



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration to authorize the Interim President & CEO to execute a contract with Roofing Designs at Lyerly Apartments for PTAC wiring

**2. Date of Board Meeting:** March 24, 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 enter into a contract with Roofing Designs to replace wiring for the PTAC units at the Lyerly Apartments at 75 Lyerly in the amount of \$217,133.00, pursuant to the memorandum dated March 12, 2020 from Cody Roskelley, Vice President of REID, to CEO, Mark Thiele, Interim President & CEO.

**4. Department Head Approval**    Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**    Signature \_\_\_\_\_ Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature \_\_\_\_\_ Date: \_\_\_\_\_



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**MEMORANDUM**

**TO:** MARK THIELE, INTERIM PRESIDENT & CEO  
**FROM:** CODY ROSKELLEY, VICE PRESIDENT REID  
**SUBJECT:** CONSIDERATION TO AUTHORIZE THE INTERIM PRESIDENT & CEO TO EXECUTE A CONTRACT WITH ROOFING DESIGNS AT LYERLY FOR PTAC WIRING  
**DATE:** MARCH 12, 2020

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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 enter into a contract with Roofing Designs to replace wiring for the PTAC units at Lyerly.

**BACKGROUND**

Lyerly is one of our Senior Apartment Communities. The building was built nearly 50 years ago and has been renovated, but needs a new PTAC wiring system as we continue the process of updating and keeping the wiring system code compliant.

**EVALUATION PROCESS**

Rank	Firm/Company	M/WBE	Pricing
1	Roofing Designs	M/WBE	\$217,133

The scope of work and Independent Cost Estimate (ICE) were developed by Volt Electric on 09-17-2019 and submitted to HHA's Procurement and solicited on 2-12-2020. One (1) bid was received on 3-06-2020 and the lowest and only responsive bidder was Roofing Designs.

There are no conflicts of interest and Roofing Designs is not on the HUD Debarment List. References were checked and returned positive. Roofing Designs is a M/WBE.

**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 enter into a contract with Roofing Designs to replace wiring for the PTAC units at the Lyerly Apartments at 75 Lyerly in the amount of \$217,133.00, pursuant to the memorandum dated March 12, 2020 from Cody Roskelley, Vice President of REID, to CEO, Mark Thiele, Interim President & CEO.