



**HOUSTON**  
HOUSING AUTHORITY

**Transforming Lives & Communities**

**RESOLUTION NO. 3393**

At the meeting of the Houston Housing Authority Board of Commissioners, **March 29, 2022**, the following resolution was moved to TABLE **Max Miller** and seconded by **Kris Thomas**:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Credence Construction, LLC. to install new gutters and downspouts at Kelly Village Apartments in an amount not to exceed \$167,501.00 pursuant to the memorandum from Jay Mason, Interim Director of REID dated March 8, 2022, to David A. Northern, Sr., President & CEO.

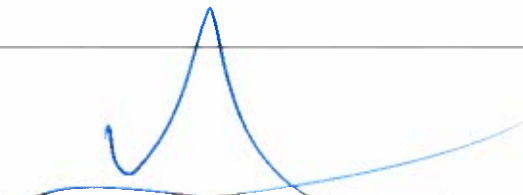
A true and accurate copy of the vote is listed below, and a true and correct copy of the Resolution that was approved to TABLE attached hereto.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**\*Absent: G. Hernandez**

(SEAL)



  
David A. Northern, Sr., Secretary  
HHA Board of Commissioners



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**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Credence Construction, LLC. to install new gutters and downspouts at Kelly Village Apartments.

**2. Date of Board Meeting:** March 29, 2022

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Credence Construction, LLC. to install new gutters and downspouts at Kelly Village Apartments in an amount not to exceed \$167,501.00 pursuant to the memorandum from Jay Mason, Interim Director of REID dated March 8, 2022, to David A. Northern, Sr., President & CEO.

**4. Department Head Approval**    Signature DocuSigned by:  
Jay Mason  
FB1ADD8791F24F3    Date: 3/23/2022

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

Funds Budgeted and Available  Yes  No    Source Capital Funds

**VP of FO Approval**    Signature DocuSigned by:  
Mike Rogers  
3FC87AD4710742D    Date: 3/23/2022

**6. Approval of President & CEO**  
Signature DocuSigned by:  
David A. Northern, Sr.  
9E0B1D8C1AF04AA    Date: 3/23/2022



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**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** JAY MASON, INTERIM DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH CRENDENCE CONSTRUCTION, LLC. TO INSTALL NEW GUTTERS AND DOWNSPOUTS AT KELLY VILLAGE APARTMENTS.  
**DATE:** MARCH 8, 2022

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Credence Construction, LLC. to install new gutters and downspouts at Kelly Village Apartments in an amount not to exceed \$167,501.00.

**BACKGROUND:**

Currently, there are no gutters/downspouts at Kelly Village. This needed Capital Improvement for the property is to direct water away from the buildings to avoid future erosion issues. The Scope of Work (SOW) and Independent Cost Estimate (ICE) was developed by the REID Department in conjunction with Price Consulting, Inc., an A&E Firm.

**ADVERTISEMENT:**

In December of 2021 and January of 2022, a legal notice was posted in the Houston Chronicle advertising IFB 21-50 Furnish and Install Gutters and Downspouts at Kelly Village Project IFB 21-50 and Forward Times Newspapers, and the Houston Business Journal.

In addition to posting IFB 21-50 on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List; to the City of Houston Office of Business Opportunity ("OBO"); the Greater Houston Black Chamber of Commerce ("GHBCC"); and to the Houston Minority Supplier Development Council ("HMSDC").

Interested parties were also able to access IFB 21-50 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").

Interested parties were invited to attend a non-mandatory "virtual" pre-bid conference to ask questions about "IFB 21-50" and to visit multiple sites and ask follow-up questions.

**EVALUATION PROCESS:**

IFB 21-50 allowed bidders to submit a Base Bid Price or an "Alternate Bid Price" per the project requirements provided by REID.

On February 25, 2022, HHA's Procurement Department opened the following sealed bids in response to IFB 21-50:

Base Bid Price Comparison

Rank	Firm/Company	M/WBE	Bid Price
1	Credence Construction, LLC.	N/A	\$167,501.00
2	Bella Me Construction, LLC.	M/WBE	N/A

Alternate Bid Price Comparison

Rank	Firm/Company	M/WBE	Bid Price
1	Bella Me Construction, LLC.	M/WBE	*\$253,767.86
2	Credence Construction, LLC.	N/A	\$269,445.00

Per the Base Bid Comparison, Credence Construction, LLC. was the lowest responsive and responsible bidder. They will subcontract \$120,000 to Crystal Construction, LLC, an MBE, and hire Section 3 participants to fill employment opportunities listed in the solicitation.

HHA's Procurement Policy requires a Bid Bond to be submitted for construction contracts exceeding \$100,000, and per Section 9 of HUD Form 5369, which was included in IFB 21-50, a bid shall be rejected if it does not contain a bid guarantee.\*Bella Me Construction, LLC.'s bid was deemed non-responsive because their sealed bid did not include the required Bid Bond.

References have been checked and returned positive.

There are no conflicts of interest, and Credence Construction, LLC. 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 President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Credence Construction, LLC. to install new gutters and downspouts at Kelly Village Apartments in an amount not to exceed \$167,501.00 pursuant to the memorandum from Jay Mason, Interim Director of REID dated March 8, 2022, to David A. Northern, Sr., President & CEO.