



Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

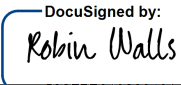
**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to enter into a contract with Wallace Roberts and Todd (“WRT”) to provide Planning Coordinator technical assistance services for the HHA Choice Neighborhoods Planning Grant for Cuney Homes.

**2. Date of Board Meeting:** April 20, 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 enter into a contract with Wallace Roberts and Todd (“WRT”) for Planning Coordinator technical assistance services for the HHA Choice Neighborhoods Planning Grant for Cuney Homes and to enter into a contract in the amount of \$498,000, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated April 9, 2021 to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**      Signature  Date: 4/15/2021  
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**5. Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available  Yes  No      Source grant funds

**VP of FO Approval**      Signature  Date: 4/15/2021  
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**6. Approval of President & CEO**      Signature  Date: 4/15/2021  
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**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

## MEMORANDUM

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** ROBIN WALLS, VICE PRESIDENT OF HOUSING CHOICE VOUCHER PROGRAM  
**SUBJECT:** CHOICE NEIGHBORHOOD PLANNING GRANT COORDINATOR WALLACE ROBERTS AND TODD (“WRT”)  
**DATE:** APRIL 9, 2021

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This memorandum recommends 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 enter into a contract with Wallace Roberts and Todd (“WRT”) for Planning Coordinator technical assistance services for the HHA Choice Neighborhoods Planning Grant for Cuney Homes.

### BACKGROUND

On July 14, 2020, HUD issued a Choice Neighborhoods Planning Grants NOFA FR-6400-N-38 with an application due date of September 14, 2020. HHA subsequently submitted a proposal to HUD and was awarded a CNI Planning Grant. Based on consultations with HUD, HHA issued Request For Proposal (RFP) 21-23 (“RFP 21-23”) with the intent to solicit proposals for a Choice Neighborhood Planning Grant Coordinator.

Under HUD guidelines, a Planning Grant Coordinator is a person or entity separate from the Lead Applicant (HHA) or Co-Applicant (the City of Houston) procured to help the grantee coordinate the planning process. The proposed Planning Coordinator will lead the development of a comprehensive neighborhood revitalization plan in accordance with the requirements and terms and conditions of the HUD NOFA and grant agreement. The target community includes HHA’s Cuney Homes in the Third Ward of the City of Houston. The Planning Coordinator will provide technical assistance to HHA in developing the Cuney Homes/Third Ward Transformation Plan and work in partnership with other participating parties (including governmental agencies and key community stakeholders, such as businesses and civic organization representatives, and especially the residents of the target housing and neighborhood) and help to hold these parties accountable for implementation and sustained commitments.

The Choice Neighborhoods program is focused on three core goals:

**Housing-** Replace distressed public and assisted housing with high-quality mixed income housing that is well-managed and responsive to the needs of the surrounding neighborhood.

**People-** Improve outcomes of households living in the target housing related to employment and income, health, and children’s education.

**Neighborhood-** Create the conditions necessary for public and private reinvestment in distressed neighborhoods to offer the kinds of amenities and assets, including safety, good schools, and commercial activity, that are important to families’ choices about their community.

To achieve these core goals, the Planning Coordinator will lead development and implementation of a comprehensive neighborhood revitalization strategy, or Transformation Plan. This Transformation Plan will become the guiding document for the revitalization of the public housing units at Cuney Homes, while simultaneously directing the transformation of the surrounding Third Ward neighborhood and positive outcomes for families.

Experience shows that to successfully develop and implement the Transformation Plan, broad civic engagement will be needed. The Planning Coordinator will work with public and private agencies, organizations (including philanthropic and civic organizations), and individuals to gather and leverage the financial and human capital resources needed to support the sustainability of the plan. These efforts should build community support for and involvement in the development and implementation of the plan.

#### **ADVERTISEMENT**

In March of 2021, HHA’s Procurement Department issued a legal notice advertising (“RFP 21-23”) in the Houston Chronicle newspaper.

In addition to posting “RFP 21-23” on the website of HHA’s Procurement Department, interested parties were also able to access “RFP 21-23” by going to the websites of the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBC); 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).

HHA’s Procurement Department also sent e-mails announcing the existence of “RFP 21-23” to Firms that specialize in the type of service required.

#### **EVALUATION PROCESS**

All responses to “RFP 21-23” received by the specified due date were scored based on the following published scoring criteria:

<b>Evaluation/Selection Criteria</b>	<b>Maximum Score</b>
Knowledge and Experience in working with Housing Authority and/or similar clients	10
Experience with Choice Program planning or similar and HUD Reporting	10
Experience and Capacity in Redevelopment Planning, and Transformation Planning of “like” or “similar” scale to the CN	35
Service Approach	20
Proposed Fees	10
M/WBE Status	10
Compliance with Section 3 Requirements	5
<b><u>TOTAL</u></b>	<b>100</b>

On April 1, 2021 HHA’s Procurement Department opened the following sealed proposals that were subsequently scored independently by an Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Wallace Roberts & Todd, LLC (“WRT”)	N/A	92
2	APD Urban Planning and Management, LLC	MBE	91
3	EJP Consulting Group, LLC	M/WBE	90
4	Angelou Economics Advisors, Inc.	M/WBE	54

The Evaluation Committee consisted of:

- Robin Walls, Vice President of HCVP
- Rhonda Foster, Director of Asset Management
- Obie Diaz-Lopez, Director REID

To comply with HHA’s M/WBE requirements, “WRT” has agreed to use Moody Nolan, and Geotech Engineering & Testing. For Section 3, “WRT” will provide job training/apprenticeship opportunities to train up to ten (10) Section 3 Participants.

References have been checked and returned positive. There are no conflicts of interest and Wallace Roberts & Todd, LLC (“WRT”) is not on the HUD Debarment List.

#### **DESCRIPTION OF “WRT”**

“WRT” is a team of planners, urban designers, architects, and landscape architects. “WRT” works across scales and professional disciplines to create forward-thinking, actionable solutions that meet the unique needs of the communities served.

“WRT” is a national leader in public housing redevelopment. Their roots stem from the HUD HOPE VI neighborhood revitalization program where the firm is responsible for almost 1/5 of all federal grants (over \$1 billion). Beginning with master plans for Richard Allen Homes in Philadelphia (1993) and Holly Park in Seattle (1994), “WRT” has worked with nearly a third of the housing authorities associated with the HOPE VI program. “WRT” has worked on a wide range of Choice Neighborhoods projects and comprehensively transformed multiple neighborhoods in Philadelphia, Camden, Newport News, and Kansas City. They are thoroughly aware and experienced in working with the HUD Choice Neighborhoods program

#### **“WRT” Responsibilities**

The Choice Planning Coordinator shall be required to provide all the necessary labor, personnel, transportation, materials, supplies, equipment, insurance, subject-matter expertise, and any other item(s) or resource(s) needed to perform the following services in accordance with HHA’s RFP and the submitted proposal, which includes, but is not limited to:

- Coordinating all the necessary research, and manage and complete the HHA Choice Neighborhood planning process. This includes coordinating activities to develop a Choice Neighborhoods Initiative Transformation Plan for HUD’s review and acceptance.

- Working with HHA staff and consultants, as well as other Houston agencies and community stakeholders.
- Be familiar with CNI application, and responsibilities of a planning coordinator included in the HUD Choice Neighborhood Planning Grant Notice of Funding Availability.
- Raising and resolving any issues, concerns or questions with regard to the application and/or the planning approach or program.
- Bringing ideas, suggestions and innovations to improve the approach proposed in the application, based on Coordinator's experience and/or knowledge of national best practices.
- Developing a specific timeline and milestones for the entire Choice planning process, in conformance with the HUD Grant Agreement and other HUD documents.
- Monitoring the progress of the planning process to assure adherence with schedule and milestones.
- Managing the data compilation, analysis and evaluation process.
- Preparing and maintaining agendas, sign in sheets and minutes of meetings with outside groups.
- Organizing a committee structure, involving community resident leadership, anchor institutions, governmental agencies, etc. and oversee work of those committees.
- Participating in monthly HUD calls and/or any other HUD meetings, calls, conferences as requested by HHA.
- Reviewing and monitoring the planning budget.
- Assisting in the preparation of HUD reports and communications such as the HUD Quarterly Report.
- Bringing to the attention of HHA any concerns, questions and/or ideas that arise during the planning process.
- Drafting the Transformation Plan Outline, the Outline with Content, the full Draft Plan and the Final Plan.
- Assuming a leadership role in all aspects of the preparation of the Transformation Plan, bringing together various parties, continuing the work already completed by others and assuring a comprehensive, inclusionary, transparent and effective planning process resulting in a written Transformation Plan that meets HUD requirements, HHA, and community expectations.

### **HHA's Responsibilities**

HHA, in cooperation with and through the support of its co-applicant, shall perform the following actions and assume the following responsibilities:

- Serve as the lead agency, contract administrator, and fiscal agent, and perform such duties as may be necessary to carry out the administrative and financial management of the Choice Neighborhoods Initiative Planning Grant in accordance with applicable laws and regulations;
- Participate in leading the planning process with "WRT", particularly including the needs assessments, resident and community engagement, and educational opportunities planning;
- Share information and data that will enable "WRT" to better conduct planning activities in the Third Ward neighborhood;
- Track outcomes, measure performance, and prepare evaluations;
- Identify funding sources to support long-term transformation of the community;
- Meet regularly with "WRT" to address issues related to the planning process.

**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 enter into a contract with Wallace Roberts and Todd (“WRT”) for Planning Coordinator technical assistance services for the HHA Choice Neighborhoods Planning Grant for Cuney Homes and to enter into a contract in the amount of \$498,000, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated April 9, 2021 to Mark Thiele, Interim President & CEO.