



Transforming Lives & Communities

PURSUANT TO THE MARCH 16, 2020 NOTICE ISSUED BY THE OFFICE OF THE TEXAS ATTORNEY GENERAL AND IN ACCORDANCE WITH APPLICABLE PORTIONS OF THE TEXAS OPEN MEETING ACT, THIS MEETING WAS HELD VIA TELEPHONE CONFERENCE

RESOLUTION NO. 3183

At the meeting of the Houston Housing Authority Board of Commissioners, **August 25, 2020**, the following resolution was moved by **Commissioner Thomas** and seconded by **Commissioner Ballard**:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute, and make necessary changes and corrections to a contract or contracts with the top three short-listed Development Consultants, as required, for up to two (2) years, with a one-year extension option, pursuant to the memorandum dated August 6, 2020 from Cody Roskelley, to Mark Thiele Interim President & CEO.

A true and accurate copy of the vote is listed below.

Name	Aye	No	Abstain	Name	Aye	No	Abstain
L. Snowden, Chair	x	<input type="checkbox"/>	<input type="checkbox"/>	G. Hernandez	x	<input type="checkbox"/>	<input type="checkbox"/>
K. Kirkendoll, Vice Chair	x	<input type="checkbox"/>	<input type="checkbox"/>	A. Cooksey	x	<input type="checkbox"/>	<input type="checkbox"/>
K. Thomas	x	<input type="checkbox"/>	<input type="checkbox"/>	S. Ballard	x	<input type="checkbox"/>	<input type="checkbox"/>
M. Miller	x	<input type="checkbox"/>	<input type="checkbox"/>				

(SEAL)

Mark Thiele, Secretary
HHA Board of Commissioners



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO to negotiate and execute a contract for Development Consultant services at Allen Parkway Village (APV) and Historic Oaks of Allen Parkway Village (HOAPV)

2. Date of Board Meeting: August 25, 2020

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute, and make necessary changes and corrections to a contract or contracts with the top three short-listed Development Consultants, as required, for up to two (2) years, with a one-year extension option, pursuant to the memorandum dated August 6, 2020 from Cody Roskelley, to Mark Thiele Interim President & CEO.

4. Department Head Approval Signature  Date: 8/20/2020

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

Funds Budgeted and Available Yes No Source BUSINESS ACTIVITIES
DEVELOPMENT BUDGETS

VP of FO Approval Signature  Date: 8/20/20

6. Approval of President & CEO

Signature  Date: 8/20/2020



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO TO NEGOTIATE AND EXECUTE A CONTRACT FOR DEVELOPMENT CONSULTANT SERVICES AT ALLEN PARKWAY VILLAGE (APV) AND HISTORIC OAKS OF ALLEN PARKWAY VILLAGE (HOAPV)
DATE: AUGUST 6, 2020

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute, and make necessary changes and corrections to a contract or contracts with the top three short-listed Development Consultants

BACKGROUND

The Houston Housing Authority is currently working on the overall scope of work for the rehabilitation of Allen Parkway Village and Historic Oaks Allen Parkway Village. The plan is to rehab all buildings so that when the properties convert to RAD, the property can operate on its own for a least the next 30 years.

The Development Consultant will provide an Experience Certificate which is needed for the 4% Tax Credit Bond. The Development Consultant will also help determine the Scope of Work, the Independent Cost Estimate, and help evaluate General Contractors.

The scoring criteria below was developed by Coats Rose for the Development Consultant.

Item	Criteria	Max Points
1	Demonstrated Expertise with Low Income Housing Tax Credit Projects in Texas	40
2	Experience in RAD Conversions	10
3	Experience with Historic Tax Credits	5
4	Personnel Qualifications	45
	Total Points	100

In June 2020 HHA’s Procurement Department placed a legal notice advertising Qualification Based Solicitation (QBS) 20-34 Development Consultant in the Houston Chronicle and Forward Times Newspapers.

In addition to posting (QBS) 20-34 Development Consultant on HHA’s Procurement webpage, HHA’s Procurement Department sent e-mails announcing this solicitation to the Bidder’s on HHA’s Bidder’s List, and those Bidders registered with the City of Houston Office of Business Opportunity.

On July 16, 2020, HHA's Procurement Department opened the following sealed proposals:

Rank	Firm/Company	M/WBE	Score
1	Housing Lab by Betco	M/WBE	90
2	Brinshore	NA	82
3	CVR	MBE	79
4	MVAH Partners	NA	77
5	ITEX	NA	73
6	Purple Martin	NA	64
7	Tag Associates	SBE	57
8	NCV Capital Partners	NA	42

An Evaluation Committee, consisting of Cody Roskelley, Vice President of REID, Martha Gomez, Senior Community Development Coordinator, and David Cukierman, Financial Consultant, selected Housing Lab by Betco with a total score 90.

HHA will open negotiations with the top-ranked Consultant with intentions to reach agreement on a fair and reasonable price. If agreement cannot be reached, HHA will terminate negotiations with this Firm and proceed to the next-highest rated Firm until a price determined to be fair and reasonable to both parties is obtained.

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 to negotiate, execute, and make necessary changes and corrections to a contract or contracts with the top three short-listed Development Consultants, as required, for up to two (2) years, with a one-year extension option, pursuant to the memorandum dated August 6, 2020 from Cody Roskelley, to Mark Thiele Interim President & CEO.