



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 or designee to execute a contract with ERC Environmental & Construction Services, Inc. ("ERC") to rehabilitate 24 Apartment Units and the Daycare Center at Oxford Place Apartments.

2. Date of Board Meeting: December 14, 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 a contract with ERC Environmental & Construction Services, Inc. ("ERC"), to rehabilitate twenty-four (24) Apartment Units and the Daycare Center at Oxford Place Apartments in an amount not to exceed \$445,000.00 pursuant to the memorandum from Cody Roskelley Vice President of REID dated November 29, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature  Date: 12/9/2021
8FC143A291EE443...

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  12/9/2021
Signature _____ Date: _____
6072D2C8367A4C7...



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT OF REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH ERC ENVIRONMENTAL & CONSTRUCTION SERVICES, INC. ("ERC") TO REHABILITATE TWENTY-FOUR (24) APARTMENT UNITS AND THE DAYCARE CENTER AT OXFORD PLACE APARTMENTS
DATE: NOVEMBER 29, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with ERC Environmental & Construction Services, Inc. ("ERC") to rehabilitate twenty-four (24) Apartment Units and the Daycare Center at Oxford Place Apartments in an amount not to exceed \$445,000.00 due to damages caused by the winter storm.

BACKGROUND:

In February 2021, 24 units and the Daycare at Oxford Place Apartments sustained substantial damage during the winter storm Uri. The Houston Housing Authority responded immediately to remediate conditions allowing time to develop the appropriate Scope of Work. The rehabilitation will include new finishes, new appliances, and new life safety systems, which include but are not limited to carbon monoxide detectors, fire strobes, & water sprinklers. The insurance claim on the property will fund the rehabilitation.

A Scope of Work ("SOW") and Independent Cost Estimate ("ICE") was developed by the REID Department and submitted to HHA's Procurement Department.

In September 2021, HHA's Procurement Department developed IFB 21-40, The Rehabilitation of Units at Oxford Place Apartments ("IFB 21-40").

ADVERTISEMENT:

A legal notice advertising "IFB 21-40" was posted in the Houston Chronicle and Forward Times Newspapers, and the Houston Business Journal.

In addition to posting "IFB 21-40" on the website of HHA's Procurement Department, e-mails announcing "IFB 21-40" were sent to potential bidders on HHA's Bidder's List and qualified firms registered in the City of Houston's vendor directory database.

The City of Houston’s Office of Business Opportunity (“OBO”) and the Houston Minority Supplier Development Council (“HMSDC”) also notified potential minority vendors of “IFB 21-40”.

Additionally, interested parties were also able to access “IFB 21-40” 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 Chapter of the National Association of Minority Contractors (“NAMC”); and to the Houston Office of the United States Small Business Administration (“SBA”).

EVALUATION PROCESS:

On October 26, 2021, HHA’s Procurement Department opened the following sealed bids in response to “IFB 21-40”:

Rank	Firm/Company	M/WBE	Total Bid Price
1	ERC Environmental & Construction Services, Inc. (“ERC”)	N/A	\$445,000.00
2	Omega Builders	N/A	\$643,815.00
3	ABC Restoration	N/A	\$689,573.26
4	Guaranteed Builders	N/A	\$799,900.00
5	Geofill Construction	N/A	\$921,327.77
6	ServPro	N/A	\$2,452,273.20

After the bids were vetted, it was determined that ERC Environmental & Construction Services, Inc. (“ERC”) is the lowest responsive and responsible bidder.

ERC Environmental & Construction Services, Inc. (“ERC”) has agreed to make a cash contribution to the Section 3 Compliance Fund.

ERC Environmental & Construction Services, Inc. (“ERC”) has done work for the Houston Housing Authority in the past, there are no conflicts of interest, and they are not on the HUD Debarment List.

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 a contract with ERC Environmental & Construction Services, Inc. (“ERC”), to rehabilitate twenty-four (24) Apartment Units and the Daycare Center at Oxford Place Apartments in an amount not to exceed \$445,000.00 pursuant to the memorandum from Cody Roskelley Vice President of REID dated November 29, 2021, to Mark Thiele, Interim President & CEO