



HOUSTON
HOUSING AUTHORITY

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. 3204

At the meeting of the Houston Housing Authority Board of Commissioners, **October 20, 2020**, the following resolution was moved by **Commissioner Cooksey** and seconded by **Commissioner Thomas**:

Resolution: : That the Houston Housing Authority Board of Commissioners, authorizes the Interim President & CEO to negotiate, execute, and make any necessary changes and corrections with the three (3) short-listed Architectural and Engineering Firms identified in this Board Resolution, as required, for an initial period of two (2) years, with a one (1) year option to extend, in an amount not to exceed \$1,000,000.00 pursuant to the memorandum dated October 5, 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	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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**Commissioner Miller was absent from the October 20, 2020 HHA Board of Commissioners Meeting.*



(SEAL)

Mark Thiele, Secretary
HHA Board of Commissioners



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REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to execute a contract for Architectural and Engineering Services Associated with the rehabilitation of Forest Green Town Homes

2. Date of Board Meeting: October 20, 2020

3. Proposed Board Resolution:

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4. Department Head Approval Signature  Date: 10-16-20

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

Funds Budgeted and Available Yes No Source Development Budget

VP of FO Approval Signature  Date: 10/16/2020

6. Approval of President & CEO

Signature  Date: 10/16/2020



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MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT REID
SUBJECT: CONSIDERATION AND/OR ACTION TO EXECUTE A CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES ASSOCIATED WITH THE REHABILITATION OF FOREST GREEN TOWN HOMES
DATE: OCTOBER 5, 2020

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to negotiate and execute a contract or contracts and make any necessary changes, with the three short-listed Architectural and Engineering Firms for the rehabilitation of Forest Green.

BACKGROUND

The Houston Housing Authority is currently working on a rehabilitation plan for the Forest Green Townhomes Property to preserve quality affordable housing and to respond to FEMA flood mitigation issues as assessed after Hurricane Harvey. HHA intends to engage A/E services for the redevelopment of Forest Green Townhomes. The Houston Housing Authority is currently working on a rehabilitation plan for the Forest Green Townhomes Property to preserve quality affordable housing and to respond to FEMA flood mitigation issues as assessed after Hurricane Harvey. In addition to responding to property damages, the HHA will determine what to do with the 100 existing damaged residential units and provide a construction solution that merits efficient and cost-effective redevelopment of Forest Green Townhomes. This memorandum recommends that the HHA work with an architect to develop the rehab of the 100 existing units or construct 100 units with the same available FEMA funds.

In September of 2020, HHA’s Procurement Department issued a legal notice advertising QBS 20-43 Architectural and Engineering Services for the Rehabilitation of Forest Green Townhomes in the Houston Chronicle, and Forward Times Newspapers.

All responses to QBS 20-43 received by HHA by the specified due date would be scored based on the following published scoring criteria:

Criteria	Max Points
Firm’s history and resource capability to perform the required services	20
Qualifications of assigned personnel	15
Demonstrated related experience in Design Services	5
Demonstrated related experience in Construction Coordination/Administration	5
Demonstrated related experience in Rehabilitation	5

Demonstrated related experience in Mitigation/Flood Control Experience	5
Demonstrated related experience in Multi-Family Residential Housing Experience	5
Demonstrated related experience in Sustainable Design Experience	5
Experience with TDHCA requirements and regulations; provide a history of past projects.	20
Understanding of HUD and City, State and Federal codes, and regulations applicable to the work	15
Project planning, scheduling, and methodology/strategy to accomplish a task	10
Budget, cost-control experience and results	15
M/WBE Participation	5
Section 3 Participation	5
Total Points	135

On September 21, 2020, HHA opened the following sealed responses and they were subsequently scored by an Evaluation Committee comprised of Cody Roskelley, Vice President of Real Estate Investment and Development, William Bryant, Energy Manager, and Luis Montes de Oca, Construction Coordinator.

Rank	Firm/Company	M/WBE	Score
1	BRAVE/Architecture	MBE	127
2	GSMA	MBE	122
3	PDG Architects	N/A	116
4	RDLR Architects	MBE	126
5	Smith & Company Architects	MBE	115
6	Tyson & Billy Architects	N/A	112

HHA will open negotiations with the top-ranked Consultant with intentions to reach an agreement on a fair and reasonable price. If an 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:

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