



**HOUSTON**  
HOUSING AUTHORITY

**Transforming Lives & Communities**

**RESOLUTION NO. 3771**

At the meeting of the Houston Housing Authority Board of Commissioners, on **April 23, 2024**, the following resolution was moved by **Stephanie Ballard** and seconded by **Alton Smith**:

**Resolution:** That the Houston Housing Authority Board of Commissioners, authorizes the President & CEO to negotiate and execute a two (2) year contract, with a one (1) time, two (2) year renewal option, with Lynd Management Group, Tarantino Properties, J. Allen Management and Dorchester II Management for Property Management Services (PMS), pursuant to the Request for Proposals (RFP No. 23-54); as outlined in the memorandum dated April 9, 2024 from George D. Griffin, III, Vice President, Housing Operations 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
J. Proler, Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	E.G. Carter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A. Smith, Vice Chair	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K. Kirkendoll*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Aceves-Lewis	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	K. Li	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S. Ballard	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

**\*Absent**

(SEAL)



David A. Northern, Sr.

David A. Northern, Sr. (Apr 25, 2024 21:04 CDT)

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 award Contracts for Property Management Services.

**2. Date of Board Meeting:** April 23, 2024

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners, authorizes the President & CEO to negotiate and execute a two (2) year contract, with a one (1) time, two (2) year renewal option, with Lynd Management Group, Tarantino Properties, J. Allen Management and Dorchester II Management for Property Management Services (PMS), pursuant to the Request for Proposals (RFP No. 23-54); as outlined in the memorandum dated April 9, 2024 from George D. Griffin, III, Vice President, Housing Operations to David A. Northern Sr. President & CEO.

**4. Department Head Approval**      Signature *George D. Griffin III*      Date: 04/17/2024  
George D. Griffin III (Apr 17, 2024 14:01 CDT)

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

Funds Budgeted and Available      X  **Yes**      No       Source \_\_\_\_\_

**VP of FO Approval**      Signature *Michael D. Rogers*      Date: 04/17/2024  
Michael D. Rogers (Apr 17, 2024 14:20 CDT)

**6. Approval of President & CEO**

Signature *David A. Northern, Sr.*      Date: 04/17/2024  
David A. Northern, Sr. (Apr 17, 2024 15:24 CDT)



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**MEMORANDUM**

**TO:** DAVID A. NORTHERN, SR., PRESIDENT & CEO  
**FROM:** GEORGE D. GRIFFIN, III, VICE PRESIDENT, HOUSING OPERATIONS  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO AWARD CONTRACTS FOR PROPERTY MANAGEMENT SERVICES.  
**DATE:** APRIL 9, 2024

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This memorandum recommends that the Houston Housing Authority (HHA) Board of Commissioners, authorize HHA's President & CEO to negotiate and execute a two (2) year contract, with a one (1) time, two (2) year renewal option, with selected management Property Management Companies (PMCs) to provide Property Management Services for designated Houston Housing Authority (HHA) properties.

**BACKGROUND:**

Presently, Allied Orion Real Estate Services, J. Allen Management, Tarantino Properties, and the LYND Company provide Property Management Services to HHA's public housing and mixed-income communities. The final renewal terms and extensions have been granted, and most contracts currently operate on a 6-month Gap contract basis. As a result, it was necessary for HHA to solicit proposals for comprehensive Property Management Services.

Specifically, this entails assuming full managerial responsibility for leasing, operating and managing HHA's affordable, multi-family communities. The successful proposers are required to provide the necessary resources to serve as the exclusive management agent whose sole responsibility is to effectively manage the day-to-day operations.

**ADVERTISEMENT:**

In November 2023, HHA's Procurement Department posted a legal notice advertising that the RFP 23-54 and RFP 23-55 were listed on the HHA's website and was open for proposals. Advertisements for RFP 23-54 and RFP 23-55 were also posted within the Business Journal, Forward Times, and Houston Chronicle Newspaper(s):

- **RFP 23-54 Property Management for Public Housing Communities**  
(Consisting of Bellerive; Cuney Homes, Ewing, Irvinton Village, Kelly Village, Kennedy Place, Long Drive & Lyerly)
- **RFP 23-55 Property Management for Mixed Finance Communities**  
(Consisting of Heatherbrook, Fulton Village, Oxford Place, Lincoln Park, and Independence Heights)

In addition to posting the solicitations on its website, HHA's Procurement Department sent a Notice of Solicitation via email to potential proposers from a bidder's list composed of previous and registered vendors in the Property Management category from the HHA vendor's listing.

Interested parties could also access RFP 23-54 and RFP 23-55 by going to the websites of the Greater Houston Black Chamber of Commerce (“GHBC”), the City of Houston Office of Business Opportunity (“OBO”), the Houston Minority Supplier Development Council (“HMSDC”), and the Houston Chapter of the National Association of Minority Contractors (“NAMC”).

**EVALUATION PROCESS:**

The following HHA staff was selected and approved by Mr. David A. Northern, Sr., President and CEO to evaluate the seven (7) proposals received for RFP 23-54:

1. Ricardo Harris – Acting Director of Asset Management
2. Na’Shon Edwards, Sr. – Policy Advisor to the President & CEO
3. Marquis Barnes – Manager, Construction Services, Compliance REID

There are no Conflicts of Interest and the Property Management Companies (PMCs) are not on the HUD Debarment List.

The Evaluation Committee for RFP 23-54 applied the following Evaluation Criteria to analyze, and score the responses independently with consensus on the top-ranked proposers:

<b>EVALUATION CRITERIA</b>	<b>DESCRIPTION</b>	<b>MAX. POINTS</b>
<b>Criteria 1:</b>	<b>Firm's experience directly managing multi-family communities within the state of Texas:</b>	
	Management of communities with all public housing units	<b>10</b>
	Management of mixed-income communities, including public housing units	<b>10</b>
	Management of mixed-income communities, excluding public housing units	<b>5</b>
<b>Criteria 2:</b>	<b>Soundness of the Firm's approach to provide key management functions:</b>	
	Property Management	<b>15</b>
	Financial Accounting (cost-control experience, reporting, etc.)	<b>15</b>
	Physical (Maintenance, Quality Controls, etc.)	<b>10</b>
	Capital Funds	<b>5</b>
<b>Criteria 3:</b>	Community Reinvestment Act Rating	<b>10</b>
<b>Criteria 4:</b>	Meets Banking Requirements	<b>5</b>
<b>Criteria 5:</b>	Fee Schedule (for HHA and Participants)	<b>5</b>
<b>Criteria 6:</b>	Program Accessibility	<b>5</b>
<b>Criteria 7:</b>	Section 3 Participation	<b>5</b>
<b>TOTAL</b>		<b>100</b>

The following attachment is for further consideration regarding the approval of the board resolution for RFP 23-54.

**ATTACHMENT ONE  
PROPERTY MANAGEMENT SERVICES – HOUSTON HOUSING AUTHORITY PROPERTIES**

HHA received seven (7) responses to RFP 23-54 by the specified due date from the following Property Management Companies and their respective scores as determined by the Evaluation committee are listed in the following table:

Rank	Property Management Company	M/WBE	M/WBE Participation	Score
1	Lynd	No	Yes	86
2	Tarantino Properties	No	Yes	80
3	Dorchester Management	No	Yes	77
4	J. Allen Management	No	Yes	76
5	Allied Orion Group	No	Yes	69
6	Reign Asset Management	Yes	Yes	52
7	JHW Enterprise	No	No	31

HHA’s agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses.

References for the above Property Management Companies were contacted. Proof of Good Legal Standing was conducted on the four (4) Property Management Companies with no adverse results.

The Evaluation Committee determined that the four highest-rated companies in the evaluation would manage the properties that are under HHA and Public Housing, as shown in the following table:

Properties	Current Site Assignments (# of Doors @ Sites)				Proposed Site Assignments (# of Doors @ Sites)			
	J. Allen	AOG	Tarantino	LYND	J. Allen	Dorchester II	Tarantino	LYND
Bellerive	210				210			
Cuney Homes		553						553
Ewing		40						40
Irvinton Village	308						308	
Kelly Village	270					270		
Kennedy Place		108				108		
Lyerly	199				199			
Long Drive			100				100	
<b>Total Doors (1,788)</b>	<b>987</b>	<b>701</b>	<b>100</b>	<b>0</b>	<b>409</b>	<b>378</b>	<b>408</b>	<b>593</b>
<b>% of Doors</b>	<b>55%</b>	<b>39%</b>	<b>6%</b>	<b>0%</b>	<b>23%</b>	<b>21%</b>	<b>23%</b>	<b>33%</b>

The table below depicts the current Property rates in comparison to the proposers' property rate per door.

Property	Current Rate				
		Dorchester Management	Tarantino Properties	J. Allen Management	THE LYND Company
Bellerive	\$23.00	\$40.00	\$30.00	\$49.50	\$34.00
Cuney Homes	\$23.00	\$40.00	\$24.38	\$49.50	\$34.00
Ewing	\$24.00	\$40.00	\$25.00	\$39.50	\$34.00
Irvinton Village	\$21.95	\$40.00	\$26.00	\$39.50	\$34.00
Kelly Village	\$24.00	\$40.00	\$26.00	\$39.50	\$34.00
Lyerly	\$23.00	\$40.00	\$31.65	\$39.50	\$34.00
Long Drive	\$23.00	\$40.00	\$25.00	\$39.50	\$34.00
Kennedy Place	\$23.00	\$40.00	\$25.00	\$39.50	\$34.00

**APPROVAL:**

Upon the Board of Commissioners' approval, HHA will begin negotiating contracts and implementing a transitioning plan. The target date to execute the new Property Management Contracts is August 2024.

**RECOMMENDATION:**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners, authorizes the President & CEO to negotiate and execute a two (2) year contract, with a one (1) time, two (2) year renewal option, with Lynd Management Group, Tarantino Properties, J. Allen Management and Dorchester II Management for Property Management Services (PMS), pursuant to the Request for Proposals (RFP No. 23-54); as outlined in the memorandum dated April 9, 2024 from George D. Griffin, III, Vice President, Housing Operations to David A. Northern Sr. President & CEO.