exhibit
<u>PJ Executed Contract</u>	Contract/Exhibit
<u>AshBritt Executed Contract</u>	Contract/Exhibit
<u>DRC Tax Log</u>	Backup Material
<u>PJ Tax Log</u>	Backup Material
<u>AshBritt Tax Log</u>	Backup Material
<u>DRC Form-A</u>	Backup Material
<u>PJ Form-A</u>	Backup Material
<u>DRC COI</u>	Backup Material
<u>PJ COI</u>	Backup Material
<u>DRC Funding Sheet</u>	Financial Information
<u>PJ Funding Sheet</u>	Financial Information
<u>AshBritt Funding Sheet</u>	Financial Information

Disaster Debris Removal Services  
MWSBE Participation Plan Evaluation Matrix

Phillips and Jordan				
SUBCONTRACTOR NAME	CERTIFICATION (ETHNICITY/GENDER)	NAICS CODES	SCOPE OF WORK	M/WBE GOAL PERCENT
NOLA	MBE	624230 Emergency Relief Services 236220 Project Management	Emergency and Other Relief Services	19.00%
			Total Participation	19.00%

DRC Emergency Services, LLC				
SUBCONTRACTOR NAME	CERTIFICATION (ETHNICITY/GENDER)	NAICS CODES	SCOPE OF WORK	M/WBE GOAL PERCENT
BVI Resources	WBE	423840 Industrial Supply 42390 General Maintenance	Industrial Supplies	2.00%
CST Connections	MBE	561320 Temporary Staff 561030 Staff Leasing 423450 Industrial Safety	Temporary Staffing Services	2.00%
DVT Freightways	WBE	562119 Debris Removal Service	Debris Removal Services	2.00%

**Disaster Debris Removal Services  
MWSBE Participation Plan Evaluation Matrix**

EnviroPro Consulting Services	MBE	541620 Consulting 562910 Environmental Remediation	Environmental Consulting Services	2.00%
J.A. Gamez Trucking	WBE	424220 Trucking	Trucking Services	2.00%
MCS Enterprises	MBE	236220 Project Management	Project Management	2.00%
Miranda Trucking & Services	MBE	238910 Site Preparation 238110 Poured Concrete 424220 Trucking	Trucking Services	2.00%
One Source International	MBE	541611 General Consulting	General Management Consulting Services	2.00%
Race Horse Express, LLC	MBE	484110 Trucking, general freight	Trucking Services	2.00%
TCB Services	MBE	238910 Site Preparation 236118 Remodeling 236220 Project Management	Project Management	2.00%
<b>Total Participation</b>				<b>20.00%</b>

**Disaster Debris Removal Services  
MWSBE Participation Plan Evaluation Matrix**

AshBritt, Inc.					
SUBCONTACTOR NAME	CERTIFICATION (ETHNICITY/GENDER)	NAICS CODES	SCOPE OF WORK	M/WBE GOAL PERCENT	
Gulf Area Trucking	MBE	484220 Trucking	Trucking Services	2.00%	
Capstone Trucking	MBE	424220 Trucking 423320 Sand and Gravel	Trucking Services	2.00%	
Overman Trucking	MBE	484220 Trucking	Trucking Services	2.00%	
PL Consultants	MBE	236220 Project Management	Project Management	1.00%	
SMC Logistics	WBE	561730 Landscaping 562111 Trash Collection 238320 Painting	Rubbish Collection Services	2.00%	
Elysian Consulting	WBE	541620 Environmental Consultant 624230 Disaster Relief Services	Disaster Relief Services	2.00%	
Rufus Tree	MBE	541730 Tree Removal	Tree Removal Services	2.00%	
Separation Systems Consultants	WBE	541620 Environmental Consulting Services	Environmental Consulting Services	2.00%	

Disaster Debris Removal Services  
MWSBE Participation Plan Evaluation Matrix

Smith-Mobley	MBE	236220 Commercial Building Construction 237310 Highway Street Bridge Construction 238910 Demolition	Demolition Services	2.00%
Willis Demolishing Disposal Co.	MBE	238910 Demolition	Demolition Services	2.00%
The Lavaille Lavette Company	WBE	561320 Temporary Staffing	Temporary Staffing Services	1.00%
			<b>Total Participation</b>	<b>20.00%</b>





## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date:

L25408.A1 - Pest Control Services - ORDINANCE

Agenda Item#: 25.

### **Summary:**

ORDINANCE amending Ordinance No. 2016-0410 (Passed on June 1, 2016) to increase the maximum contract amount for the contract between the City of Houston and **PEST MANAGEMENT, INC** for Pest Control Services for Various Departments - \$290,216.50 - General, Enterprise and Other Funds

### **Background:**

**S19-L25408-A1 - Approve an amending ordinance to Ordinance No. 2016-0410, passed on June 1, 2016 to increase the maximum contract amount from \$1,160,892.19 to \$1,451,108.69 for Contract No. 4600013813 between the City of Houston and Pest Management, Inc. for pest control services for various departments.**

### **Specific Explanation:**

The Director of the General Services Department and the Chief Procurement Officer recommends that City Council approve an amending ordinance to increase the maximum contract amount from **1,160,892.19 to \$1,451,108.69** for the contract between the City of Houston and **Pest Management, Inc.** for pest control services for various departments.

This contract was awarded on June 1, 2016, by ordinance No. 2016-0410, for a three-year term with two one-year options in an amount of \$1,160,892.19. Expenditures as of December 27, 2018 totaled \$895,831.15. The contract incurred expenditures at a rate higher than anticipated due to an increase in requests for pest control services for various departments. As a result of additional services, the maximum contract amount will be exhausted prior to the end of the contract term. Therefore, an increase to the maximum contract amount is needed to ensure that these services continue through the end of the contract term.

The scope of work requires the contractor to provide all labor, personnel, supervision, reports, records, equipment, tools, materials, supplies, chemicals, licenses, permits, and material safety data sheets (MSDS) necessary to provide pest control services in a safe manner and in accordance with the most recent and effective scientific pest control procedures for various departments. The contractor shall also be required to perform other work/services on demand including extermination of termites, mosquitoes, bee swarms/wasps, bat abatement, control of avian pests (birds) and trapping, and the humane removal of animals.

### **M/WBE Subcontracting:**

The contract was awarded with a 11% M/WBE participation goal. Pest Management, Inc. is currently achieving 11.17% of the required M/WBE goal.

**Fiscal Note:**

Funding for this item is included in the FY19 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

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

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**Department Approval Authority**

Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
General Services Department	\$59,132.66	\$140,000.95	\$199,133.61
Houston Public Works	\$4,472.34	\$40,251.11	\$44,723.45
Houston Parks & Recreation Department	\$3,700.00	\$10,323.19	\$14,023.19
Solid Waste Management	\$8,594.00	\$10,599.75	\$19,193.75
Fleet Management Department	\$2,821.26	\$2,821.24	\$5,642.50
Administrative & Regulatory Affairs	\$0.00	\$7,500.00	\$7,500.00
<b>Total</b>	<b>\$78,720.26</b>	<b>\$211,496.24</b>	<b>\$290,216.50</b>

**Prior Council Action:**

Ord. No. 2016-0410 - Passed June 1, 2016

**Amount of Funding:**

\$ 6,846.43 - Stormwater Fund (2302)

\$ 4,336.07 – Dedicated Drainage and Street Renewal Fund (2310) - **Supported by Metro \$2,905.17 and Ad Valorem \$1,430.90**

\$ 33,540.95 - HPW Water & Sewer System Operating Fund (8300)

\$232,350.55 - General Fund (1000)

\$ 7,500.00 - BARC Special Revenue Fund (2427)

\$ 5,642.50 - Fleet Management Fund (1005)

**\$290,216.50 - Total**

**Contact Information:**

Richard Morris/832-393-8736

Roy Korthals/832-393-8734

Jacquelyn Nisby/832-393-8023

**ATTACHMENTS:****Description**

Coversheet signed by CPO for L25408.a1

**Type**

Signed Cover sheet



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date:

L25408.A1 - Pest Control Services - ORDINANCE

Agenda Item#:

### **Background:**

S19-L25408-A1 - Approve an amending ordinance to Ordinance No. 2016-0410, passed on June 1, 2016 to increase the maximum contract amount from \$1,160,892.19 to \$1,451,108.69 for Contract No. 4600013813 between the City of Houston and Pest Management, Inc. for pest control services for various departments.

### **Specific Explanation:**

The Director of the General Services Department and the Chief Procurement Officer recommends that City Council approve an amending ordinance to increase the maximum contract amount from **1,160,892.19 to \$1,451,108.69** for the contract between the City of Houston and **Pest Management, Inc.** for pest control services for various departments.

This contract was awarded on June 1, 2016, by ordinance No. 2016-0410, for a three-year term with two one-year options in an amount of \$1,160,892.19. Expenditures as of December 27, 2018 totaled \$895,831.15. The contract incurred expenditures at a rate higher than anticipated due to an increase in requests for pest control services for various departments. As a result of additional services, the maximum contract amount will be exhausted prior to the end of the contract term. Therefore, an increase to the maximum contract amount is needed to ensure that these services continue through the end of the contract term.

The scope of work requires the contractor to provide all labor, personnel, supervision, reports, records, equipment, tools, materials, supplies, chemicals, licenses, permits, and material safety data sheets (MSDS) necessary to provide pest control services in a safe manner and in accordance with the most recent and effective scientific pest control procedures for various departments. The contractor shall also be required to perform other work/services on demand including extermination of termites, mosquitoes, bee swarms/wasps, bat abatement, control of avian pests (birds) and trapping, and the humane removal of animals.

### **M/WBE Subcontracting:**

The contract was awarded with a 11% M/WBE participation goal. Pest Management, Inc. is currently achieving 11.17% of the required M/WBE goal.

### **Fiscal Note:**

Funding for this item is included in the FY19 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.



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

**Department Approval Authority**

Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
General Services Department	\$59,132.66	\$140,000.95	\$199,133.61
Houston Public Works	\$4,472.34	\$40,251.11	\$44,723.45
Houston Parks & Recreation Department	\$3,700.00	\$10,323.19	\$14,023.19
Solid Waste Management	\$8,594.00	\$10,599.75	\$19,193.75
Fleet Management Department	\$2,821.26	\$2,821.24	\$5,642.50
Administrative & Regulatory Affairs	\$0.00	\$7,500.00	\$7,500.00
Total	\$78,720.26	\$211,496.24	\$290,216.50

**Prior Council Action:**

Ord. No. 2016-0410 - Passed June 1, 2016

**Amount of Funding:**

\$ 6,846.43 - Stormwater Fund (2302)  
\$ 4,336.07 - Dedicated Drainage and Street Renewal Fund (2310) - **Supported by Metro \$2,905.17 and Ad Valorem \$1,430.90**  
\$ 33,540.95 - HPW Water & Sewer System Operating Fund (8300)  
\$232,350.55 - General Fund (1000)  
\$ 7,500.00 - BARC Special Revenue Fund (2427)  
\$ 5,642.50 - Fleet Management Fund (1005)  
**\$290,216.50 - Total**

**Contact Information:**

Richard Morris/832-393-8736  
Roy Korthals/832-393-8734  
Jacquelyn Nisby/832-393-8023

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
<u>Previous RCA L25408</u>	Other
<u>Contract 4600013813 - Part A</u>	Contract/Exhibit
<u>Contract 4600013813 - Part B</u>	Contract/Exhibit
<u>Contract 4600013813 - Part C</u>	Contract/Exhibit
<u>Contract 4600013813 - Part D</u>	Contract/Exhibit
<u>Ordinance 2016-0410</u>	Ordinance/Resolution/Motion
<u>Form B (Fair Campaign Ordinance)</u>	Ordinance/Resolution/Motion
<u>Tax Report</u>	Backup Material
<u>Affidavit</u>	Backup Material
<u>Budget Funding Info</u>	Financial Information
<u>Updated HPW Budget Funding</u>	Financial Information
<u>FMD Updated Budget Funding</u>	Financial Information
<u>Updated GSD Funding Information</u>	Financial Information
<u>Budget vs. Actual L25408 Pest Control Services</u>	Financial Information



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 1/7/2019

L24596.A1 - Janitorial Cleaning and Associated Services -  
ORDINANCE HPD

Agenda Item#: 26.

### **Summary:**

ORDINANCE approving and authorizing first amendment to the contract between the City of Houston and **MCLEMORE BUILDING MAINTENANCE, INC** for Janitorial Cleaning and Associated Services for the General Services Department on behalf the Houston Police Department; amending Ordinance Number 2013-0739 (Passed on August 27, 2013) to increase the maximum contract - \$1,211,953.68 - General Fund

### **Background:**

**S75-L24596-A1- Approve a first amendment to Ordinance No. 2013-0739, passed on August 27, 2013 to extend the contract term from February 26, 2019 to September 30, 2019 and increase the maximum contract amount from \$7,916,961.62 to \$9,128,915.30 for the contract No. 4600012301 between the City of Houston and McLemore Building Maintenance, Inc. for Janitorial Cleaning and Associated Services for the General Services Department on behalf of the Houston Police Department.**

### **Specific Explanation**

The Director of the General Services Department and the Chief Procurement Officer recommend City Council approve an ordinance authorizing a first amendment to extend the contract term from **February 26, 2019 to September 30, 2019**, and increase the maximum amount from **\$7,916,961.62 to \$9,128,915.30** for the Contract between the City of Houston and McLemore Building Maintenance, Inc. for Janitorial Cleaning and Associated Services for Houston Police Department.

The original contract was awarded on August 21, 2013, by Ordinance 2013-0739, for a three-year contract with two one-year options in the original amount of \$7,916,961.62. Per section IV, 4.0 Term and Termination of the contract, the contract was then extended the allowable 180 days to end February 26, 2019. Expenditures as of January 1, 2019, totaled \$7,900,237.85. The contract incurred expenditures at a rate higher than anticipated due to additional facilities and services added by the Department. As a result of the additional services, the maximum amount contract amount will be exhausted prior to the end of the contract date. The contract extension is requested to allow the City to continue services.

The Strategic Procurement Division issued a procurement for a new contract with a Request for Proposal (RFP) T26680, due September 6, 2018. Due to the lack of appropriate responses a new contract was unable to be awarded. The Strategic Procurement Division has started the procurement for a new Request for Proposal (RFP) and is estimating that the new contract will be in place by the end

of May 2019. This first Amendment will allow for the extension of time and additional funds needed to maintain services. In consideration of the contract term. the contractor has agreed to pay employees

the wage rate of \$10.39, all other contract terms and conditions remain the same through September 30, 2019.

The scope of work requires the contractor to provide all equipment, labor, materials, supplies, supervision, and transportation necessary to provide cleaning and janitorial services at City facilities. Additional service requirements include porter, recycling, window, and power washing, and other associated services as required.

#### **M/WBE Participation**

This contract was awarded with a 20% M/WBE participation goal. McLemore Building Maintenance, Inc. is currently achieving a 46.75% participation level. The Office of Business Opportunity will continue to monitor this contract to ensure continued M/WBE participation.

#### **Fiscal Notes**

Funding for this item is included in the FY2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

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

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**Department Approval Authority**

<b>Estimated Spending Authority</b>			
<b>DEPARTMENT</b>	<b>FY2019</b>	<b>OUT YEARS</b>	<b>TOTAL</b>
General Services Department	\$830,355.98	\$381,597.70	\$1,211,953.68

#### **Prior Council Action:**

Ordinance 2013-0739 – Passed August 21, 2013

#### **Amount of Funding:**

**\$1,211,953.68**

General Fund

Fund No.: 1000

#### **Contact Information:**

NAME:	DEPARTMENT/ DIVISION	PHONE
Richard Morris, Division Manager	FIN/SPD	(832) 393-8736
Kristen Elliott, Sr. Procurement Specialist	FIN/SPD	(832) 393-9131
Jacquelyn Nisby, Executive Staff Analyst	GSD	(832) 393-8023

#### **ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
Coversheet signed by CPO for L24596.A1	Signed Cover sheet



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 1/7/2019

L24596.A1 - Janitorial Cleaning and Associated Services - ORDINANCE

Agenda Item#: 62.

### **Background:**

**S75-L24596-A1-** Approve a first amendment to Ordinance No. 2013-0739, passed on August 27, 2013 to extend the contract term from February 26, 2019 to September 30, 2019 and increase the maximum contract amount from \$7,916,961.62 to \$9,128,915.30 for the contract No. 4600012301 between the City of Houston and McLemore Building Maintenance, Inc. for Janitorial Cleaning and Associated Services for the General Services Department on behalf of the Houston Police Department.

### **Specific Explanation**

The Director of the General Services Department and the Chief Procurement Officer recommend City Council approve an ordinance authorizing a first amendment to extend the contract term from **February 26, 2019 to September 30, 2019**, and increase the maximum amount from **\$7,916,961.62 to \$9,128,915.30** for the Contract between the City of Houston and McLemore Building Maintenance, Inc. for Janitorial Cleaning and Associated Services for Houston Police Department.

The original contract was awarded on August 21, 2013, by Ordinance 2013-0739, for a three-year contract with two one-year options in the original amount of \$7,916,961.62. Per section IV, 4.0 Term and Termination of the contract, the contract was then extended the allowable 180 days to end February 26, 2019. Expenditures as of January 1, 2019, totaled \$7,900,237.85. The contract incurred expenditures at a rate higher than anticipated due to additional facilities and services added by the Department. As a result of the additional services, the maximum amount contract amount will be exhausted prior to the end of the contract date. The contract extension is requested to allow the City to continue services.

The Strategic Procurement Division issued a procurement for a new contract with a Request for Proposal (RFP) T26680, due September 6, 2018. Due to the lack of appropriate responses a new contract was unable to be awarded. The Strategic Procurement Division has started the procurement for a new Request for Proposal (RFP) and is estimating that the new contract will be in place by the end of May 2019. This first Amendment will allow for the extension of time and additional funds needed to maintain services. In consideration of the contract term, the contractor has agreed to pay employees the wage rate of \$10.39, all other contract terms and conditions remain the same through September 30, 2019.

The scope of work requires the contractor to provide all equipment, labor, materials, supplies, supervision, and transportation necessary to provide cleaning and janitorial services at City facilities. Additional service requirements include porter, recycling, window, and power washing, and other associated services as required.

### **M/WBE Participation**

This contract was awarded with a 20% M/WBE participation goal. McLemore Building Maintenance, Inc. is currently achieving a 46.75% participation level. The Office of Business Opportunity will continue to monitor this contract to ensure continued M/WBE participation.

### **Fiscal Notes**

Funding for this item is included in the FY2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

A handwritten signature in black ink, appearing to read "Jerry Adams", is written over a horizontal line.

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

\_\_\_\_\_  
**Department Approval Authority**



Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
General Services Department	\$830,355.98	\$381,597.70	\$1,211,953.68

**Prior Council Action:**

Ordinance 2013-0739 – Passed August 21, 2013

**Amount of Funding:**

**\$1,211,953.68**

General Fund

Fund No.: 1000

**Contact Information:**

NAME:	DEPARTMENT/ DIVISION	PHONE
Richard Morris, Division Manager	FIN/SPD	(832) 393-8736
Kristen Elliott, Sr. Procurement Specialist	FIN/SPD	(832) 393-9131
Jacquelyn Nisby, Executive Staff Analyst	GSD	(832) 393-8023

**ATTACHMENTS:**

Description	Type
<u>Coversheet signed by CPO for L24596.A1</u>	Signed Cover sheet
<u>Executed Contract 4600012301</u>	Backup Material
<u>MWBE Verification</u>	Backup Material
<u>Tax Report</u>	Backup Material
<u>Ordinance 2013-739</u>	Backup Material
<u>Original RCA 9798</u>	Backup Material
<u>Funding Documents</u>	Backup Material
<u>Updated Funding Information Request form</u>	Financial Information
<u>Extension letter Correction</u>	Backup Material



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 1/29/2019

### L24595.A2 - Janitorial Cleaning and Associated Services - ORDINANCE

Agenda Item#: 27.

#### **Summary:**

ORDINANCE approving and authorizing first amendment to the contract between the City of Houston and **MCLEMORE BUILDING MAINTENANCE, INC** for Janitorial Cleaning and Associated Services for the General Services Department on behalf of Various Departments; amending Ordinance Number 2013-1055 (Passed on November 13, 2013) to increase the maximum contract; \$2,017,309.44 - General, Enterprise and Other Funds

#### **Background:**

**S75-L24595.A2 - Approve a first amendment to Ordinance No. 2013-1055, passed on November 13, 2013 to extend the contract term from May 19, 2019 until September 30, 2019 and increase the maximum contract amount from \$12,910,713.00 to \$14,928,022.44 for the contract No. 4600012338 between the City of Houston and McLemore Building Maintenance, Inc. for Janitorial Cleaning and Associated Services for the General Services Department on behalf of Various Departments.**

#### **Specific Explanation**

The Director of the General Services Department and the Chief Procurement Officer recommend City Council approve an ordinance authorizing a first amendment to extend the contract term from **May 19, 2019 until September 30, 2019**, and increase the maximum amount from **\$12,910,713.00** to **\$14,928,022.44** for the Contract between the City of Houston and McLemore Building Maintenance, Inc. for Janitorial Cleaning and Associated Services for the General Services Department on behalf of Various Departments.

The original contract was awarded on November 13, 2013, by Ordinance 2013-1055, for a three-year contract with two one-year options in the original amount of \$11,254,426.83. On September 26, 2018, by Ordinance 2018-776, the maximum contract amount was increased from \$11,254,426.83 to \$12,910,713.00. Per section IV, 4.0 Term and Termination of the contract, the extension period allowable is 180 days. The contract was extended 60 days to end January 19, 2019. On January 2, 2019, the contract was extended the additional 120 days to end May 19, 2019. Expenditures as of January 28, 2019, total \$12,806,171.53. The contract incurred expenditures at a rate higher than anticipated due to additional facilities and services added by the Departments. As a result of the additional services, the maximum amount contract amount will be exhausted prior to the end of the contract date. The contract extension is requested to allow the City to continue services.

The Strategic Procurement Division issued a procurement for a new contract with a Request for Proposal (RFP) T26680. due September 6. 2018. Due to the lack of appropriate responses a new

...September 30, 2019, and September 30, 2020. Due to the lack of appropriate responses a new contract was unable to be awarded. The Strategic Procurement Division has started the procurement for a new contract with a Request for Proposal (RFP) and is estimating that the new contract will be in place by the end of May 2019. The first amendment is necessary for the extension of time and additional funds needed to maintain services until a new contract is awarded. In consideration of the contract term, the contractor has agreed to pay employees the wage rate of \$10.39, all other contract terms and conditions remain the same through September 30, 2019.

The scope of work requires the contractor to provide all equipment, labor, materials, supplies, supervision, and transportation necessary to provide cleaning and janitorial services at City facilities. Additional service requirements include porter, recycling, window, and power washing, and other associated services as required.

#### **M/WBE Participation**

This contract was awarded with a 20% M/WBE participation goal. McLemore Building Maintenance, Inc. is currently achieving a 39.60% participation level. The Office of Business Opportunity will continue to monitor this contract to ensure continued M/WBE participation.

#### **Fiscal Notes**

Funding for this item is included in the FY2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

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

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**Department Approval Authority**

<b>Estimated Spending Authority</b>			
<b>DEPARTMENT</b>	<b>FY2019</b>	<b>OUT YEARS</b>	<b>TOTAL</b>
<b>General Services Department</b>	\$1,071,449.56	\$664,802.50	\$1,736,252.06
<b>Houston Public Works</b>	\$4,028.69	\$4,028.69	\$8,057.38
<b>Houston Health Department</b>	\$35,000.00	\$25,000.00	\$60,000.00
<b>Parks and Recreation Department</b>	\$34,000.00	\$179,000.00	\$213,000.00
<b>Total</b>	\$1,144,478.25	\$872,831.19	\$2,017,309.44

#### **Prior Council Action:**

Ordinance 2013-1055 – Passed November 13, 2013  
 Ordinance 2018-0776 – Passed September 26, 2018

#### **Amount of Funding:**

Amount of Funding:

\$1,942,252.06 – General Fund (1000)  
 \$ 7,568.50 – Water and Sewer System Operating (8300)  
 \$ 488.88 – DDSR (2310)  
 \$ 67,000.00 – Special Revenue Fund (2100)  
**\$2,017,309.44 Total**

**Contact Information:**

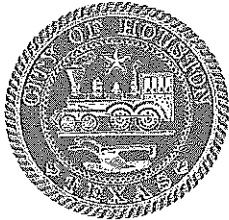
NAME:	DEPARTMENT/ DIVISION	PHONE
Richard Morris, Division Manager	FIN/SPD	(832) 393-8736
Kristen Elliott, Sr. Procurement Specialist	FIN/SPD	(832) 393-9131
Jacquelyn Nisby, Executive Staff Analyst	GSD	(832) 393-8023

**ATTACHMENTS:****Description**

Coversheet signed by CPO for L24595.A2

**Type**

Signed Cover sheet



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 1/29/2019

L24595.A2 - Janitorial Cleaning and Associated Services - ORDINANCE

Agenda Item#: 63.

### **Background:**

S75-L24595.A2 - Approve a first amendment to Ordinance No. 2013-1055, passed on November 13, 2013 to extend the contract term from May 19, 2019 until September 30, 2019 and increase the maximum contract amount from \$12,910,713.00 to \$14,928,022.44 for the contract No. 4600012338 between the City of Houston and McLemore Building Maintenance, Inc. for Janitorial Cleaning and Associated Services for the General Services Department on behalf of Various Departments.

### **Specific Explanation**

The Director of the General Services Department and the Chief Procurement Officer recommend City Council approve an ordinance authorizing a first amendment to extend the contract term from **May 19, 2019 until September 30, 2019**, and increase the maximum amount from **\$12,910,713.00 to \$14,928,022.44** for the Contract between the City of Houston and McLemore Building Maintenance, Inc. for Janitorial Cleaning and Associated Services for the General Services Department on behalf of Various Departments.

The original contract was awarded on November 13, 2013, by Ordinance 2013-1055, for a three-year contract with two one-year options in the original amount of \$11,254,426.83. On September 26, 2018, by Ordinance 2018-776, the maximum contract amount was increased from \$11,254,426.83 to \$12,910,713.00. Per section IV, 4.0 Term and Termination of the contract, the extension period allowable is 180 days. The contract was extended 60 days to end January 19, 2019. On January 2, 2019, the contract was extended the additional 120 days to end May 19, 2019. Expenditures as of January 28, 2019, total \$12,806,171.53. The contract incurred expenditures at a rate higher than anticipated due to additional facilities and services added by the Departments. As a result of the additional services, the maximum amount contract amount will be exhausted prior to the end of the contract date. The contract extension is requested to allow the City to continue services.

The Strategic Procurement Division issued a procurement for a new contract with a Request for Proposal (RFP) T26680, due September 6, 2018. Due to the lack of appropriate responses a new contract was unable to be awarded. The Strategic Procurement Division has started the procurement for a new contract with a Request for Proposal (RFP) and is estimating that the new contract will be in place by the end of May 2019. The first amendment is necessary for the extension of time and additional funds needed to maintain services until a new contract is awarded. In consideration of the contract term, the contractor has agreed to pay employees the wage rate of \$10.39, all other contract terms and conditions remain the same through September 30, 2019.

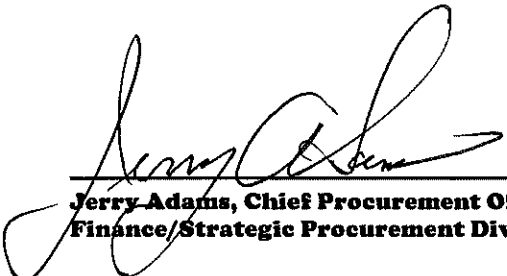
The scope of work requires the contractor to provide all equipment, labor, materials, supplies, supervision, and transportation necessary to provide cleaning and janitorial services at City facilities. Additional service requirements include porter, recycling, window, and power washing, and other associated services as required.

### **M/WBE Participation**

This contract was awarded with a 20% M/WBE participation goal. McLemore Building Maintenance, Inc. is currently achieving a 39.60% participation level. The Office of Business Opportunity will continue to monitor this contract to ensure continued M/WBE participation.

### **Fiscal Notes**

Funding for this item is included in the FY2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

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

\_\_\_\_\_  
**Department Approval Authority**

Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
General Services Department	\$1,071,449.56	\$664,802.50	\$1,736,252.06
Houston Public Works	\$4,028.69	\$4,028.69	\$8,057.38
Houston Health Department	\$35,000.00	\$25,000.00	\$60,000.00
Parks and Recreation Department	\$34,000.00	\$179,000.00	\$213,000.00
<b>Total</b>	<b>\$1,144,478.25</b>	<b>\$872,831.19</b>	<b>\$2,017,309.44</b>

**Prior Council Action:**

Ordinance 2013-1055 – Passed November 13, 2013

Ordinance 2018-0776 – Passed September 26, 2018

**Amount of Funding:**

Amount of Funding:

\$1,942,252.06 – General Fund (1000)

\$ 7,568.50 – Water and Sewer System Operating (8300)

\$ 488.88 – DDSR (2310)

\$ 67,000.00 – Special Revenue Fund (2100)

**\$2,017,309.44 Total**

**Contact Information:**

NAME:	DEPARTMENT/ DIVISION	PHONE
Richard Morris, Division Manager	FIN/SPD	(832) 393-8736
Kristen Elliott, Sr. Procurement Specialist	FIN/SPD	(832) 393-9131
Jacquelyn Nisby, Executive Staff Analyst	GSD	(832) 393-8023

**ATTACHMENTS:**

Description	Type
<u>Executed Contract 4600012338</u>	Backup Material
<u>Ordinance 2013-1055</u>	Backup Material
<u>Ordinance 2018-776</u>	Backup Material
<u>Tax File</u>	Backup Material
<u>120 Day Extension Letter</u>	Backup Material
<u>Amending RCA L24595-A1</u>	Backup Material
<u>Funding GSD</u>	Backup Material
<u>Funding Parks</u>	Backup Material
<u>Funding Health</u>	Backup Material
<u>Funding HPW</u>	Backup Material
<u>MWBE Verification</u>	Backup Material
<u>Coversheet signed by CPO for L24595.A2</u>	Signed Cover sheet
<u>Updated Funding Information - GSD</u>	Financial Information



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

District C

Item Creation Date: 1/11/2019

PLN - Application to Rescind Special Minimum Building Line  
Block App No. 3 (5800 block of Rose Street, south side)

Agenda Item#: 28.

### **Summary:**

ORDINANCE rescinding Ordinance No. 1999-1376 establishing the south side of the **5800 block of Rose Street** within the City of Houston, Texas as a special minimum building line requirement block pursuant to Chapter 42 of the Code of Ordinances, Houston, Texas - **DISTRICT C - COHEN**

### **Background:**

In accordance with Section 42-178 of the Code of Ordinances, the property owner of Tract 39, Block 18, of the Amending Plat of Rice Military Addition Subdivision initiated an application to rescind an ordinance that established a Special Minimum Building Line Block (SMBLB). The application includes written evidence of support from the owners of 86% of the block. The Planning and Development Department mailed notifications to six (6) property owners indicating that the application to rescind a SMBLB had been submitted. The notification further stated that written protest must be filed with the Planning and Development Department within thirty days of mailing. In accordance with the Code, since no protest was filed, no action was required by the Houston Planning Commission in order to submit the application to City Council.

The Planning and Development Department recommends that City Council rescind the ordinance that established a Special Minimum Building Line of 17 feet 6 inches for the 5800 block of Rose Street, south side.

---

Margaret Wallace Brown  
Interim Director  
Planning and Development Department

### **Prior Council Action:**

Ordinance No. 1999-1376 established a Special Minimum Building Line of 17 feet 6 inches for the 5800 block of Rose Street, south side.



**Amount of Funding:**

N/A

**Contact Information:**

David Welch

Phone: 832-393-6638

**ATTACHMENTS:****Description**

RCA

Map

**Type**

Signed Cover sheet

Backup Material



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

District C

Item Creation Date: 1/11/2019

PLN - Application to Rescind Special Minimum Building Line Block App No. 3 (5800 block of Rose Street, south side)

Agenda Item#:

### **Background:**

In accordance with Section 42-178 of the Code of Ordinances, the property owner of Tract 39, Block 18, of the Amending Plat of Rice Military Addition Subdivision initiated an application to rescind an ordinance that established a Special Minimum Building Line Block (SMBLB). The application includes written evidence of support from the owners of 86% of the block. The Planning and Development Department mailed notifications to six (6) property owners indicating that the application to rescind a SMBLB had been submitted. The notification further stated that written protest must be filed with the Planning and Development Department within thirty days of mailing. In accordance with the Code, since no protest was filed, no action was required by the Houston Planning Commission in order to submit the application to City Council.

The Planning and Development Department recommends that City Council rescind the ordinance that established a Special Minimum Building Line of 17 feet 6 inches for the 5800 block of Rose Street, south side.

A handwritten signature in blue ink, appearing to read "Marg H", written over a horizontal line.

Margaret Wallace Brown  
Interim Director  
Planning and Development Department

### **Prior Council Action:**

Ordinance No. 1999-1376 established a Special Minimum Building Line of 17 feet 6 inches for the 5800 block of Rose Street, south side.

### **Amount of Funding:**

N/A

### **Contact Information:**

David Welch  
Phone: 832-393-6638

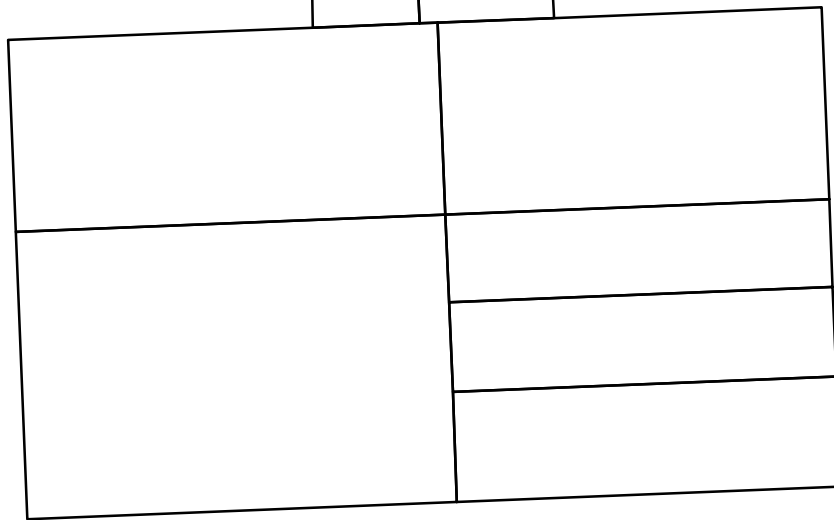
### **ATTACHMENTS:**

#### **Description**

Map

#### **Type**

Backup Material



ROSE STREET

BIRDSALL STREET

KNOX STREET


17.5' BL Established by City of Houston Ord. 1999-1376					
5815	5813	5811	5809	5805	5801



0 5 10 20 30 Feet

## Application to Rescind Special Minimum Building Line

**5800 block of Rose Street, south side,  
between Knox Street and Birdsall Street  
17 Feet 6 Inches**

 Area Under Consideration

All properties within the application area are single family unless noted as such:

MF Multi Family  
COM Commercial  
VAC Vacant  
EXC Excluded

Source: Harris County Appraisal District  
Date: January 11, 2019  
Reference: MBL 3RES

This map is made available for reference purposes only and should not be substituted for a survey product. The City of Houston will not accept liability of any kind in conjunction with its use.



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**



## **CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 2/12/2019

District K

Item Creation Date: 11/29/2018

PLN – PYP Certain improved single-family residential lots in the Brentwood Subdivision Sections 1, 2, 3, and 5; and Pamela Heights Subdivision Section 1 (No. P180901, Hiram Clarke Civic Club, Inc.)

Agenda Item#: 29.

### **Summary:**

ORDINANCE extending the provisions of **SECTION 28-303** of the **CODE of ORDINANCES, HOUSTON, TEXAS**, to all single-family residential properties within the **BRENTWOOD SUBDIVISION SECTIONS 1, 2, 3 and 5**; and **PAMELA HEIGHTS SUBDIVISION SECTION 1**, to prohibit parking vehicles in the front or side yards of such residences - **DISTRICT K - CASTEX-TATUM**

### **Background:**

In accordance with Section 28-303 of the Code of Ordinances, the Hiram Clarke Civic Club, Inc. initiated an application for the designation of a Prohibited Yard Parking Requirement Area (PYPRA). The application includes a letter of support from the President of the Hiram Clarke Civic Club, Inc. The Planning and Development Department mailed notifications on October 26, 2018 to eight hundred seventy (870) property owners advising them that the PYPRA application had been submitted. The notification further stated that property owners opposing the designation must file written notice with the Planning and Development Department within twenty days of the date of mailing. Since no protest was timely filed and the application meets the requirements, the Director is forwarding the application to City Council for consideration. The Planning and Development Department recommends establishing the PYPRA.

---

Margaret H. Wallace Brown  
Interim Director  
Planning and Development Department

### **Contact Information:**

Annette Mitchell  
Phone: 832-393-6563

### **ATTACHMENTS:**

**Description**

**Type**

Coversheet  
Map

Signed Cover sheet  
Backup Material





## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

District K

Item Creation Date: 11/29/2018

PLN – PYP Certain improved single-family residential lots in the Brentwood Subdivision Sections 1, 2, 3, and 5; and Pamela Heights Subdivision Section 1 (No. P180901, Hiram Clarke Civic Club, Inc.)

Agenda Item#:

### **Background:**

In accordance with Section 28-303 of the Code of Ordinances, the Hiram Clarke Civic Club, Inc. initiated an application for the designation of a Prohibited Yard Parking Requirement Area (PYPRA). The application includes a letter of support from the President of the Hiram Clarke Civic Club, Inc. The Planning and Development Department mailed notifications on October 26, 2018 to eight hundred seventy (870) property owners advising them that the PYPRA application had been submitted. The notification further stated that property owners opposing the designation must file written notice with the Planning and Development Department within twenty days of the date of mailing. Since no protest was timely filed and the application meets the requirements, the Director is forwarding the application to City Council for consideration. The Planning and Development Department recommends establishing the PYPRA.

A handwritten signature in black ink, appearing to read "Margaret H. Wallace Brown", is written over a horizontal line.

Margaret H. Wallace Brown  
Interim Director  
Planning and Development Department

### **Contact Information:**

Annette Mitchell  
Phone: 832-393-6563

### **ATTACHMENTS:**

#### **Description**

Map  
Backup Material

#### **Type**

Backup Material  
Backup Material



## P180901 Hiram Clarke Civic Club, Inc.

### Legend

- Boundary
- Parcels
- Non-Single Family Residential
- Single Family Residential

Source: Harris County Appraisal District

Date: October 3, 2018

Reference: P180901

This map is made available for reference purposes only and should not be substituted for a survey product. The City of Houston will not accept liability of any kind in conjunction with its use.



**PLANNING &  
DEVELOPMENT  
DEPARTMENT**





## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

District C

Item Creation Date: 1/11/2019

PLN - Amendment to Ordinance 2016-802 establishing the east and west sides of the 2000 block of Harvard Street within the City of Houston as a Special Minimum Lot Size Requirement Area

Agenda Item#: 30.

### **Summary:**

ORDINANCE amending Ordinance No. 2016-802 establishing the east and west sides of the **2000 block of Harvard Street**, within the City of Houston, Texas, as a special minimum lot size block to replace the Exhibit "A" attached thereto - **DISTRICT C - COHEN**

### **Background:**

The Planning and Development Department recommends approval to amend Ordinance No. 2016-802, passed by City Council on October 19, 2016, by replacing Exhibit "A" of Ordinance No. 2016-802 with a new Exhibit "A" to correct errors to the description of properties affected by the ordinance. Ordinance No. 2016-802 established a Special Minimum Lot Size Requirement Area for the 2000 block of Harvard Street, east and west sides.

The Planning and Development Department recommends City Council approval of the amendment to Ordinance No. 2016-802.

---

Margaret Wallace Brown  
Interim Director  
Planning and Development Department

### **Prior Council Action:**

Ordinance No. 2016-802 established a Special Minimum Lot Size Requirement Area for the 2000 block of Harvard Street, east and west sides.

### **Amount of Funding:**

N/A

### **Contact Information:**

David Welch  
Phone: 832-393-6638

**ATTACHMENTS:**

**Description**

Map  
RCA

**Type**

Backup Material  
Signed Cover sheet

E 22ND ST

2047

2052

2045

2048

2043

2040

2039

2036

2035

2036

2031

2028

2027

2020

2017

2018

2015

2016

2009

2012

2005

HARVARD ST

CORTLANDT ST

E 20TH ST



0 15 30 60 90 Feet

### Special Minimum Lot Size

2000 block of Harvard Street

East and west sides, between East 20th and East 22nd Streets

6,600 Square Feet

Source: Harris County Appraisal District

Date: August 15, 2016

Reference: MLS 615

This map is made available for reference purposes only and should not be substituted for a survey product. The City of Houston will not accept liability of any kind in conjunction with its use.



Special Minimum Lot Size Boundary



PLANNING &  
DEVELOPMENT  
DEPARTMENT



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

District C

Item Creation Date: 1/11/2019

PLN - Amendment to Ordinance 2016-802 establishing the east and west sides of the 2000 block of Harvard Street within the City of Houston as a Special Minimum Lot Size Requirement Area

Agenda Item#:

### **Background:**

The Planning and Development Department recommends approval to amend Ordinance No. 2016-802, passed by City Council on October 19, 2016, by replacing Exhibit "A" of Ordinance No. 2016-802 with a new Exhibit "A" to correct errors to the description of properties affected by the ordinance. Ordinance No. 2016-802 established a Special Minimum Lot Size Requirement Area for the 2000 block of Harvard Street, east and west sides.

The Planning and Development Department recommends City Council approval of the amendment to Ordinance No. 2016-802.

A handwritten signature in blue ink, appearing to read "Margaret Wallace Brown", written over a horizontal line.

Margaret Wallace Brown  
Interim Director  
Planning and Development Department

### **Prior Council Action:**

Ordinance No. 2016-802 established a Special Minimum Lot Size Requirement Area for the 2000 block of Harvard Street, east and west sides.

### **Amount of Funding:**

N/A

### **Contact Information:**

David Welch  
Phone: 832-393-6638

### **ATTACHMENTS:**

Description	Type
Map	Backup Material



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 11/16/2018

HPW-20JEC01 -Contract Award / Professional Traffic  
Control, LLC

Agenda Item#: 31.

### **Summary:**

ORDINANCE awarding contract to **PROFESSIONAL TRAFFIC CONTROL, LLC** for FY2019 Pavement Markings Services Work Orders #1; setting a deadline for the bidder's execution of the contract and delivery of all bonds, insurance, and other required contract documents to the City; holding the bidder in default if it fails to meet the deadlines

### **Background:**

**SUBJECT:** Contract Award for FY2019 Pavement Markings Services Work Orders #1.

**RECOMMENDATION (SUMMARY):** Accept low bid, award Construction Contract and allocate funds.

**PROJECT NOTICE/JUSTIFICATION:** This project is required to install pavement markings on City streets for traffic control purposes.

### **DESCRIPTION/SCOPE:**

This Citywide program consists of installation of pavement markings for traffic control and mobility enhancement purposes. The project scope is established by each work authorization. The Contract duration for this project is 365 calendar days.

**LOCATION:** The projects are located throughout the City of Houston.

**BIDS:** This contract was advertised for bidding on August 31, 2018. Bids were received on September 20, 2018. The three (3) bids are as follows:

<b><u>Bidder</u></b>	<b><u>Adjustment Factor</u></b>
1. Professional Traffic Control, LLC	0.769
2. Batterson, LLP	0.927
3. Total Contracting Limited	1.150

**AWARD:** It is recommended that this construction contract be awarded to Professional Traffic Control, LLC with the Adjustment Factor of 0.769 and that Addendum numbers 1 and 2 be made part of this contract.

**PROJECT COST:** The total cost of this project is \$4,884,000.00 to be allocated as follows:

- Bid Amount \$4,884,000.00

**HIRE HOUSTON FIRST:** The proposed contract requires compliance with the City's 'Hire Houston First' ordinance that promotes economic opportunity for Houston business and supports job creation. In this case Professional Traffic Control, LLC is a designated HHF company, but they were the successful awardee without application of the HHF preference.

**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 into the Contractor Responsibility Fund in compliance with City policy.

**M/WBE PARTICIPATION:** The contractor has submitted the following proposed MWBE participation to satisfy the 11% MBE and 7% WBE goal for this project.

	<u>MBE – Name of Firms</u>	<u>Work Description</u>	<u>Amount</u>	<u>% of Contract</u>
1.	One Way Striping and Signs	Pavement Markings	\$537,240.00	11.00%
	<u>SBE – Name of Firms</u>	<u>Work Description</u>	<u>Amount</u>	<u>% of Contract</u>
1.	Batterson, LLP	Pavement Markings	\$195,360.00	4.00%
	<u>WBE – Name of Firms</u>	<u>Work Description</u>	<u>Amount</u>	<u>% of Contract</u>
1.	Republic Traffic Safety, Inc	Pavement Markings	\$146,520.00	3.00%
<b>TOTAL</b>			<b>\$879,120.00</b>	<b>18.00%</b>

**FISCAL NOTE:** Funding for this item is included in the FY2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Total Amount</u>
\$1,628,000.00	\$1,628,000.00	\$1,628,000.00	\$4,884,000.00

---

Carol Ellinger Haddock, PE  
Director  
Houston Public Works

WBS Number: N-MAO230-0001-4

**Amount of Funding:**

\$4,884,000.00

Dedicated Drainage & Street Renewal Fund  
Fund 2310

(Supported by AD Valorem: \$1,611,720.00)  
(Supported by Third Party Funds (METRO): \$3,272,280.00)

**Contact Information:**

Johana E. Clark, P.E., PTOE  
Assistant Director  
City of Houston – HPW  
Transportation and Drainage Operations  
Traffic Maintenance Branch  
P: (832) 395-6685  
E: Johana.Clark@houstontx.gov

**ATTACHMENTS:**

**Description**

Coversheet (revised)  
Map

**Type**

Signed Cover sheet  
Backup Material





## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 11/16/2018

HPW-20JEC01 -Contract Award / Professional Traffic Control, LLC

Agenda Item#: 25.

### **Summary:**

ORDINANCE awarding a contract to **PROFESSIONAL TRAFFIC CONTROL, LLC** for FY2019 Pavement Markings Services Work Orders #1; setting a deadline for the bidder's execution of the contract and delivery of all bonds, insurance, and other required contract documents to the city; holding the bidder in default if it fails to meet the deadlines; containing provisions relating to the subject and declaring an emergency.

### **Background:**

**SUBJECT:** Contract Award for FY2019 Pavement Markings Services Work Orders #1.

**RECOMMENDATION (SUMMARY):** Accept low bid, award Construction Contract and allocate funds.

**PROJECT NOTICE/JUSTIFICATION:** This project is required to install pavement markings on City streets for traffic control purposes.

### **DESCRIPTION/SCOPE:**

This Citywide program consists of installation of pavement markings for traffic control and mobility enhancement purposes. The project scope is established by each work authorization. The Contract duration for this project is 365 calendar days.

**LOCATION:** The projects are located throughout the City of Houston.

**BIDS:** This contract was advertised for bidding on August 31, 2018. Bids were received on September 20, 2018. The three (3) bids are as follows:

<b><u>Bidder</u></b>	<b><u>Adjustment Factor</u></b>
1. Professional Traffic Control, LLC	0.769
2. Batterson, LLP	0.927
3. Total Contracting Limited	1.150

**AWARD:** It is recommended that this construction contract be awarded to Professional Traffic Control, LLC with the Adjustment Factor of 0.769 and that Addendum numbers 1 and 2 be made part of this contract.

**PROJECT COST:** The total cost of this project is \$4,884,000.00 to be allocated as follows:

- Bid Amount \$4,884,000.00

**HIRE HOUSTON FIRST:** The proposed contract requires compliance with the City's 'Hire Houston First' ordinance that promotes economic opportunity for Houston business and supports job creation. In this case Professional Traffic Control, LLC is a designated HHF company, but they were the successful awardee without application of the HHF preference.

**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 into the Contractor Responsibility Fund in compliance with City policy.

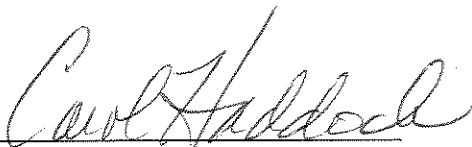
**M/WBE PARTICIPATION:** The contractor has submitted the following proposed MWBE participation to satisfy the 11% MBE and 7% WBE goal for this project.

	<b><u>MBE – Name of Firms</u></b>	<b><u>Work Description</u></b>	<b><u>Amount</u></b>	<b><u>% of Contract</u></b>
1.	One Way Striping and Signs	Pavement Markings	\$537,240.00	11.00%

	<u>SBE – Name of Firms</u>	<u>Work Description</u>	<u>Amount</u>	<u>% of Contract</u>
1.	Batterson, LLP	Pavement Markings	\$195,360.00	4.00%
	<u>WBE – Name of Firms</u>	<u>Work Description</u>	<u>Amount</u>	<u>% of Contract</u>
1.	Republic Traffic Safety, Inc	Pavement Markings	\$146,520.00	3.00%
	<b>TOTAL</b>		<b>\$879,120.00</b>	<b>18.00%</b>

**FISCAL NOTE:** Funding for this item is included in the FY2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>Total Amount</u>
\$1,628,000.00	\$1,628,000.00	\$1,628,000.00	\$4,884,000.00



Carol Ellinger Haddock, PE  
Director  
Houston Public Works

WBS Number: N-MAO230-0001-4

**Amount of Funding:**

\$4,884,000.00  
Dedicated Drainage & Street Renewal Fund  
Fund 2310

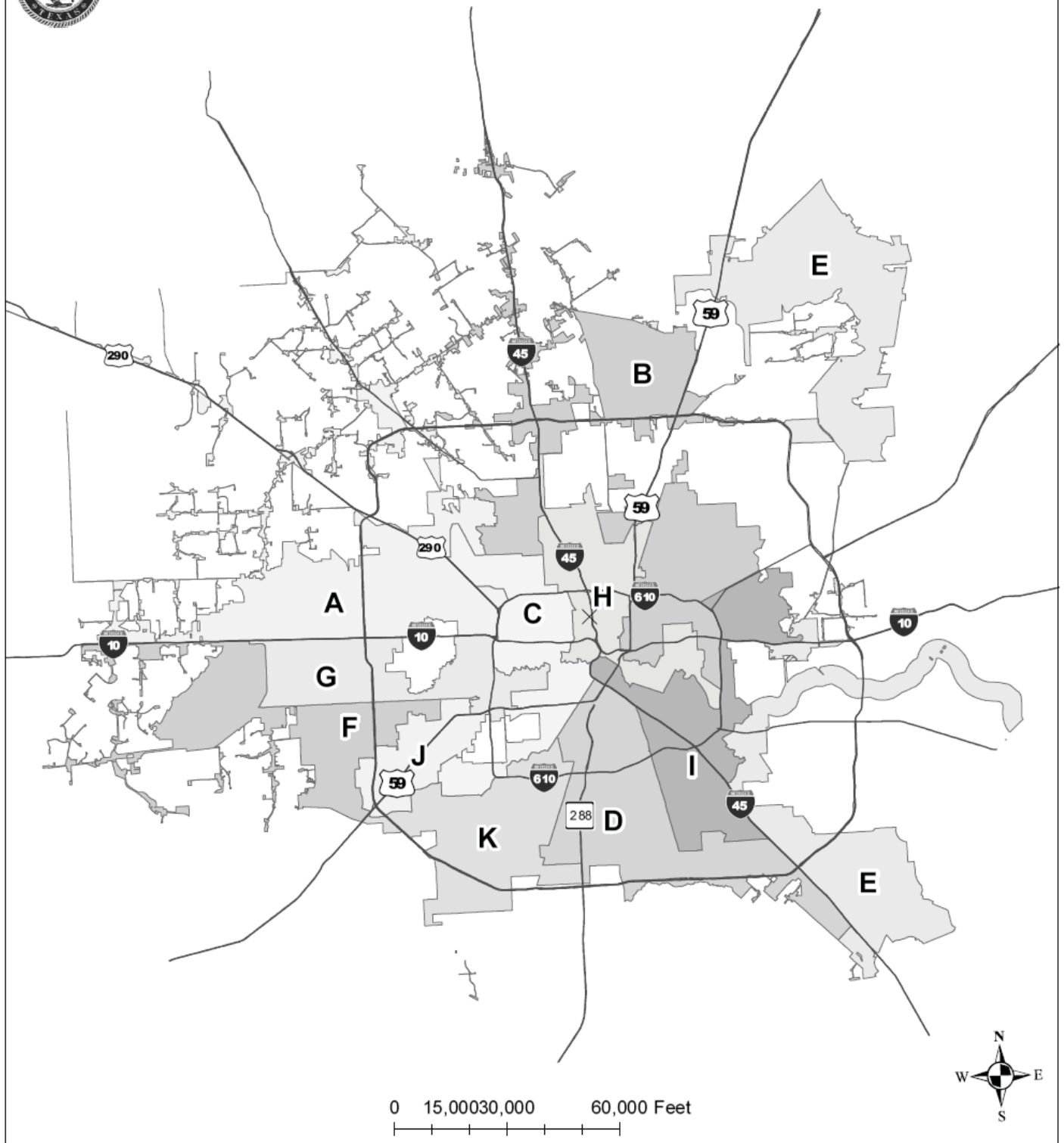
(Supported by AD Valorem: \$1,611,720.00)  
(Supported by Third Party Funds (METRO): \$3,272,280.00)

**Contact Information:**

Johana E. Clark, P.E., PTOE  
Assistant Director  
City of Houston – HPW  
Transportation and Drainage Operations  
Traffic Maintenance Branch  
P: (832) 395-6685  
E: Johana.Clark@houston.tx.gov

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
Attachment A & SAP Docs	Financial Information
Map	Backup Material
Fair Campaign & Form B	Backup Material
OBO Docs	Backup Material
Affidavit of Ownership & Tax Report	Backup Material
POP Documents	Backup Material
Form 1295	Backup Material
Ordinance_signed	Ordinance/Resolution/Motion



FY2019 Pavement Markings Services  
Work Orders #1

WBS - N-MAO230-0001-4  
Citywide

City Council District Map/Vicinity Map



## **CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 2/12/2019

Item Creation Date: 1/28/2019

MYR ~ 2019 Port of Houston Authority Council Nominee  
Memo 1-28-2019

Agenda Item#: 32.

### **Summary:**

**MOTION TO SET A DATE** not less than seven days from February 13, 2019, to receive nominations for appointment for Position One on the **PORT OF HOUSTON AUTHORITY OF HARRIS COUNTY**, for a term to expire February 1, 2021

### **Background:**

#### **NON-CONSENT AGENDA**

#### **MISCELLANEOUS**

Motion to set a date not less than seven (7) days from February 6, 2019, to receive nominations for Position One on the Port of Houston Authority of Harris County. Under the new state law (Special District Local Laws Code, Chapter 5007 (Added by Acts 2013, 83rd Leg., R.S., Ch. 139 (H.B. 1642), eff. September 1, 2013), the term for Position One is a two-year term, ending on February 1 of each odd-numbered year. The current term expires February 1, 2019.

Position 1      Dean Corgey      nominated by      Council Member Davis

MDPM/jsk

### **ATTACHMENTS:**

**Description**

**Type**



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

ALL

Item Creation Date: 12/4/2018

### N28782 - Submersible Pumps and Associated Equipment - MOTION

Agenda Item#: 33.

#### **Summary:**

MOTION by Council Member Cohen/Seconded by Council Member Davis to adopt recommendation from Chief Procurement Officer to award to **HAHN EQUIPMENT CO., INC** for purchase of Submersible Pumps and Associated Equipment for Houston Public Works - \$3,032,310.95 - Enterprise Fund

#### **TAGGED BY COUNCIL MEMBER BOYKINS**

This was Item 8 on Agenda of February 6, 2019

#### **Background:**

**Sole Source for S64-N28782 – Approve the sole source purchase from Hahn Equipment Co., Inc. in the amount not to exceed \$3,032,310.95 for submersible pumps and associated equipment for Houston Public Works.**

#### **Specific Explanation:**

The Director of Houston Public Works and the Chief Procurement Officer recommend that City Council approve the sole source purchase of submersible pumps and associated equipment in an amount not to exceed **\$3,032,310.95** and that authorization be given to issue purchase orders to **Hahn Equipment Co., Inc.**

The scope of work requires the supplier to furnish and deliver submersible pumps and associated equipment for Houston Public Works, Houston Water Division, 69<sup>th</sup> Street Wastewater Treatment Facility, Cherry Oak Lift Station, Bretshire #2 Lift Station, Woodforest Lift Station, Westmont Lift Station, Myrtle Lift Station, Zachary Lift Station, Hollister Facility #371, MUD 266 Lift Station, Riverwood Estates, Emnora#1, Walden Place, Benbrook, East Houston, Northshore, Hopper Road, Cottage Grove, Interwood, Portable, Southwest Solidwaste Treatment Plant, Sims South Drain, Westpark #1, Bearing, West Bellfort, Willow Bend, Sims North and East Water.

The new pumps will replace the existing pumps which need constant repair and are considered high-wear equipment. The existing pumps are out of service, inoperable and the repair costs exceed 70% of the cost of new pumps, making them beyond economic repair. The importance of replacing these pumps is to ensure that the Wastewater Facilities are operating in compliance with the Texas Commission on Environmental Quality (T.C.E.Q). The supplier shall have 120 days to furnish and deliver submersible pumps and associated equipment after receipt of the City of Houston purchase order.

Hahn Equipment Co., Inc. is the sole authorized sales representative for the municipal water and wastewater market in the state of Texas. It is the only manufacturer of explosion-proof submersible pumps. The facilities

referenced above have piping structures and electrical components that are specifically designed for Flygt pumps. No other authorized representative provider exists.

This recommendation is made pursuant to section 252.022 (a)(7)(A) of the Texas Local Government Code, which provides that "a procurement of items that are available from only one source because of patents, copyrights, secrete processes, or natural monopolies" is exempt from the general competitive bidding requirements.

**M/WBE Participation:**

M/WBE Zero Percentage Goal document approved by the Office of Business Opportunity.

**Hire Houston First:**

This procurement is exempt from the City's Hire Houston First Ordinance. The bid was not solicited because the department is utilizing a sole source contractor for the purchase.

**Fiscal Note:**

Funding for this item is included in the FY2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

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

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**Department Approval Authority**

Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
Houston Public Works	\$3,032,310.95	\$0.00	\$3,032,310.95

**Amount of Funding:**

**\$3,032,310.95**

Combined Utility System General Purpose Fund

Fund No.: 8305

**Contact Information:**

NAME:	DEPARTMENT/DIVISION	PHONE
Richard Morris, Division Manager	FIN/SPD	(832) 393-8736
Mary Smith, Procurement Specialist	FIN/SPD	(832) 393-8719
Jedediah Greenfield, Acting Assistant Director	HPW	(832) 395-3754

**ATTACHMENTS:**

**Description**

Coversheet signed by CPO for N28782

OBO\_WAIVER

**Type**

Signed Cover sheet

Backup Material



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 1/29/2019

ALL

Item Creation Date: 12/4/2018

N28782 - Submersible Pumps and Associated Equipment - MOTION

Agenda Item#: 16.

### **Background:**

**Sole Source for S64-N28782 – Approve the sole source purchase from Hahn Equipment Co., Inc. in the amount not to exceed \$3,032,310.95 for submersible pumps and associated equipment for Houston Public Works.**

### **Specific Explanation:**

The Director of Houston Public Works and the Chief Procurement Officer recommend that City Council approve the sole source purchase of submersible pumps and associated equipment in an amount not to exceed **\$3,032,310.95** and that authorization be given to issue purchase orders to **Hahn Equipment Co., Inc.**

The scope of work requires the supplier to furnish and deliver submersible pumps and associated equipment for Houston Public Works, Houston Water Division, 69<sup>th</sup> Street Wastewater Treatment Facility, Cherry Oak Lift Station, Bretshire #2 Lift Station, Woodforest Lift Station, Westmont Lift Station, Myrtle Lift Station, Zachary Lift Station, Hollister Facility #371, MUD 266 Lift Station, Riverwood Estates, Emnora#1, Walden Place, Benbrook, East Houston, Northshore, Hopper Road, Cottage Grove, Interwood, Portable, Southwest Solidwaste Treatment Plant, Sims South Drain, Westpark #1, Bearing, West Belfort, Willow Bend, Sims North and East Water.

The new pumps will replace the existing pumps which need constant repair and are considered high-wear equipment. The existing pumps are out of service, inoperable and the repair costs exceed 70% of the cost of new pumps, making them beyond economic repair. The importance of replacing these pumps is to ensure that the Wastewater Facilities are operating in compliance with the Texas Commission on Environmental Quality (T.C.E.Q). The supplier shall have 120 days to furnish and deliver submersible pumps and associated equipment after receipt of the City of Houston purchase order.

Hahn Equipment Co., Inc. is the sole authorized sales representative for the municipal water and wastewater market in the state of Texas Flygt explosion-proof submersible pumps. The facilities referenced above have piping structures and electrical components that are specifically designed for Flygt pumps. No other authorized representative provider exists.

This recommendation is made pursuant to section 252.022 (a)(7)(A) of the Texas Local Government Code, which provides that "a procurement of items that are available from only one source because of patents, copyrights, secrete processes, or natural monopolies" is exempt from the general competitive bidding requirements.

### **M/WBE Participation:**

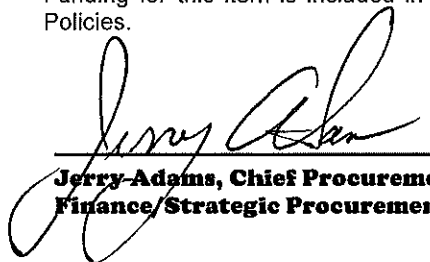
M/WBE Zero Percentage Goal document approved by the Office of Business Opportunity.

### **Hire Houston First:**

This procurement is exempt from the City's Hire Houston First Ordinance. The bid was not solicited because the department is utilizing a sole source contractor for the purchase.

### **Fiscal Note:**

Funding for this item is included in the FY2019 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

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

\_\_\_\_\_  
**Department Approval Authority**



Estimated Spending Authority			
DEPARTMENT	FY2019	OUT YEARS	TOTAL
Houston Public Works	\$3,032,310.95	\$0.00	\$3,032,310.95

**Amount of Funding:**

**\$3,032,310.95**

Combined Utility System General Purpose Fund

Fund No.: 8305

**Contact Information:**

NAME:	DEPARTMENT/DIVISION	PHONE
Richard Morris, Division Manager	FIN/SPD	(832) 393-8736
Mary Smith, Procurement Specialist	FIN/SPD	(832) 393-8719
Jedediah Greenfield, Acting Assistant Director	HPW	(832) 395-3754

**ATTACHMENTS:**

**Description**

OBO Waiver

Form A - Campaign Finance Ordinance

Form B - Campaign Finance Ordinance

Tax Report

Affidavit of Ownership

SAP Document

Other Documents

**Type**

Public Notice

Backup Material

Backup Material

Backup Material

Backup Material

Financial Information

Backup Material



**CITY OF HOUSTON**  
**OFFICE**  
**BUSINESS OPPORTUNITY**

**Goal Modification**  
**Request Form**

1. Date: 08/30/18 2. Requesting Department: HPW/WWO/DWO 3. Solicitation Number: New Contract

4. Solicitation Name: FLYGT & ALLIS CHALMERS PUMP PURCHASE 5. Estimated Dollar Amount: \$ 3,032,310.95

6. Description of Solicitation (attach specifications/supporting documents):  
Acquisition of Replacement Submersible Sewer Pumps for use at lift stations & wastewater treatment plants citywide

**PLEASE INDICATE WHETHER A PREVIOUS CONTRACT EXISTED FOR THIS SOLICITATION.**

A. Previous contract (if any): Yes ☐ No ☒ B. Previous contract number: \_\_\_\_\_

C. Goal on last contract \_\_\_\_\_ D. Was goal met? Yes ☐ No ☐

E. If goal was not met, what percentage did the vendor achieve? \_\_\_\_\_ %

F. Why wasn't goal achieved?

**SELECT ONE TYPE OF GOAL MODIFICATION REQUEST FROM THE FOUR OPTIONS BELOW.**

**1. WAIVER**

A. I am requesting a waiver of the MWSBE Goal: Yes ☒ No ☐

B. Reason for waiver: (Check one)

- ☐ A public or administrative emergency exists which requires the goods or services to be provided with unusual immediacy
- ☐ If goods and services are specialized, technical, or unique nature as to require the City department to select its contractor without application of MWSBE provisions (such as contracts for expert witnesses, certain financial advisors or technical consultants)
- ☐ MWSBE provisions impose an unwarranted economic burden or risk on the City or unduly delay acquisition of the goods or services, or is not in the best interest of the City; or
- ☐ Level of MWSBE availability would produce minimal MWSBE participation.
- ☒ Other: No opportunity for MWDBE participation

C. Detailed explanation for Waiver Reason: \_\_\_\_\_

This will be coming directly from the Manufacturer to the Wastewater Facility; therefore, there will be no opportunity for MWDBE participation.

**2. COOPERATIVE OR INTER-LOCAL AGREEMENT**

A. Is this a Cooperative/Inter-Local agreement? Yes ☐ No ☒

B. If yes, please specify the name of the agreement: \_\_\_\_\_

C. Did the Department explore opportunities for using certified firms? Yes ☐ No ☐

D. Please explain how the department explored opportunities for using certified firms:

E. Please explain why the Department did not explore opportunities for using certified firms:



**CITY OF HOUSTON**  
OFFICE  
BUSINESS OPPORTUNITY

**Goal Modification  
Request Form**

**3. REDUCED GOAL** (to be completed by the department prior to advertisement)

A. I am requesting a MWSBE contract-specific goal below the following city wide goals:

Construction (34%) Professional Services (24%) Purchasing (11%)

Yes ☐ No ☐ If yes, please complete a Contract-Specific Goal Request Form and submit with this form.

**4. GOAL REVISION AFTER ADVERTISEMENT**

A. I am requesting a revision of the MWSBE Goal that has already been advertised: Yes ☐ No ☐

B. Original goal: \_\_\_\_\_ C. Proposed new goal: \_\_\_\_\_ D. Advertisement date: \_\_\_\_\_

E. Will the project be re-advertised? Yes ☐ No ☐ F. Estimated dollar amount: \$ \_\_\_\_\_

G. Detailed reason for request: \_\_\_\_\_

Concurrence:

Terrence D.  
Ardis

I hereby signed by Terrence D. Ardis  
DOB: 08/10/1963, Ardis, T.D., CO  
Email: Terrence.Ardis@houstontx.gov,  
cell  
Title: 2019.04.30 10:41:44 AM CDT

Requesting Department Initiator

Date

Department Director or Designee

Date

JOHN M. PETRIE

**FOR OBO OFFICE USE ONLY:**

**APPROVED:**

OBO Assistant Director or Designee	Date	OBO Reason	Tracking #

**DENIED:**

OBO Assistant Director or Designee	Date	OBO Reason	Tracking #



## **CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 2/12/2019

Item Creation Date:

Supplemental Posting

Agenda Item#:

### **Summary:**

**SUPPLEMENTAL POSTING** - NUMBER 34



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/12/2019

Item Creation Date: 1/16/2019

HAS - Additional Appropriation to Professional Services  
Contract with Turner & Townsend for Executive Program  
Management Services, Project 800

Agenda Item#: 34.

### **Summary:**

ORDINANCE appropriating \$6,000,000.00 out of Airports Improvement Fund as an additional appropriation for Professional Services Agreement between the City of Houston and **TURNER & TOWNSEND, INC** (Approved by Ordinance No. 2015-167) for Executive Program Management Services for the Houston Airport System (Project No. 800)

### **Background:**

#### **RECOMMENDATION:**

Enact an Ordinance to approve an additional appropriation of \$3,000,000.00 for the Professional Services Agreement between the City of Houston and Turner & Townsend, Inc. for Executive Program Management Services for the Houston Airport System (Project No. 800).

#### **SPECIFIC EXPLANATION:**

The Houston Airport System (HAS) has identified a significant need for the development of additional facilities at IAH to handle aircraft, passengers, and cargo departing to, and arriving from, domestic and international destinations on scheduled and chartered flights.

To support the airlines' growth plans in Houston, HAS and the airlines will complete a major capital improvement program, known as the IAH Terminal Redevelopment Program (ITRP), that will include the following projects: Constructing a new 11-gate concourse on the north side of Terminal B, becoming the "New Terminal C North" (project completed by United Airlines); Demolition and replacement of the "Old Terminal C North" pier with a new Terminal D-West pier, renovation of the existing Terminal D, and integrating the Terminal D-West pier and Terminal D into a new single common-use international north concourse facility (the Mickey Leland International Terminal); Expansion, modernization and reconfiguration of the Federal Inspection Services (FIS) facility to improve baggage handling systems, provide a centralized international ticketing hall, centralized international security checkpoint, improve the meeter/greeter hall, and increase the passenger roadway and curbside drop off/pick up capacity; and, Completion of various Program-supporting enabling projects such as utilities infrastructure and terminal roadways.

On February 25, 2015, City Council enacted an ordinance, approving a Professional Executive Program Management Services Agreement with Turner & Townsend, Inc. for the Houston Airport System and appropriated an initial \$6,000,000.00 to finance the cost of these services.

On October 5, 2016, City Council enacted an ordinance approving Amendment No. 1 to the Professional Executive Program Management Services Agreement with Turner & Townsend, Inc. for the Houston Airport System. This Amendment revised certain Agreement language to clarify requirements of the Contract, including: Application of the 2.15 billing multiplier; Incorporation of a revision to the Consultants Maximum Hourly Rates; Clarification of Reimbursable Expenses; and, Added one additional position to the Consultant's Team Composition.

On December 19, 2018, City Council approved a contract with HOK for Architectural and Engineering Design Services and a Construction-Manager-at Risk contract with Hensel Phelps, both for the FIS Renovation and Expansion Project as part of ITRP. Therefore, it is critical that Turner and Townsend continue providing the management and technical expertise needed for ITRP.

The Executive Program Manager's (EPM) scope of services includes the responsibility for providing effective management and technical expertise to ensure the successful completion and commissioning of the ITRP and other assigned HAS capital programs in compliance with the approved scope, schedule and budget and with the level of quality expected.

Serving as an extension of HAS executive staff, the Turner & Townsend, Inc. EPM Team consists of a maximum of six (6) authorized positions (an Executive Program Manager, and Managers of Program Controls, Design, Construction, ITRP Projects and Infrastructure Projects). The EPM Team provides the cohesive, seamless, and successful executive leadership and management oversight, strategies, evaluation, and direction throughout the entire Program. All members of the EPM Team reside and are based in Houston. The EPM Team has developed and implemented a program management plan that includes an approach for how the ITRP scope of work, as discussed above, should be organized in order to be most effectively and efficiently completed. The EPM Team has also developed and implemented the set of systems, services, and personnel staffing necessary to successfully manage and execute the ITRP projects and other assigned HAS capital projects. The systems, services, and staffing resources to complete the organizational requirements are provided by the separately contracted PMSS teams and/or HAS staff.

It is now requested that City Council approve an additional \$3,000,000.00 as a second appropriation of funding to continue the Executive Program Management services.

It is anticipated during the 8-year contract term, HAS will be requesting City Council approval of additional appropriations. A portion of the spending may be eligible for reimbursement under either the FAA AIP or PFC programs.

**Fiscal Note:** This item is considered to be a capital project. This additional appropriation is for the professional services agreement between the City of Houston and Turner & Townsend, Inc. for Executive Program Management Services for the Houston Airport System (Project No. 800).

There is no impact to the FY19 Adopted Operating Budget for this item. Therefore, no fiscal note is required as stated in the Financial Policy Ord. 2014-1078 as an Operating Budget Item.

**Director's Signature:**

---

Mario C. Diaz  
Houston Airport System

---

Andy Icken  
Chief Development Officer

**Prior Council Action:**

02/25/2015 (O) 2015-0167

10/05/2016 (O) 2016-0751

**Amount of Funding:**

\$3,000,000.00

HAS Aprt Improvement Fund (8011)

**Contact Information:**

Todd Curry 281/233-1896

Robert Barker 281/233-1953

**ATTACHMENTS:**

**Description**

Coversheet (revised)

**Type**

Signed Cover sheet





## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

Item Creation Date: 1/16/2019

HAS - Additional Appropriation to Professional Services Contract with Turner & Townsend  
for Executive Program Management Services, Project 800

Agenda Item#:

### **Background:**

### **RECOMMENDATION:**

Enact an Ordinance to approve an additional appropriation of \$3,000,000.00 for the Professional Services Agreement between the City of Houston and Turner & Townsend, Inc. for Executive Program Management Services for the Houston Airport System (Project No. 800).

### **SPECIFIC EXPLANATION:**

The Houston Airport System (HAS) has identified a significant need for the development of additional facilities at IAH to handle aircraft, passengers, and cargo departing to, and arriving from, domestic and international destinations on scheduled and chartered flights.

To support the airlines' growth plans in Houston, HAS and the airlines will complete a major capital improvement program, known as the IAH Terminal Redevelopment Program (ITRP), that will include the following projects: Constructing a new 11-gate concourse on the north side of Terminal B, becoming the "New Terminal C North" (project completed by United Airlines); Demolition and replacement of the "Old Terminal C North" pier with a new Terminal D-West pier, renovation of the existing Terminal D, and integrating the Terminal D-West pier and Terminal D into a new single common-use international north concourse facility (the Mickey Leland International Terminal); Expansion, modernization and reconfiguration of the Federal Inspection Services (FIS) facility to improve baggage handling systems, provide a centralized international ticketing hall, centralized international security checkpoint, improve the meeter/greeter hall, and increase the passenger roadway and curbside drop off/pick up capacity; and, Completion of various Program-supporting enabling projects such as utilities infrastructure and terminal roadways.

Serving as an extension of HAS executive staff, the Turner & Townsend, Inc. EPM Team consists of a maximum of six (6) authorized positions (an Executive Program Manager, and Managers of Program Controls, Design, Construction, ITRP Projects and Infrastructure Projects). The EPM Team provides the cohesive, seamless, and successful executive leadership and management oversight, strategies, evaluation, and direction throughout the entire Program. All members of the EPM Team reside and are based in Houston. The EPM Team has developed and implemented a program management plan that includes an approach for how the ITRP scope of work, as discussed above, should be organized in order to be most effectively and efficiently completed. The EPM Team has also developed and implemented the set of systems, services, and personnel staffing necessary to successfully manage and execute the ITRP projects and other assigned HAS capital projects. The systems, services, and staffing resources to complete the organizational requirements are provided by the separately contracted PMSS teams and/or HAS staff.

On February 25, 2015, City Council enacted an ordinance, approving a Professional Executive Program Management Services Agreement with Turner & Townsend, Inc. for the Houston Airport System and appropriated an initial \$6,000,000.00 to finance the cost of these services.

On October 5, 2016, City Council enacted an ordinance approving Amendment No. 1 to the Professional Executive Program Management Services Agreement with Turner & Townsend, Inc. for the Houston Airport System. This Amendment revised certain Agreement language to clarify requirements of the Contract, including: Application of the 2.15 billing multiplier; Incorporation of a revision to the Consultants Maximum Hourly Rates; Clarification of Reimbursable Expenses; and, Added one additional position to the Consultant's Team Composition.

It is now requested that City Council approve an additional \$3,000,000.00 as a second appropriation of funding to continue the Executive Program Management services. Contracts for the design and construction management services in support of the Mickey Leland International Terminal and Federal Inspection Services facility, primary project elements of the IAH Terminal Redevelopment Program (ITRP), have recently been approved by Council. Continuation of the professional services as Executive Program Manager, provided Turner & Townsend, Inc., is necessary to ensure the success of the \$1.2 billion ITRP. The Executive Program Manager's (EPM) scope of services includes the responsibility for providing effective management and technical expertise to ensure the successful completion and commissioning of the ITRP and other assigned HAS capital programs in compliance with the approved scope, schedule and budget and with the level of quality expected. More specifically, the additional appropriation will provide continued funding support of the EPM staff at anticipated required levels through March 2021. During this period of time, the EPM will manage on-time, on-budget and quality design completion, and the initiation of early works and construction elements, of the Mickey Leland International Terminal, Federal Inspection Services, and Enabling Utilities-Landside ITRP projects.

Since contract mobilization in 2015, among many individual activities the EPM has successfully and effectively completed, representative accomplishments include:

- Mobilized the Program Management Support Services teams to execute the ITRP;

- Managed the design-build services contract for the Program Management Office building, which is nearing construction completion;
- Validated the scope, schedule and budget of the Mickey Leland International Terminal and Federal Inspection Services projects;
- Selected, managed the configuration and deployed program management control systems to effectively manage the document control, financial, design and construction elements of the ITRP;
- Developed detailed technical scopes of services and supported the City's procurement of the Mickey Leland International Terminal Architect Engineer and Construction Manager at Risk services contracts, the Federal Inspection Services Architect Engineer and Construction Manager at Risk services contract, the Program Management Office Design-Build services contract, and the Enabling Utilities-Landside Design-Build services contract;
- Developed and implemented detailed Program Management Plan and Procedures, including program governance protocols;
- Benchmarked and developed design standards to govern the design of ITRP projects;
- Commenced site logistics and airport operational planning activities for the preconstruction phases of the ITRP;
- Managed the engagement, interaction and collaboration with multiple internal and external stakeholders to ensure the cohesive and seamless design and construction of ITRP projects;
- Managed the completion of the design validation and schematic design of Mickey Leland International Terminal; and,
- Identified programming opportunities to consolidate multiple Mickey Leland International Terminal and Federal Inspection Services functions, such as a centralized ticketing hall and centralized security checkpoint, that serve to both significantly improve customer experience and reduce Program costs.

Turner & Townsend, Inc. was awarded the Professional Services Contract for Executive Program Manager Services following a Request for Qualifications (RFQ) process. An RFQ was advertised in accordance with City policy, and Statements of Qualification (SOQ) were received from six firms. The evaluation committee, comprised of senior HAS staff, evaluated and ranked the SOQs based on criteria contained in the RFQ – Individual Professional Experience and Knowledge, Approach and Understanding of ITRP Requirements, and Team Track Record and Experience Working Together. Three firms were short-listed and interviewed by the Evaluation Committee, and Turner & Townsend, Inc. was selected as the most qualified respondent. Turner & Townsend, Inc. has specific, recent and relevant experience in providing similar services for a host of large, international terminal construction and redevelopment programs globally. Turner & Townsend, Inc., is prohibited from subcontracting any services in support of their roles and responsibilities. Supporting services, systems and staff are provided through the separately City-contracted Program Management Support Services contracts. In view of the contractual inability to subcontract services, a 0% MWBE goal for the Professional Services Contract for Executive Program Manager Services was assigned by the Office of Business Opportunity.

It is anticipated during the 8-year contract term, HAS will be requesting City Council approval of additional appropriations. A portion of the spending may be eligible for reimbursement under either the FAA AIP or PFC programs.

**Fiscal Note:** This item is considered to be a capital project. This additional appropriation is for the professional services agreement between the City of Houston and Turner & Townsend, Inc. for Executive Program Management Services for the Houston Airport System (Project No. 800).

There is no impact to the FY19 Adopted Operating Budget for this item. Therefore, no fiscal note is required as stated in the Financial Policy Ord. 2014-1078 as an Operating Budget Item.

**Director's Signature:**

DocuSigned by:

*Jesus Saenz*

976AE06132E14BA...

Mario C. Diaz  
Houston Airport System

DocuSigned by:

*Andy Icken*

FF547D8437E417...

Andy Icken  
Chief Development Officer

**Prior Council Action:**

02/25/2015 (O) 2015-0167

10/05/2016 (O) 2016-0751

**Amount of Funding:**

\$3,000,000.00

HAS Aprt Improvement Fund (8011)

**Contact Information:**

Todd Curry 281/233-1896

Robert Barker 281/233-1953