



CITY OF HOUSTON

HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND DELIVERY CORRESPONDENCE

POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT OR SERVICE

PURCHASE ORDER

Vendor Address
 Vendor Address Number 113564
 TERRACON CONSULTANTS INC
 DBA HBC TERRACON INC
 11555 CLAY ROAD - SUITE 100
 HOUSTON TX 77043

Mail Invoice to
 COH HOUSING & COMMUNITY DEV
 FINANCIAL SERVICES SEC, ACCT PAY
 PO Box 1562
 HOUSTON TX 77251-1562

Information
 Purchase Order Number/Date 4500307905-0 / 08/14/2019
 CoH Vendor Number 113564
 Page 1 of 1
 Buyer's Name Coryie J. Gilmore 457
 Buyer's Telephone Number
 Buyer's Fax Number
 Buyer's E-mail Address

CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER
 TO BUYER'S E-MAIL ADDRESS

Shipping Address HOUSING & COMMUNITY DEVELOPMENT
 PROCUREMENT SERVICES
 2100 TRAVIS, 9TH FLOOR
 HOUSTON TX 77002
 USA

Terms of payment : Pay net 30 w/o deduction Currency USD

Shipping Terms FOB(Free on board) /DESTINATION
 LEAD - ASBESTOS - MOLD -- INSPECTIONS SERVICES

CITY OF HOUSTON CONTACT: KIMESHA SONNIER
 (832)394-6251
 kimesha.sonnier@houstontx.gov

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	92658 LEAD & ASBESTOS INSP LEAD / ASBESTOS / MOLD -- INSPECTIONS	47,000.00 / AU	47,000.00
	Gross Price		47,000.00 USD 1 AU	1.000	47,000.00
*** Item partially delivered ***					
Expected value of unplanned services: 47,000.00					
Delivery Date: 01/01/2020					
Total ****					USD 47,000.00

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

I hereby certify a certificate of the necessity of this expenditure is on file in this department.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

Subinator Turner Mayor
Jerry Adams Chief Procurement Officer
Q. B. Brown Controller

Housing and Community Development



PROCUREMENT REQUEST FORM



Note: The Procurement Request form is to solicit quotes through an Informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.3 and \$3,000 to 49,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14).

Signature of this document is still required.
* Required Fields [must be completed]

Description of Purchase *	LEAD-MOLD-ASBESTOS INSP.	HCCD Division: *	Retail
Deadline Date of Request: *	8/10/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Sonnler, Kimesha - HCD;	Created:	7/31/2019
Requester Phone Number: *	832-394-6251		

Brief Description of Scope of Work for Goods/Services:
This request is on behalf of the Disaster Recovery Harvey Program.

The Scope of Work is attached.

Note: Please allow a minimum of three (3) days for bid responses.

PR# 10265866

FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number:	5030	Status:	Pending
Funding Source:	DA-HARVEY	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	TERRACON
G/L Account:	520159	Date Processed:	
Business Area:	3200	Date Received:	7/31/19
Internal Order:	BH3200077-19	Total Amount:	\$49,900.00
BFY:	FY20	Procurement Staff:	Corji ebalmaro
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:		Notify Department:	Finance

Justification of Need for Goods/Services


Procurement Notes:


Requestors Signature: Date:	<i>[Signature]</i> 7/31/19	Supervising Manager (Purchase under \$5,000) Manager: Date:	
Buyer's Signature: Date:	<i>[Signature]</i> 8/6/19 107630	Funds Approval Signature: Date:	<i>[Signature]</i> 8/8/19
Procurement DPU Signature: Date:	<i>[Signature]</i> 8/8/19	(Purchase over \$5,000) CFO Signature Date:	
(Purchase over \$5,000) Date:	<i>[Signature]</i> 8/1/19	Director Signature (Only Consultant Services)	

Assistant or Deputy
Director: Date

Director or Designee: _____
Date: _____

Attachments

 [Click here to attach a file](#)

 [Lead Based Paint Inspection, Testing
Services.docx](#)

Asbestos Inspection/Testing Services Scope of Work

Services to be Performed:

CDBG Home Asbestos Inspection/Testing Services:

- i. **Asbestos Inspection/Testing Services:** (For Rehabilitation Projects)
 - I. Scheduling inspection
 - II. Site visit which will include:
 - a) Visual analysis of the home site
 - b) Collection of samples of materials suspected of containing Asbestos
 - c) Photographs of sample collection locations
 - III. Laboratory work to include testing of collected samples
 - IV. Deliverable Produced:
 - a) Asbestos Survey Report

All site inspections must be scheduled within two (2) days after Notice To Proceed (NTP).

Contractors will also provide all program documents needed for construction related deliverables. If the inspection deliverables are not received within the communicated deadlines. A \$100 per day of liquidated damages will be imposed.

Lead Based Paint Inspections/Testing Services Scope of Work

Services to be Performed:

Lead Based Paint Inspections/Testing Services: (Required on all Rehabilitation Projects if the year of construction is prior to 1978)

- I. Scheduling inspection
- II. Site visit which may include:
 - a) Visual analysis of the home site
 - b) Data & Sample Collection via:
 1. Dust Wipes
 2. X-Ray Fluorescence (XRF)
 3. Soil Samples
- III. Laboratory work to include testing of collected samples
- IV. Deliverable Produced:
 - a) Lead-Based Paint Risk Assessment

All site inspections must be scheduled within two (2) days after Notice To Proceed (NTP).

Contractors will also provide all program documents needed for construction related deliverables. If the inspection deliverables are not received within the communicated deadlines. A \$100 per day of liquidated damages will be imposed.

Mold Inspection Services Scope of Work

Services to be Performed:

Mold Inspections (Required when signaled on the 11.01 form, initial inspection inspector sees visible growth, smells presumed mold or the home owner express concern to initial site inspection inspector): Consultant will perform mold inspections at housing unit locations. Compensation of employees/subcontractors for the time devoted to performing the mold inspection services to include the following:

1. Scheduling the inspections and performing site visit which will include:
 - I. Collect a minimum of two indoor air samples and 1 Control Outdoor air sample and identify the location of the collected air samples on a floorplan map
 - II. Note the location of any mold identified by visual observation on the floorplan
 - III. Thermography or Thermal imaging shall be used to assist in the identification of areas that are more likely to foster mold growth
 - IV. Record moisture measurements using pin or pinless systems
 - V. Photograph (visual spectrum) locations where moisture readings or thermal imaging identifies an anomaly
2. Submitted mold inspection report which will include:
 - I. Address and identifying information about the home
 - II. Appropriate site photos
 - III. Description of air collection methodology
 - IV. Information on each type of spore identified
 - V. Recommendations based on results
 - VI. Remediation Plan (where appropriate)

All site inspections must be scheduled within two (2) days after Notice To Proceed (NTP).

Contractors will also provide all program documents needed for construction related deliverables. If the inspection deliverables are not received within the communicated deadlines. A \$100 per day of liquidated damages will be imposed.

PR 10254957

Housing and Community Development

PROCUREMENT REQUEST FORM	
<p><small>Note: The Procurement Request form is to solicit quotes through an Informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.31 and \$3,000 to 49,0000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required. * Required Fields (must be completed)</small></p>	
Description of Purchase *	Professional Service Agreement for Disast
Deadline Date of Request: *	10/30/2018
Requester Name: *	Blanton, Chunichi - HCD; <input checked="" type="checkbox"/> <input type="checkbox"/>
Requester Phone Number: *	832-394-6304
<p><small>Brief Description of Scope of Work for Goods/Services:</small> Professional Service Agreements for Disaster, HCD is requesting allocation for services received by the subject contractor in the amount of \$9,564.00</p>	
<p><small>Note: Please allow a minimum of three (3) days for bid responses.</small></p>	
FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5000 <input checked="" type="checkbox"/>	Status: Pending
Funding Source: ODBG <input checked="" type="checkbox"/>	Purchase Order Noll:
Cost Center: 3200030002 <input checked="" type="checkbox"/>	Name of Vendor:
G/L Account: 520159 <input checked="" type="checkbox"/>	Date Processed:
Business Area: 3200 <input checked="" type="checkbox"/>	Date Received:
Internal Order: AD3200001-19	Total Amount:
BFY: FY2019 <input checked="" type="checkbox"/>	Procurement Staff: <input type="text"/>
Grant: 32000001-2019	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr: <input type="text"/>	Notify Department: Finance
Justification of Need for Goods/Services	Procurement Notes:
Requestors Signature: <i>Chunichi Blanton</i>	Supervising Manager (Purchase under \$5,000) <i>[Signature]</i>
Date: 10/17/18	Manager: 10/16/18
Buyer's Signature: <i>Benny Brantley</i>	Funds Approval Signature: <i>[Signature]</i>
Date: 10/17/18	Date: 10/16/18
Procurement DPU Signature: <i>Jywan R. Rowe</i>	(Purchase over \$5,000) CFO Signature: <i>[Signature]</i>
Date: 10/17/18	Date: 10/16/18
(Purchase over \$5,000)	Director Signature (Only Consultant Services)
Assistant or Deputy Director: Date	Director or Designee: Date

Attachments

[Click here to attach a file](#)

[Home](#) [CityPointe Support](#) [City of Houston](#)

ATTACHMENT 'A'
Task Order# TT-007-2017-HCD

Scope of Services - Outreach, Intake and Case Management RFP Review Services

I. Introduction

The City of Houston (COH) Legal Department (LGL) has requested through the Finance Department (FIN) that the Tetra Tech team review the HUD/CDBG-DR funded Outreach, Intake and Case Management RFP issued by the City prior to finalization by City Council.

II. Scope of Work

Task 1 – RFP Review

TETRA TECH will be responsible for management and oversight of the project, including coordination with team members. Primary responsibilities include tracking of resources, budget, schedule and invoicing.

➤ **Activities Include:**

- Review of documents attached to emails forwarded by the City on September 25, 2018 and October 8, 2018 to Tetra Tech team members.
 - Current draft of the contract
 - Executive summary
 - Scoring
 - RFP documents are available for download at - http://purchasing.houstontx.gov/Bid_Display.aspx?id=T26599
 - Draft RCA
 - GLO Harvey Housing Guidelines – this document contains procurement requirements and other items that may impact the procurement/contract review [email on 10/8/18]
 - Cost Estimate [sent in 9/25/18 email]
 - Price Analysis [sent in 9/25/18 email]
 - Provide an assessment of the likely risk(s) related to issues such as reimbursement and recommendations to mitigate that risk(s).
 - Schedule and conduct a finding meeting with COH LGL and other applicable departments to discuss our observations after release of the memorandum.
- **Deliverables (hard copy and/or Electronic):**
- Memorandum summarizing findings and related concerns.

III. Project Assumptions

The scope of services and project costs shown above were developed with the following assumptions and exclusions:

- **Project Sponsor.** The City will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Baker Donelson for review in electronic format immediately.
- **Access to Key Personnel.** Availability of City key personnel is critical to obtaining the information required for the overall success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Project Term:** Tetra Tech anticipates a period of performance of approximately one (1) week from the date of execution of this Task Order. An extension to this Task Order may be granted if agreed to by the City of Houston and Tetra Tech.

PROFESSIONAL SERVICES
FOR DISASTER COST RECOVERY AND CONSULTING SERVICES

TASK ORDER APPROVAL FORM

City Department Name: FINANCE

Task Order Description:

Outreach, Intake and Case Management RFP Review Services

Contract No: 4600014152 PO No.: _____ Task Order No. TT-007-2017-HCD

Project Start Date: October 10, 2018

Estimated Project End Date: October 12, 2018

Funding: 5000/3200030002/520159 (Grant - 32000001-2019)

Estimated Cost for TT-007-2017-HCD (include hourly fees): Total (MAXIMUM) Fee \$9,564.00

Scope of Services: (attach details, as necessary)

See Attachment

Tetra Tech shall not commence work until this task order is fully executed.

Ally Carrington 10/10/2018
City Project Manager Date

Jonathan Burgiel 10/11/2018
Contractor's Representative Date

Task Proposal accepted by: Henry Rasheed 10/10/18
Date

The purpose of the Task Order is to further specify project details covered under the original Scope of services approved by the Finance Director of the City of Houston. Such details may include, but are not limited to, deliverables, personnel assigned, hourly fees, costs, and Tasks to be performed by Contractor.

"Attachment 2"

TASK ORDER INSTRUCTIONS

Steps:

1. Finance Department's Project Administrator completes general information on Task Order Form, which includes:
 - a. City Department Name
 - b. Task Order Description
 - c. Contract No.
 - d. Purchase Order No.
 - e. Project or Task Start and End Dates
 - f. Task Order Cost and applicable hourly fee
2. Task Order Approval Form is sent to Contractor.
3. Contractor provides detailed proposal to Finance Director including tasks to be performed, deliverables, personnel to be assigned, schedule for performance of services, price proposal.
4. Contractor completes the Task Order Approval Form:
 - a. Project Start and End Dates
 - b. Estimated Task Order Cost and corresponding hourly fees, as set out in Exhibit A-1 of the Agreement.
 - c. Scope of Services
 - d. Personnel Assigned and number of hours worked
5. Contractor signs Task Order and returns it with a proposal to Finance Director.
6. Finance Department reviews and accepts or rejects proposal
7. If the proposal is accepted, the Finance Director or his representative provides a copy of the accepted Task Order to the Contractor to commence Task
8. City will make payment to Contractor upon completion of the project or task, or based on the milestones agreed to by both parties and accepted by the Finance Director or designee

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"Attachment" 1

SCOPE OF TASK ORDER

Provide description of Scope of work, Deliverables, personnel assigned, fees paid for this Task Order.

See Attachment "A"

Finance Department Director Initials: TE

Date: 10/11/2018

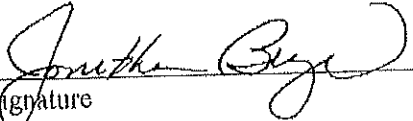
Housing and Community Development
Department Director (or Designee) Initials: EE

Date: 10/11/2018

Contractor Initials: JB

Date: 10/11/2018

TETRA TECH, INC.

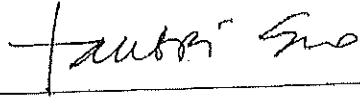

Signature

Name: Jonathan Burgiel

Title: Business Unit President

Date: 10/11/2018

CITY OF HOUSTON


Signature

Name: Tantri Emo

Title: Chief Business Officer/Finance Director

Date: 10/11/2018

ENGAGEMENT LETTER

**TO AGREEMENT FOR PROFESSIONAL SERVICES
FOR DISASTER RECOVERY AND CONSULTING SERVICES**

**Between
THE CITY OF HOUSTON, TEXAS
AND
TETRA TECH, INC.**

(Contract Number 4600014152)

Date: October 10, 2018

**Engagement Letter No. TT-007-2017-HCD, Outreach, Intake and Case Management RFP
Review Services**

This Engagement Letter (EL Number #TT-007-2017-HCD) is entered between the City of Houston, Texas ("City") and Tetra Tech, Inc. ("Contractor") as provided in the Contract for Professional Services for Disaster Recovery and Consulting Services (the "Contract") between the Parties, effective August 23, 2017.

1. The terms and conditions of the Agreement are incorporated into this Engagement Letter as though set forth herein in their entirety, except as expressly modified by this Engagement Letter, including any revisions and amendments by the Parties in the attached "Attachment 1 - Scope of Task Order" attached hereto and incorporated herein for all purposes. Unless expressly provided herein, the Task Order or any attachments, exhibits or additional documents are not intended to and shall not change, add, delete, or modify terms in the Agreement.
2. Scope of Services. Contractor shall provide all labor, material, and supervision necessary to perform the Task Order described in the attached "Attachment 1" excluding specialized equipment.
3. The City hereby assigns to Contractor the Tasks as described in the attached "Attachment 1". Compensation the City shall pay and other financial terms are specified in Attachment 1, which is incorporated herein for all purposes, upon the same terms and conditions, subject to allocation of funding by the City in accordance with the terms of Agreement, including but not limited to Exhibit A-1.
4. Task Order Instructions are set out in "Attachment 2".
5. The termination provisions of this Engagement Letter shall be in accordance with the termination sections of Section V of the Agreement.

Please signify your acceptance of this engagement and your agreement to this Engagement Letter by Signing below where indicated.

Gilmore, Coryie - HCD

From: Adams, Jerry - FIN
Sent: Wednesday, August 14, 2019 7:28 AM
To: Sonnier, Kimesha - HCD; Stoute, Anderson - HCD; McCasland, Tom - HCD
Cc: Gilmore, Coryie - HCD; Rhone, Tywana - HCD; Clement, Stephanie - HCD; Guillory, Beverly - HCD; Ibe, Orié - HCD; Moton, Clarence - HCD; Shah, Ketan - FIN
Subject: RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Kimesha / Anderson,

CORRECTION – HCD has already spent \$2,600 with Terracon in FY20. Your Purchase Order will need a **NOT TO EXCEED of \$47,000** or it will require council action.

ja

From: Adams, Jerry - FIN
Sent: Wednesday, August 14, 2019 7:09 AM
To: Sonnier, Kimesha - HCD <Kimesha.Sonnier@houstontx.gov>; Stoute, Anderson - HCD <Anderson.Stoute@houstontx.gov>
Cc: Gilmore, Coryie - HCD <coryie.cook@houstontx.gov>; Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Clement, Stephanie - HCD <Stephanie.Clement@houstontx.gov>; Guillory, Beverly - HCD <Beverly.Guillory@houstontx.gov>; Ibe, Orié - HCD <Orié.Ibe@houstontx.gov>; Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>; Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Subject: RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Please find attached fully executed form.

HCD can cut a PO for the NOT TO EXCEED value of \$50K with Terracon.

ja

From: Sonnier, Kimesha - HCD <Kimesha.Sonnier@houstontx.gov>
Sent: Tuesday, August 13, 2019 4:34 PM
To: Stoute, Anderson - HCD <Anderson.Stoute@houstontx.gov>; Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Cc: Gilmore, Coryie - HCD <coryie.cook@houstontx.gov>; Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Clement, Stephanie - HCD <Stephanie.Clement@houstontx.gov>; Guillory, Beverly - HCD <Beverly.Guillory@houstontx.gov>; Ibe, Orié - HCD <Orié.Ibe@houstontx.gov>; Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>
Subject: RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Jerry,

Clarence Moton just forwarded the attached signed Professional Services Justification form.

Kimesha E. Sonnier, MBA
Division Manager
Single-Family and Economic Development

City of Houston
Housing & Community Development Department
2100 Travis Street | 9th Floor | Houston, Texas 77002
832-394-6251 (Office)
713-628-0475 (mobile)
713-868-8366 (fax)

www.houstontx.gov/housing

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From: Stoute, Anderson - HCD <Anderson.Stoute@houstontx.gov>

Sent: Tuesday, August 13, 2019 2:37 PM

To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>

Cc: Sonnier, Kimesha - HCD <Kimesha.Sonnier@houstontx.gov>; Gilmore, Coryie - HCD <coryie.cook@houstontx.gov>;

Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Clement, Stephanie - HCD

<Stephanie.Clement@houstontx.gov>; Guillory, Beverly - HCD <Beverly.Guillory@houstontx.gov>; Ibe, Ori - HCD <Ori.Ibe@houstontx.gov>

Subject: RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Jerry,

I signed earlier and send to the Directors office for signature, once it is fully executed it will be submitted to you. I have added the Director's office staff and HCDD procurement staff on this email to expedite this process.

Respectfully,

P. Anderson Stoute
Division Manager New Construction
Single-Family New Home Development Program
City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th Floor | Houston TX 77002
832-394-6153 (Office)
281-702-2127 (Mobile)
713-868-8366 (fax)
www.houstontx.gov/housing

From: Adams, Jerry - FIN

Sent: Tuesday, August 13, 2019 2:15 PM

To: Stoute, Anderson - HCD <Anderson.Stoute@houstontx.gov>

Subject: FW: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Document looks good, just needs a signature

From: Stoute, Anderson - HCD <Anderson.Stoute@houstontx.gov>

Sent: Tuesday, August 13, 2019 2:12 PM

To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>; McCasland, Tom - HCD <Tom.McCasland@houstontx.gov>;

LaSane, Cedrick - HCD <Cedrick.LaSane@houstontx.gov>

Cc: Icken, Andy - MYR <Andy.Icken@houstontx.gov>; Costello, Stephen - MYR <Stephen.Costello@houstontx.gov>; Vargas, Anthony -LGL <Anthony.Vargas@houstontx.gov>; Hanahan, Carolyn - FIN <Carolyn.Hanahan@houstontx.gov>
Subject: RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

See attachment

P. Anderson Stoute
Division Manager New Construction
Single-Family New Home Development Program
City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th Floor | Houston TX 77002
832-394-6153 (Office)
281-702-2127 (Mobile)
713-868-8366 (fax)
www.houstontx.gov/housing

From: Stoute, Anderson - HCD
Sent: Tuesday, August 13, 2019 2:08 PM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>; McCasland, Tom - HCD <Tom.McCasland@houstontx.gov>; LaSane, Cedrick - HCD <Cedrick.LaSane@houstontx.gov>
Cc: Icken, Andy - MYR <Andy.Icken@houstontx.gov>; Costello, Stephen - MYR <Stephen.Costello@houstontx.gov>; Vargas, Anthony -LGL <Anthony.Vargas@houstontx.gov>; Hanahan, Carolyn - FIN <Carolyn.Hanahan@houstontx.gov>
Subject: RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Jerry,

We would like to move forward with Terracon for the NOT To EXCEED value of \$50K for Hazard Inspections (Lead, Mold and Asbestos). See attached professional services justification.

Related to Wood, will you be sending the documents for our review to include evaluation of experience and qualifications and preparation of cost reasonableness assessment, please advise. We will proceed with the request for waiver of deadline anticipating receipt of the documents to make the deadline.

Anthony I will follow up with a phone call.

Respectfully,

P. Anderson Stoute
Division Manager New Construction
Single-Family New Home Development Program
City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th Floor | Houston TX 77002
832-394-6153 (Office)
281-702-2127 (Mobile)
713-868-8366 (fax)
www.houstontx.gov/housing

From: Adams, Jerry - FIN

Sent: Tuesday, August 13, 2019 1:43 PM

To: Stoute, Anderson - HCD <Anderson.Stoute@houstontx.gov>; McCasland, Tom - HCD

<Tom.McCasland@houstontx.gov>; LaSane, Cedrick - HCD <Cedrick.LaSane@houstontx.gov>

Cc: Icken, Andy - MYR <Andy.Icken@houstontx.gov>; Costello, Stephen - MYR <Stephen.Costello@houstontx.gov>;

Vargas, Anthony -LGL <Anthony.Vargas@houstontx.gov>; Hanahan, Carolyn - FIN <Carolyn.Hanahan@houstontx.gov>

Subject: RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Anderson/Tom,

As discussed in the morning briefing, another option would be to engage Wood Environment and Infrastructure Solutions, Inc., but that is HCD's choice.

Please send me a professional services justification and I will expedite the approval.

Once approved, HCD can cut the PO to the vendor with a NOT TO EXCEED value of \$50K.

Regarding Wood, HCD needs to complete an evaluation of experience and qualifications as well as a cost reasonableness assessment as soon as possible.

Once complete, legal can continue with the contract preparation.

From the draft RCA coversheet I saw this morning, it appears HCD is planning on carrying this RCA. I do not have any problem with this provided there is a dual signoff and all documents are completed and attached. Please also note that the MWBE component is not listed on the coversheet. Wood will need to work with OBO to 1) either increase the participation of the two qualified vendors listed or 2) find a third qualified vendor.

If you continue to push for an Aug 21st council date, you should immediately send the Controller's office a request for waiver of deadline. I have also asked Anthony to investigate the possibility of a pre-contract service option for this which would allow HCD to move forward with Wood prior to the council date.

Any and all, please let me know if I missed something.

Rgds,

Jerry

From: Stoute, Anderson - HCD <Anderson.Stoute@houstontx.gov>

Sent: Tuesday, August 13, 2019 12:59 PM

To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>

Cc: McCasland, Tom - HCD <Tom.McCasland@houstontx.gov>

Subject: RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Jerry,

I discussed with Tom, we approve moving forward with Terracon.

Respectfully,

P. Anderson Stoute
Division Manager New Construction

Single-Family New Home Development Program
City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th Floor | Houston TX 77002
832-394-6153 (Office)
281-702-2127 (Mobile)
713-868-8366 (fax)
www.houstontx.gov/housing

From: Adams, Jerry - FIN
Sent: Monday, August 12, 2019 11:53 AM
To: Stoute, Anderson - HCD <Anderson.Stoute@houstontx.gov>
Subject: RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Anderson,
I spoke with Tom this morning. He had a different thought.

ja

From: Stoute, Anderson - HCD <Anderson.Stoute@houstontx.gov>
Sent: Monday, August 12, 2019 11:46 AM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>; McCasland, Tom - HCD <Tom.McCasland@houstontx.gov>;
Sonnier, Kimesha - HCD <Kimesha.Sonnier@houstontx.gov>
Cc: Costello, Stephen - MYR <Stephen.Costello@houstontx.gov>; Vargas, Anthony -LGL
<Anthony.Vargas@houstontx.gov>
Subject: RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Kimesha,

We are going to move forward with BCB, please complete the justification form and submit to Jerry. If you need any additional information to complete this task please let me know.

Respectfully,

P. Anderson Stoute
Division Manager New Construction
Single-Family New Home Development Program
City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th Floor | Houston TX 77002
832-394-6153 (Office)
281-702-2127 (Mobile)
713-868-8366 (fax)
www.houstontx.gov/housing

From: Adams, Jerry - FIN
Sent: Sunday, August 11, 2019 5:03 PM
To: Stoute, Anderson - HCD <Anderson.Stoute@houstontx.gov>; McCasland, Tom - HCD <Tom.McCasland@houstontx.gov>
Cc: Costello, Stephen - MYR <Stephen.Costello@houstontx.gov>; Vargas, Anthony -LGL <Anthony.Vargas@houstontx.gov>
Subject: RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Still firm on one vendor – not to exceed \$50K.

Suggest you speak with MST at your meeting on Tuesday. For now, this is what is approved.

From: Stoute, Anderson - HCD <Anderson.Stoute@houstontx.gov>
Sent: Friday, August 9, 2019 4:30 PM
To: McCasland, Tom - HCD <Tom.McCasland@houstontx.gov>; Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Cc: Costello, Stephen - MYR <Stephen.Costello@houstontx.gov>; Vargas, Anthony -LGL <Anthony.Vargas@houstontx.gov>
Subject: RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Jerry,

Tom have accurately stated below why there is a need for two contractors. Based on a preliminary review of the two contractors listed below, Terracon provides hazard service inspections (Lead, Asbestos and Mold) and BCB provides Damage Assessment/Initial Scope development. HCDD desperately needs both of these services immediately. If we choose BCB we will be able to conduct Damage Assessments, however, without a Hazard contractor to conduct Lead, Asbestos and Mold inspections we will not be able to complete the final scope of work. If we select Terracon we will be able to conduct hazard service inspections (Lead, Asbestos and Mold) and will not be able to complete the final scope of work without having the Damage Assessment, additionally having Terracon only is more challenging since Damage Assessment is the first inspection that takes place and it determines whether or not a home needs a hazard inspection.

Respectfully,

P. Anderson Stoute
Division Manager New Construction
Single-Family New Home Development Program
City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th Floor | Houston TX 77002
832-394-6153 (Office)
281-702-2127 (Mobile)
713-868-8366 (fax)
www.houstontx.gov/housing

From: McCasland, Tom - HCD
Sent: Friday, August 9, 2019 1:26 PM
To: Stoute, Anderson - HCD <Anderson.Stoute@houstontx.gov>
Cc: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>; Costello, Stephen - MYR <Stephen.Costello@houstontx.gov>

Subject: FW: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Importance: High

Anderson, please advise as to Jerry's question.

Steve/Jerry, these are two entirely different inspections services: 1. Damage assessment, and 2. Lead, Asbestos and Mold. What I've heard from the Mayor is tell me what you need, and if we can do it, you will get it. Is there a legal reason why we can't keep both services moving forward?

Thanks,

Tom McCasland
Director

City of Houston
Housing and Community Development Dept.
2100 Travis Street | 9th Floor | Houston TX 77002
832.394.6282
www.houstontx.gov/housing

From: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Sent: Thursday, August 8, 2019 1:02 PM
To: McCasland, Tom - HCD <Tom.McCasland@houstontx.gov>
Cc: Costello, Stephen - MYR <Stephen.Costello@houstontx.gov>
Subject: FW: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order
Importance: High

Tom,
MST approved one request for under \$50K PO for inspection services.
Can BCB or Terracon best meet your needs?

ja

From: Gilmore, Coryie - HCD
Sent: Thursday, August 8, 2019 10:14 AM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Cc: Hanahan, Carolyn - FIN <Carolyn.Hanahan@houstontx.gov>; Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>
Subject: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order
Importance: High

Good Morning Mr. Adams,

Please review the attached Professional Services Justification form for the Mold – Lead – Asbestos Inspection Services our department is needing. All additional back up documentation has been attached as well for your review.

Thank you in advance,

Coryie J. Gilmore
Senior Buyer
City of Houston
Housing and Community Development Department
Finance-Procurement

2100 Travis Street, 9th Floor
Houston, TX 77002
coryie.cook@houstontx.gov
832-394-6306



From: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>
Sent: Monday, August 05, 2019 1:55 PM
To: Gilmore, Coryie - HCD <coryie.cook@houstontx.gov>
Subject: FW: Inspection Purchase Request for 50K
Importance: High

FYI

From: Hanahan, Carolyn - FIN
Sent: Monday, August 5, 2019 1:03 PM
To: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>
Cc: Eudy, Ellen - HCD <Ellen.Eudy@houstontx.gov>; Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Subject: RE: Inspection Purchase Request for 50K

Hi Tywana,
I got your voice mail but haven't had a chance to call.
First of all, did you receive an approved justification form from Jerry? That should be done before you proceed any further.

I do not know if all of these services really are professional, so you may need to get three quotes from the construction rehab firms.

Carolyn

From: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>
Sent: Monday, August 5, 2019 11:56 AM
To: Hanahan, Carolyn - FIN <Carolyn.Hanahan@houstontx.gov>
Cc: Eudy, Ellen - HCD <Ellen.Eudy@houstontx.gov>; Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Subject: Inspection Purchase Request for 50K
Importance: High

Good Morning Carolyn.

We are trying to process the request for the Inspections services that I spoke to you about on Thursday. We have ran into issues finding one (1) vendor that can perform all four (4) services. Three of the services are in the environmental related fields and one of the service is in the Construction Rehab field. Due to the vast differences between these service, we are having trouble finding one vendor who can perform all four services on one Purchase Order.

Please advise us how to proceed.

Thanks,

Tywana L. Rhone

Division Manager

Procurement Services

tywana.rhone@houstontx.gov

2100 Travis Street | 9th Floor | Houston TX 77002

832.394.6204 (office)

www.houstontx.gov/housing

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**City of Houston
Finance-Strategic Procurement Division**

Professional Services Justification

General Information	Date: 8.12.19
Department: HCDD - Disaster Recovery	Phone No. 832-394-6251
Contact Name: Kimesha Sonnier	Email: Kimesha.sonnier@houstontx.gov

Vendor Information	Requisition No.
Name: Terracon	Purchase Order No.
Address: 11555 Clay Road, Suite 100 Houston, Texas 77043	Contract No.

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered. Please also identify the **annual** cost of this good or service.

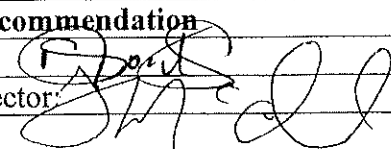
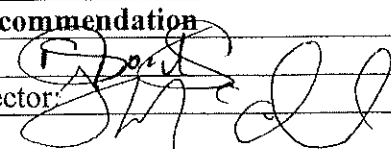
Vendor will perform highly qualified Inspection Services with experience and expertise in residential construction cost estimation and inspections to provide standard and specialty inspection services to support the operation of all disaster-related programs outlined in the City’s Local Action Plan in response to Hurricane Harvey. The inspection services shall be performed under the U.S. Department of Housing and Urban Development’s (HUD) Community Development Block Grant – Disaster Recovery 2017 (“CDBG-DR17”) program and must comply with all applicable CDBG-DR17 laws, regulations, and rules. Inspections to be performed are listed below:

- **Asbestos Inspection/Testing Services**
- **Lead Based Paint Inspections/Testing Service**
- **Mold Inspections**

The inspections will be order by the Hazard Project Manager when required. The deliverables will be collected and approved by the requesting Project Manager.

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?
The requested inspection services require specific certifications, experience, and knowledge to produce the deliverables that meet applicable HUD CDBG-DR17 laws, regulations, and rules.




Due Diligence. Describe the due diligence performed that led to the conclusion that this service provider offers the best value to the city.
The service provider chosen to perform the inspection services for homeowners affected by Harvey through all Disaster Recovery Hurricane Harvey Programs has provide proof of rendering these services.

Department Recommendation	
Requestor: 	Date: 8/13/19
Department Director: 	Date: 8/13/19

Chief Procurement Officer’s Approval	
Signature:	Date:

CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

RECORD OF CONCURRENCE FOR APPROVAL

SUBJECT: Inspection Services Professional Services Justification Purchase Order Request for the Disaster Recovery 2017 Program		DUE DATE August 13, 2019	DATE SUBMITTED August 13, 2019	REF#:
EXPLANATION: Per Anderson Stoute request, please process the Professional Services Justification Purchase Order for less than \$50,000 for Inspection Services for the Disaster Recovery 2017 Hurricane Harvey Programs using CDBG-DR17 Funding.				
ORIGINATOR Kimesha Sonnier	DATE ORIGINATED August 13, 2019	PERSON TO CONTACT FOR DETAILS Kimesha Sonnier	TELEPHONE NUMBER 832-394-6251	
ROUTING SEQUENCE	APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS
1.	Kimesha Sonnier		8/13/19	
2.	Anderson Stoute		8/13/19	Please sign concurrence and Professional Services Form
3.	Tom McCasland		8/13/19	Please sign concurrence and Professional Services Form
4.	Procurement			
5.	Finance			
6.				
7.				
8.				