



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

RESOLUTION NO. 3498

At the meeting of the Houston Housing Authority Board of Commissioners, **September 7, 2022**, the following resolution was moved by **Stephanie Ballard** and seconded by **Kristy Kirkendoll**:

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 Fulton Law Group and, Denton Navarro Rocha Bernal and Zech, and Baker Wotring and to provide legal services and representation to the Houston Housing Authority for civil rights-related matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 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 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)



DocuSigned by:

David A. Northern, Sr.

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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 to take action to authorize the President & CEO or designee to execute a contract with Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Baker Wotring and make any necessary changes thereto, to provide legal services and representation to the Houston Housing Authority for civil rights matters.

2. Date of Board Meeting: September 7, 2022

3. Proposed Board Resolution:

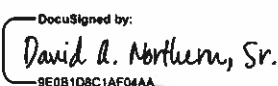
Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Fulton Law Group and, Denton Navarro Rocha Bernal and Zech, and Baker Wotring and to provide legal services and representation to the Houston Housing Authority for civil rights-related matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term pursuant to the memorandum from Keland D. Lewis, Interim Vice President & General Counsel, dated August 9, 2022, to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature  Date: 8/24/2022

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

Funds Budgeted and Available Yes No Source Legal Budget

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO Signature  Date: 8/24/2022



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MEMORANDUM

TO: DAVID A. NORTHERN, SR., PRESIDENT & CEO
FROM: KELAND D. LEWIS, INTERIM VICE PRESIDENT & GENERAL COUNSEL
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH FULTON LAW GROUP, DENTON NAVARRO ROCHA BERNAL AND ZECH, AND BAKER WOTRING AND MAKE ANY NECESSARY CHANGES THERETO, TO PROVIDE LEGAL SERVICES AND REPRESENTATION TO THE HOUSTON HOUSING AUTHORITY FOR CIVIL RIGHTS MATTERS.
DATE: JULY 6, 2022

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 Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Baker Wotring to provide legal services and representation to the Houston Housing Authority ("HHA") for civil rights-related matters. The contract term will be for two (2) years unless terminated earlier in accordance with the contract. Each contract may be extended for one (1), one-year term upon HHA's providing thirty (30) days' notice prior to the expiration of the contract.

BACKGROUND:

In March 2022, HHA published a Request for Proposal (RFP 22-11) soliciting proposals from attorneys or law firms offering to provide comprehensive legal services to the Housing Authority, including services related to civil rights matters. Seven (7) proposals for this legal service area were submitted to HHA for evaluation by its Selection Panel.

ADVERTISEMENT:

In March 2022, HHA's Procurement Department issued RFP 22-11 Comprehensive Legal Services. The legal notice for this solicitation was posted in the Houston Chronicle and Forward Time Newspapers.

RFP 22-11 Comprehensive Legal Services was posted on HHA's website. Additionally, HHA's Procurement Department sent emails announcing RFP 22-11 Comprehensive Legal Services to the Houston Minority Supplier Development Council (HMSDC), the National Association of Minority Supplier Development Council (HMSDC), the National Association of Minority Contractors-Greater Houston Chapter, the Houston Office of U.S. Small Business Administration, the legal firms on HHA's Bidder's List, Etched Communications, Association Legal Administrators, General Counsel Forum, Hispanic Bar Association of Houston, Houston Association of Legal Professionals, Houston Bar Association, Houston Intellectual Property Law Association, Houston Paralegal Association, Houston Trial Lawyers Association, Houston Young Lawyers Association, Legal Marketing Association and State Bar of Texas.

RFP 22-11 Comprehensive Legal Services contained several service areas (i.e., categories) of legal services, and proposers had the option of choosing which service(s) they would like to offer to HHA.

EVALUATION PROCESS:

RFP 22-11 Comprehensive Legal Services contained the following evaluation criteria to be used to score and evaluate law firms that expressed an interest in providing legal services to HHA pertaining to civil rights matters.

Evaluation/Selection Criteria	Maximum Points
Evaluation of the qualifications of the assigned personnel.	25
Reasonableness of proposed fees.	20
Offeror's relevant experience with the subarea for which a proposal is submitted, particularly as it relates to a public housing authority or other public entity.	20
Demonstrated ability and past performance in accomplishing similar work (i.e., reference check).	10
Offeror's compliance with all specifications and/or other requirements contained in this solicitation and the overall quality of the presentation.	5
Firm's history and resource capability to perform required services.	5
Budget, cost-control experience, and results.	5
Diversity of Staffing.	5
MWBE participation and compliance.	5
Total Points	100

An Evaluation Committee consisting of the following HHA employees were tasked to score and evaluate all responses using the aforementioned criteria:

Name	Position
Dianne Mitchell	HHA Director of Human Resources
Daphne Calvin	HHA Legal Compliance Officer
Jamie Spencer	HHA Hearing Officer

On May 6, 2022, HHA's Procurement Department received a total of seven (7) responses from law firms that expressed an interest in providing HHA with legal services pertaining to civil rights matters. They are listed based on their total average scores as determined by the Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1.	Fulton Law Group	MBE	98
2.	Denton Navarro Rocha Bernal and Zech	N/A	95
3.	Baker Wotring	M/WBE	86
4.	Rogers Morris and Grover	N/A	84
5.	Reno and Cavanaugh	WBE	84
6.	Clark Hill	N/A	84
7.	Ballard Spahr	N/A	82

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I propose that the three firms/companies with the highest average evaluation rating be awarded contracts for civil rights matters. Fulton Law Group, Denton Navarro Rocha Bernal and Zech, and Baker Wotring have the three highest average evaluation ratings.

There is no conflict of interest. None of the selected firms are on the Texas, HUD, or SAM.GOV debarred lists and are in good standing with their respective State Bar.

RECOMMENDATION

Accordingly, I recommend that the Board considers this resolution, which states:

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