



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration to authorize the Interim President & CEO or designee to execute a contract with ERC for the street repairs at Long Drive town-homes

2. Date of Board Meeting: February 16, 2021

3. Proposed Board Resolution:

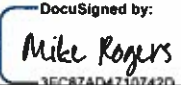
Resolution:

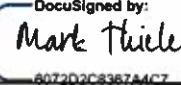
That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with ERC Environmental & Construction Services, Inc. (dba ERC) to perform street repairs at Long Drive Townhomes in the amount of \$132,554.15, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated January 26, 2020 to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature  Date: 2/11/2021

5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source PROPERTY FUNDS

VP of FO Approval Signature  Date: 2/11/2021

6. Approval of President & CEO Signature  Date: _____



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MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT OF REID
SUBJECT: CONSIDERATION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH ERC FOR THE STREET REPAIRS AT LONG DRIVE TOWN-HOMES
DATE: JANUARY 26, 2020

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with ERC Environmental & Construction Services, Inc. (dba ERC) to perform street repairs at Long Drive Townhomes.

BACKGROUND:

The Houston Housing Authority has reviewed existing street paving conditions at Long Drive town-homes. Substantial and critical damages around storm-water inlets centered in the middle of roads were assessed and determined to be fixed immediately. The work is identified to include repairs to storm-water piping, inlet connections, regrading of ground soil, and concrete paving. This will improve access to the property.

In November of 2020, HHA's Procurement Department issued a legal notice advertising Invitation for Bid (IFB) 20-53 Street Repair at Long Drive Townhomes in the Houston Business Journal, and in the Houston Chronicle, and Forward Times Newspapers.

In addition to posting IFB 20-53 Street Repair at Long Drive Townhomes on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List; to the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBCC); the Houston Minority Supplier Development Council (HMSDC); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to the Houston Office of U.S. Small Business Administration (SBA).

Interested parties were also able to access IFB 20-53 by going to the websites of the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBCC); the Houston Minority Supplier Development Council (HMSDC); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to the Houston Office of U.S. Small Business Administration (SBA).

EVALUATION PROCESS

Resolution No. 3242

On December 9, 2020, HHA's Procurement Department opened sealed bids submitted by the following companies:

Rank	Firm/Company	M/WBE	Total Bid Price
1	ERC Environmental & Construction Services, Inc. (dba ERC)	N/A	\$132,554.15
2	Coast to Coast Construction	N/A	\$159,500.00
3	Jerdon Enterprise, L.P.	N/A	\$212,659.45

Subsequent to the vetting of the bids, it was determined that ERC Environmental & Construction Services, Inc. (dba ERC) is the lowest responsive and responsible bidder.

ERC Environmental & Construction Services, Inc. (dba ERC) has agreed to hire Section 3 participants to fill employment opportunities listed in the solicitation and make every effort to subcontract with M/WBE Firms.

There are no conflicts of interest, and ERC Environmental & Construction Services, Inc. (dba ERC) has received contracts from HHA in the past, and ERC Environmental & Construction Services, Inc. (dba ERC) is not on the HUD Debarment List.

RECOMMENDATION

Accordingly, I recommend that the Board considers this resolution, which states:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with ERC Environmental & Construction Services, Inc. (dba ERC) to perform street repairs at Long Drive Townhomes in the amount of \$132,554.15, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated January 26, 2020 to Mark Thiele, Interim President & CEO.