



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. 3229**

At the meeting of the Houston Housing Authority Board of Commissioners, **December 15, 2020**, the following resolution was moved by **Max Miller** and seconded by **Stephanie 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 with ERC Environmental & Construction Services, Inc. (dba ERC) to repair existing sidewalks at Cuney Homes Apartments in the amount of \$216,865.35, pursuant to the memorandum dated December 1, 2020 from Cody Roskelley, Vice President of REID, 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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Hernandez	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Kirkendoll, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A. Cooksey	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Thomas	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	S. Ballard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Miller	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

(SEAL)



Mark Thiele, Secretary  
HHA Board of Commissioners



**HOUSTON**  
HOUSING AUTHORITY

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**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration to authorize the Interim President & CEO to enter into a contract with ERC Environmental & Construction Services, Inc. (dba ERC) to repair existing sidewalks at Cuney Homes Apartments

**2. Date of Board Meeting: December 15, 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 with ERC Environmental & Construction Services, Inc. (dba ERC) to repair existing sidewalks at Cuney Homes Apartments in the amount of \$216,865.35, pursuant to the memorandum dated December 1, 2020 from Cody Roskelley, Vice President of REID, to Mark Thiele, Interim President & CEO.

**4. Department Head Approval**

Signature Cody Roskelley DD Date: 12-11-2020

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

Funds Budgeted and Available  Yes  No Source 2020/2021 CAPITAL FUNDS

**VP of FO Approval**

Signature MICHAEL ROGERS Date: 12/11/2020

**6. Approval of President & CEO**

Signature [Handwritten Signature] Date: 12-11-2020



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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 ENTER INTO A CONTRACT WITH ERC ENVIRONMENTAL & CONSTRUCTION SERVICES, INC. (DBA ERC) TO REPAIR EXISTING SIDEWALKS AT CUNEY HOMES APARTMENTS  
**DATE:** NOVEMBER 23, 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 a contract with ERC Environmental & Construction Services, Inc. (dba ERC) to repair existing sidewalks at Cuney Homes Apartments in an amount not to exceed \$216,865.35.

**BACKGROUND**

Situated directly across from Texas Southern University (TSU) in Houston's historic Third Ward community, Cuney Homes was the first development opened by the Housing Authority in 1938. The sidewalks are in disrepair along with needed ADA compliance updates. Capital Funds will be used for these much-needed capital improvements.

The Scope of Work and Independent Cost Estimate (ICE) were developed by the A/E team AT3/RDC and submitted to HHA's Procurement Department.

**ADVERTISEMENT**

In August of 2020, HHA's Procurement Department posted a legal notice advertising IFB 20-38 Sidewalk and Ramp Repairs at Cuney Homes Apartments in the Houston Chronicle, and Forward Times Newspapers.

In addition to posting IFB 20-38 Sidewalk and Ramp Repairs at Cuney Homes Apartments on its website, HHA's Procurement Department sent e-mails advertising this solicitation 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 Office of U.S. Small Business Administration (SBA); the Houston Chapter of the National Association of Minority Contractors (NAMC); and to Etched Communications.

Interested parties were able to access IFB 20-38 Sidewalk and Ramp Repairs at Cuney Homes Apartments 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 Office of U.S. Small Business Administration (SBA); and to the Houston Chapter of the National Association of Minority Contractors (NAMC).

**EVALUATION**

On September 11, 2020, HHA's Procurement Department publicly opened the following sealed responses:

Rank	Firm/Company	M/WBE	Pricing
1	W & R Construction Co., Inc.	MBE	\$82,500.00
2	Charter Construction Group LLC	No	\$194,276.23
3	ERC Environmental & Construction Services, Inc. (dba ERC)	No	\$216,865.35
4	Geofill Construction	No	\$329,000.00
5	American Renewable Energy	M/WBE	\$349,934.51
6	Total Contracting Limited	No	\$850,000.00
7	Jerdon Enterprise LP	No	\$850,700.00

During the vetting of the bids the following was discovered:

- W&R Construction Co., LLC did not include all the work to complete the project. Thus, their bid is considered non-responsive.
- Charter Construction Group LLC did not include the required Bid Bond. Thus, their bid is considered non-responsive.

ERC Environmental & Construction Services, Inc. (dba ERC) will make every effort to subcontract with M/WBE Firms, and they have agreed to hire Section 3 participants.

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

**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 with ERC Environmental & Construction Services, Inc. (dba ERC) to repair existing sidewalks at Cuney Homes Apartments in the amount of \$216,865.35, pursuant to the memorandum dated December 1, 2020 from Cody Roskelley, Vice President of REID, to Mark Thiele, Interim President & CEO