



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

RESOLUTION NO. 3380

At the meeting of the Houston Housing Authority Board of Commissioners, **January 25, 2022**, the following resolution was moved by **Kristy Kirkendoll** and seconded by **Kris Thomas**:

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 contracts with Terrain Solutions, Atlas Technical Consultants, Environmental & Construction Services, Inc. ("ERC"), and InControl Technologies to perform Environmental Services at HHA's Properties in an amount not to exceed \$2.5 million in the aggregate for three (3) years pursuant to the memorandum from Jay Mason, Manager of Construction Services dated January 5, 2021, to Mark Thiele, Interim President & CEO.

A true and accurate copy of the vote is listed below, and a true and correct copy of the Resolution that was approved is attached hereto.

Name	Aye	No	Abstain	Name	Aye	No	Abstain
L. Snowden, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G. Hernandez*	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

***Absent:** **M. Miller** **G. Hernandez**

(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 to take action to authorize the Interim President & CEO or designee to execute contracts with Terrain Solutions, Atlas Technical Consultants, Environmental & Construction Services, Inc. ("ERC"), and InControl Technologies to perform Environmental Services at HHA's properties.

2. Date of Board Meeting: January 21, 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 contracts with Terrain Solutions, Atlas Technical Consultants, Environmental & Construction Services, Inc. ("ERC"), and InControl Technologies to perform Environmental Services at HHA's Properties in an amount not to exceed \$2.5 million in the aggregate for three (3) years pursuant to the memorandum from Jay Mason, Interim Director, REID dated January 5, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature DocuSigned by: Jay Mason
FB1ADD8791F24F3 Date: 1/20/2022

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 DocuSigned by: Mark Thiele
8072D2C8387A4C7 Date: 1/20/2022



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MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: JAY MASON, INTERIM DIRECTOR, REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO TO EXECUTE CONTRACTS WITH TERRAIN SOLUTIONS, ATLAS TECHNICAL CONSULTANTS, ENVIRONMENTAL & CONSTRUCTION SERVICES, INC. ("ERC"), AND INCONTROL TECHNOLOGIES TO PERFORM ENVIRONMENTAL SERVICES AT HHA'S PROPERTIES
DATE: JANUARY 5, 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 contracts with Terrain Solutions, Atlas Technical Consultants, Environmental & Construction Services, Inc. ("ERC"), and InControl Technologies to perform Environmental Services at HHA's Properties to perform Environmental Services at HHA's properties in an amount not to exceed \$2.5 million in the aggregate during a three (3) year period.

BACKGROUND:

HHA is conducting environmental assessments and response efforts for all properties in the agency's portfolio. This effort will include environmental testing, environmental scope writing, and monitoring for new construction and rehabilitation developments.

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

In October of 2021, HHA's Procurement Department developed Qualification Based Solicitation QBS 21-44 Environmental Engineering Services ("QBS 21-44").

ADVERTISEMENT

A legal notice advertising "QBS 21-44" was posted in the Houston Chronicle and Forward Times Newspapers and the Houston Business Journal.

In addition to posting "QBS 21-44" on the website of HHA's Procurement Department, e-mails announcing "QBS 21-44" 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 21-44".

Additionally, interested parties were also able to access "QBS 21-44" 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 21-44" received by the specified due date were scored based on the following published scoring criteria provided by REID:

Item	Criteria	Maximum Points
1	Firm's history and resources to perform the required services	20
2	Qualifications of assigned personnel	40
3	Demonstrated experience in providing Environmental Engineering Services	20
4	Understanding of HUD and TDHCA requirements, City, State, and Federal Codes, and regulations applicable to the work	15
5	Experience in Project Planning and Scheduling	15
6	Methodology / Approach and Sample Timelines	30
7	M/WBE Participation	5
8	Section 3 Participation	5
Total Points		150

On November 17, 2021, HHA's Procurement Department opened twelve (12) sealed proposals in response to "QBS 21-44" that was subsequently scored by an Evaluation Committee consisting of Obad Diaz-Lopez, former Director of REID, Bill Bryant, REID Energy Manager, and Jay Mason, REID Manager of Construction Services.

Table 1 contains the average scores as determined by the Evaluation Committee:

TABLE 1

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Terrain Solutions, Inc.	MBE	145
2	Atlas Technical Consultants	N/A	141
3	ERC Environmental & Construction Services, Inc. ("ERC")	N/A	138
4	InControl Technologies	WBE	137
5	TLC Engineering	MBE	136
6	Separation Systems Consultants, Inc.	WBE	136
7	Terracon Consultants, Inc.	N/A	134
8	Choice Consulting, LLC	N/A	134
9	Tetra Tech, Inc.	N/A	134
10	Environmental Consultants International, LLC	N/A	132
11	Professional Service Industries (PSI)	N/A	131
12	Wild Associates, LLC	WBE	124

Due to the amount of work required, the Evaluation Committee determined the top four (4) Firms should be on a "shortlist."

Per the HUD Procurement Handbook, the QBS method does not use price as an evaluation factor. The PHA requests technical qualifications statements from prospective firms and then ranks them according to their project qualifications. The PHA then opens negotiations with the top-ranked firm to agree on a fair and reasonable price. If an agreement cannot be reached, the PHA terminates negotiations with this firm and proceeds to the next-highest rated firm until a price determined to be fair and reasonable to both parties is obtained. Once negotiations have been terminated with a firm, the PHA may not return to that firm for additional negotiations – even if the next lower ranked respondent is higher in price.

Terrain Solutions

Has agreed to utilize Fern Environmental as an MBE Subcontractor, Inland Environmental as a WBE Subcontractor, and will make a cash contribution to the Self-Sufficiency Compliance Fund.

Atlas Technical Consultants

Has agreed to utilize TLC Engineering, Inc, and A & B Labs as MBE Subcontractors, Moody Labs, LLC, and Hollaway Environmental as WBE Subcontractors, and will make a cash contribution to the Self-Sufficiency Compliance Fund.

ERC Environmental & Construction Services, Inc. ("ERC")

Has agreed to utilize E-Lab Consultants and A&B Labs as MBE Subcontractors, Terra Nova as a WBE Subcontractor, and will make a cash contribution to the Self-Sufficiency Compliance Fund.

There are no conflicts of interest, and all three Firms 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 contracts with Terrain Solutions, Atlas Technical Consultants, Environmental & Construction Services, Inc. ("ERC"), and InControl Technologies to perform Environmental Services at HHA's Properties in an amount not to exceed \$2.5 million in the aggregate for three (3) years pursuant to the memorandum from Jay Mason, Interim Director, REID dated January 5, 2021, to Mark Thiele, Interim President & CEO.