



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

RESOLUTION NO. 3811

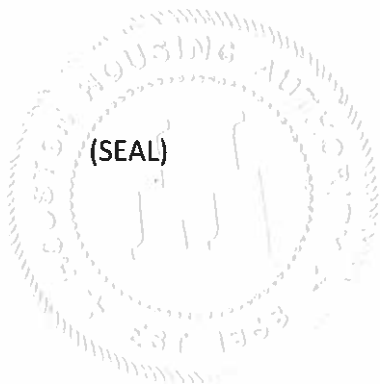
At the meeting of the Houston Housing Authority Board of Commissioners, on **September 16, 2024**, the following resolution was moved by **Eric G. Carter** and seconded by **Kenneth C. Li**:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute, and make necessary changes and corrections and to take such actions to enter into contracts with CBRE, Inc., Cushman & Wakefield, JLL, and The Guess Group to provide Real Estate Brokerage Services on an as-needed basis, pursuant to the memorandum dated September 3, 2024, from Jay Mason, Director of REID 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Aceves-Lewis*	<input 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"/>				

**Not Present: C. Aceves-Lewis*



David A. Northern, Sr.

David A. Northern, Sr. (Sep 17, 2024 20:52 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 to take action to authorize the President & CEO or designee to execute contracts with CBRE, Inc., Cushman & Wakefield, JLL, and The Guess Group for Real Estate Brokerage Services on an as-needed basis.

2. Date of Board Meeting: September 17, 2024

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 and to take such actions to enter into contracts with CBRE, Inc., Cushman & Wakefield, JLL, and The Guess Group to provide Real Estate Brokerage Services on an as-needed basis, pursuant to the memorandum dated September 3, 2024, from Jay Mason, Director of REID to David A. Northern, Sr., President & CEO.

4. Department Head Approval Signature Jay Mason Date: _____
Jay Mason (Sep 11, 2024 19:08 CDT)

5. Statement regarding availability of funds by V.P. of Fiscal Operations

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

Signature David A. Northern, Sr. Date: _____
David A. Northern, Sr. (Sep 11, 2024 19:11 CDT)



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MEMORANDUM

TO: DAVID A. NORTHERN, SR. PRESIDENT & CEO
FROM: JAY MASON, DIRECTOR REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE CONTRACTS WITH CBRE, INC., CUSHMAN & WAKEFIELD, JLL, AND THE GUESS GROUP FOR REAL ESTATE BROKERAGE SERVICES
DATE: SEPTEMBER 3, 2024

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Interim President & CEO or designee to negotiate, execute, and make necessary changes and corrections and take such actions to enter into a contract with CBRE, Inc., Cushman & Wakefield, JLL, and The Guess Group for Real Estate Brokerage Services.

BACKGROUND

Although the Houston Housing Authority (“HHA”) and/or its affiliates are long-term holder(s) of Affordable Housing Assets, there are occasions when it is in the best interest of the HHA to dispose of an asset(s) and/or acquire assets in order to meet the Affordable Housing needs of residents within the City of Houston and its Extra-Territorial Jurisdiction. Brokerage Companies like CBRE, Inc., Cushman & Wakefield, JLL, and The Guess Group can reach the target audience of potential buyers and/or sellers. For this reason, HHA is procuring Brokerage Services.

ADVERTISEMENT

On July 1st, 2024, HHA’s Procurement Department issued a legal notice advertising RFP 24-32 Real Estate Brokerage Services (“RFP 24-32”) in the Houston Chronicle, Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting RFP 24-32 on its website, HHA’s Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder’s List. The Bidder’s list was created using HHA’s vendors’ registration data and a search of potential proposers online.

Interested parties were also able to access RFP 24-32 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”); and, the Houston Chapter of the National Association of Minority Contractors (“NAMC”).

EVALUATION PROCESS

On July 18, 2024 HHA’s Procurement Department opened six (6) sealed proposals, which were evaluated, independently, by the following HHA staff members:

- Jennine Hovell-Cox – Senior Vice President and General Counsel
- Jay Mason – Director of REID
- Cindi Herrera – Development Advisor

All responses to RFP 24-32 received by the specified due date were scored based on the following published scoring criteria:

Evaluation/Selection Criteria	Maximum Score
Firm’s qualifications and experience in providing the required services	20
Qualifications and experience of assigned personnel	20
Past Performance (References)	20
Total Fee(s) for Brokerage Services	20
Project planning, methodology/strategy to accomplish task	20
Total Score	100

On July 18, 2024, the HHA’s Procurement Department opened the following sealed proposals that were subsequently scored independently by an Evaluation Committee:

Rank	Firm/Company	M/WBE	Evaluation Rating
1	CBRE, Inc.	N/A	95
2	Cushman Wakefield	N/A	94
3	JLL	N/A	91
4	The Guess Group	MBE	91
5	Higgenbotham	N/A	86
6	The LJ Group	MBE	75

After analyzing the scores, the Evaluation Committee determined that a shortlist was not needed and recommended the award to CBRE, Inc., Cushman Wakefield, JLL, and The Guess Group.

The agency goal is to have all contracts utilizing sub-contractors to spend at least 30% of the project funds with M/WBE businesses. CBRE and Cushman Wakefield intend to subcontract with local MBE businesses.

References have been checked and returned positive. There are no conflicts of interest and firm(s) 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 and to take such actions to enter into contracts with CBRE, Inc., Cushman & Wakefield, JLL and The Guess Group to provide Real Estate Brokerage Services on an as-needed basis, pursuant to the memorandum dated September 3, 2024, from Jay Mason, Director of REID to David A. Northern, Sr., President & CEO.