



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 Kirksey Architects, Inc. to perform Site Planning Services at project 800 Middle (800 Middle St, Houston TX 77003).

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 Kirksey Architects, Inc. to perform Site Planning Services at 800 Middle (800 Middle St, Houston TX 77003) in an amount not to exceed \$1,000,000.00 in the aggregate during a three (3) year period 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
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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: _____
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MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT, REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH KIRKSEY ARCHITECTS TO PERFORM SITE PLANNING SERVICES AT 800 MIDDLE (800 MIDDLE ST, HOUSTON TX 77003)
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 Kirksey Architects, Inc. to perform Site Planning Services at 800 Middle (800 Middle St, Houston TX 77003) in an amount not to exceed \$1,000,000.00 in the aggregate during a three (3) year period.

BACKGROUND:

The Houston Housing Authority is proceeding with the development of the East End site recognized as 800 Middle (800 Middle St, Houston, TX 77003). Phase I will be in the development, and an architect will aid in strategic planning for phased development of the land. The architect will manage required consultants, including Civil Engineers, to ensure proper infrastructure planning for Phase I, coordinate communication with City of Houston detention department requirements, address Bayou edge rehabilitation efforts, and plan accordingly for future phases of development.

A Scope of Work (“SOW”) and Independent Cost Estimate (“ICE”) were developed by the REID Department and submitted to HHA’s Procurement Department.

In March of 2021, HHA’s Procurement Department developed Qualification Based Solicitation QBS 21-22 Site Planning Services (“QBS 21-22”).

ADVERTISEMENT:

A legal notice advertising “QBS 21-22” was posted in the Houston Chronicle and Forward Times Newspapers.

In addition to posting “QBS 21-22” on the website of HHA’s Procurement Department, e-mails announcing “QBS 21-22” 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 “QBS 21-22”.

Additionally, interested parties were also able to access “QBS 21-22” 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 the United States Small Business Administration (“SBA”).

EVALUATION PROCESS:

All responses to “QBS 21-22” received by the specified due date were scored based on the following published scoring criteria provided by REID:

Item	Criteria	Maximum Points
1	Company Profile	5
2	Key Personnel	20
3	Relevant Project Experience	20
4	Project Methodology	20
5	Cost Control	15
6	M/WBE Participation	10
7	Section 3 Participation	10
TOTAL POINTS		100

On March 25, 2021, HHA’s Procurement Department opened five (5) sealed proposals in response to “QBS 21-22” that was subsequently scored by an Evaluation Committee consisting of:

Obed Diaz-Lopez, Director, REID

Jay Mason, Manager of Construction Services, REID

Luis Montes de Oca, Construction Coordinator, REID

Table 1 contains the initial average scores as determined by the Evaluation Committee.

Table 1

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Brave Architects	MBE	87
2	Gensler	N/A	87
3	Kirksey Architects, Inc.	N/A	86
4	STOA International Architects, Inc. dba STOA Architects	MBE	75
5	TLC Engineering, Inc.	MBE	62

The Evaluation Committee determined that the top three (3) Firms should be on a “shortlist.”

The Evaluation Committee re-assessed/interviewed the top three (3) Firms, and Table 2 shows their final average revised scores:

Table 2

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Kirksey Architects, Inc.	N/A	90
2	Brave Architects	MBE	84
3	Gensler	N/A	79
4	STOA International Architects, Inc. dba STOA Architects	MBE	75
5	TLC Engineering, Inc.	MBE	62

Kirksey Architects, Inc. has agreed to:

- Utilize MBE Subcontractors: Martinez Moore Engineering (Civil); Martinez Moore Engineering (Structural); and the Gunda Corporation.
- Utilize WBE Subcontractors: One World Strategy Group LLC; Halford Busby, LLC; and E & C Engineers.
- Make a cash contribution to the Self-Sufficiency Compliance Fund to support economic self-sufficiency opportunities and/or job training opportunities.

There are no conflicts of interest, and Kirksey Architects, Inc. is 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 Kirksey Architects, Inc. to perform Site Planning Services at 800 Middle (800 Middle St, Houston TX 77003) in an amount not to exceed \$1,000,000.00 in the aggregate during a three (3) year period pursuant to the memorandum from Cody Roskelley dated November 29, 2021, to Mark Thiele, Interim President & CEO.