Houston City Council

Housing and Community Affairs Committee

Mike Laster (Chair)
Robert Gallegos (Vice Chair)
Dwight A. Boykins - David W. Robinson - Michael Kubosh
Karla Cisneros - Mike Knox – Martha Castex-Tatum

Tuesday, September 18, 10:00 AM
City Hall Council Chambers

I. Call to Order/Welcome – Council Member Mike Laster, Chair

II. Disaster Recovery

a) **Outreach, Intake and Case Management Services**
The Housing & Community Development Department (HCDD) recommends Council approval of a $27,374,254.00 CDBG-DR 17 contract for Outreach, Intake and Case Management Services (OICM) for HCDD's state and federally funded housing programs. (All Districts)

b) **Information Management System for Disaster Recovery**
HCDD recommends Council approval of an ordinance awarding a contract in an amount not to exceed $1,640,000.00 for an Information Management System (IMS) to serve as the system of record for CDBG-DR program information. (All Districts)

- Tom McCasland, Director, Housing and Community Development Department
- Lisa Kent, Chief Information Officer and Director, HITS

III. Planning & Grants Management

a) CDBG Substantial Amendment
HCDD recommends Council approval to amend the Community Development Block Grant (CDBG) Program Summary Budgets totaling $2,031,295.29 under the 2008, 2010 and 2014 Annual Action Plans. (All Districts)

- Tom McCasland, Director, Housing and Community Development Department
- Kennisha London, Administration Manager, Housing and Community Development Department

IV. Public Services

a) Acceptance of Homeless Housing and Services Program (HHSP) Grant
HCDD recommends Council approval of a contract between the City of Houston and the Texas Department of Housing and Community Affairs (TDHCA) accepting a $1,320,816.00 grant of HHSP funds for activities designed to eliminate and/or prevent homelessness. (All Districts)

Action may be taken on any item listed above. Committee meetings are open to the public.
For more information about this committee, please contact Jeremy Harris, 832.393.3369

b) SEARCH Homeless Services, Inc.
HCDD recommends Council approval of a contract between the City of Houston and SEARCH, providing $390,000.00 in HHSP and $360,000.00 in TIRZ funds for a Homeless Services Program. (All Districts)

- Tom McCasland, Director, Housing and Community Development Department
- Melody Barr, Division Manager, Housing and Community Development Department

V. Multifamily

a) **Park Yellowstone**
HCDD recommends Council approval of an Ordinance authorizing $4,600,000.00 in the form of CDBG-DR2 funds for the acquisition and rehabilitation of a 210-unit multifamily property at 3322 Yellowstone Boulevard Houston, Texas. (District D).

b) **St. Elizabeth Place**
HCDD recommends Council approval of an Ordinance authorizing a $4,250,000.00 loan utilizing Community CDBG-DR funds for the construction of an 85-unit multifamily property at 4514 Lyons Ave., Houston, Texas. (District B).

- Tom McCasland, Director, Housing and Community Development Department
- Ryan Bibbs, Division Manager, Housing and Community Development Department

VI. Single Family

a) Revisions to the Homebuyer Assistance (HAP) Guidelines
HCCD recommends Council approval to amend ordinance No. 2016-911 for the Fourth Amended and Restated Homebuyer Assistance Guidelines to increase the subsidy to $30,000.000 and decrease the homebuyer's contribution to $350.00. (All Districts)

- Tom McCasland, Director, Housing and Community Development Department
- Brandi Sullivan, Administrative Manager, Housing and Community Development Department

VII. Finance

a) Tax Increment Reinvestment Zone (TIRZ) Appropriation
HCCD requests Council appropriation of $17,945,800.88 of TIRZ Affordable Housing Funds to build single-family and multifamily affordable homes, as well as to administer HCDD's affordable home activities. (All Districts)

- Tom McCasland, Director, Housing and Community Development Department
- Ellen Eudy, Chief Financial Officer, Housing and Community Development Department

VIII. Public Comments

IX. Director's Comments
Tom McCasland, Director, Housing and Community Development Department

Request for Proposal for S67-T26599 received on May 29, 2018 Approve an ordinance awarding a contract to ICF Incorporated, LLC for a total not to exceed $27,374,254 for Outreach, Intake and Case Management Services for housing programs for the Housing and Community Development Department (HCDD).

Specific Explanation

The Director of the Housing and Community Development Department and the Chief Procurement Officer recommend that City Council approve an ordinance awarding a one-year contract with two one-year options, to ICF Incorporated, LLC, in an amount not to exceed $27,374,254 for Outreach, Intake and Case Management Services for the Housing and Community Development Department. The Director of Housing and Community Development Department and/or the Chief Procurement Officer may terminate the contract at any time upon thirty-days written notice to the contractor.

The scope of work requires the contractor to, under direction from HCDD staff, provide comprehensive outreach, intake and case management services for housing programs developed for Hurricane Harvey recovery, to maximize the number of eligible applicants to the programs. Services include outreach and marketing, Applicant surveys, intake services, case management during the application process, and limited legal services for owners and renters residing within the City of Houston. The contractor is required to bring on a local non-profit firm to handle at least 25% of the work.

The Request for Proposal (RFP) was advertised in accordance with the requirements of the State of Texas bid laws. The solicitation document was posted on the Strategic Procurement Division's e-bidding website and, as a result proposals were received from: IEM/MPACT, ICF Incorporated, LLC and HGI Catastrophe Services, LLC. The Evaluation Committee consisted of members from the Housing and Community Development Department.

The proposals were evaluated based on the following criteria:

1. Responsiveness of Proposal
2. Technical Competence
3. Price Proposal
4. References

ICF Incorporated, LLC received the highest overall score and was deemed to be the best qualified consultant to perform the requirements as outlined in the RFP.

MWBE Subcontracting:

The RFP solicitation was advertised with 24% goal for MWBE participation, and ICF Incorporated, LLC has exceeded this goal by proposing to award 57.27% of the contract to MWBE certified subcontractors as indicated below.

NAME	TYPE OF SERVICE	AMOUNT	PERCENTAGE
Barry Barnes & Associates	Limited Legal Services	TBD	TBD
Entre Strategic Partners	Government liaison	TBD	0.07%
Employment & Training Centers	Temporary Staffing Services	TBD	27.51%
Lane Staffing	Temporary Staffing Services	TBD	26.08%
Outreach Strategists	Outreach and marketing	TBD	3.61%
PPG Global, LLC	Document Control, Record Management, Staff Augmentations	TBD	3.57% (Not Certified)
TLC Engineering	Engineering Services	TBD	TBD
United Engineers	Engineering services		

Pay or Play Program:

The proposed contract requires compliance with the City's Pay or Play ordinance regarding health benefits for employees of City contractors. In this case, the contractor will provide health benefits to eligible employees in compliance with City policy.

Fiscal Note:

Funding for this item is included in the FY 2019 Budget. Therefore, no Fiscal Note is required as stated in the Financial Policy Ord. 2014-1078.

Jerry Adams, Chief Procurement Officer
Finance, Strategic Procurement Division

Department Approval Authority

Amount of Funding:

Contact Information:

NAME:	DEPT.	PHONE
Brenda Chagoya, Division Manager	FIN/SPD	(832) 393-8723
Mayra Bontemps, Assistant Director	HCDD	(832) 394-6200
Tom McCasland, Director	HCDD	(281) 233-1613

CITY OF HOUSTON - CITY COUNCIL
Meeting Date: 9/18/2018
All Districts
Item Creation Date: 8/31/2018

HCD18-79
I&I Software Inc. - Disaster Recovery Information Management System

Agenda Item#: II.b.

Background:
The Housing and Community Development Department (HCDD) recommends Council approval of an ordinance awarding a contract to I&I Software Inc. (Contractor) in an amount not to exceed $1,640,000.00 to design, build, maintain and support an Information Management System (IMS) to manage and track all HCDD programs, including CDBG-Disaster Recovery (CDBG-DR) funded programs.

	Cost over 5 Years	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Grantcare Software Costs	$840,000.00	$545,000.00	$70,000.00	$85,000.00	$85,000.00	$55,000.00
Ongoing Support & Development	$800,000.00	$400,000.00	$200,000.00	$100,000.00	$50,000.00	$50,000.00
Total Cost	$1,640,000.00	$945,000.00	$270,000.00	$185,000.00	$135,000.00	$105,000.00

Under the scope of this contract, the Contractor will provide Information Technology (IT) services to deploy and support the IMS, which will function as the system of record for all CDBG-DR programs immediately, with entitlement programs added later through data migration. This contract has a five-year term with two one-year renewal options.

The IMS will be used by the City and its contractors and subcontractors to record all program information, perform financial grant management, drive work processes, track applicant progress, develop and provide milestone reporting, and satisfy all US Department of Housing and Urban Development (HUD), Texas General Land Office (GLO), and City requirements for the programs.

The IMS will be based on the Microsoft Dynamics system, and the Contractor will work with the City of Houston Information Technology Services (HITS) Department to deploy the IMS and provide support. During the initial term of the contract, the City may request additional support and customization including: data analysis and reporting support, development, technical support and additional features/software options.

This contract has been issued in accordance with City's purchase of products and services from the Contractor under the Contractor's General Services Administration (GSA) Contract #GS-35F-128CA for

General Purpose Commercial Information Technology Equipment, Software, and Services and all amendments of exhibits thereto as offered by the GSA with a December 24, 2014 effective date.

Minority/Woman-owned Business Enterprise (MWBE) goals for this contract are 24% for professional services and 11% for products and materials; the Contractor anticipates exceeding these goals by awarding 100% of the contract to MWBE-certified subcontractors.

TIRZ will act as the bridge funding until the CDBG-DR funding for Hurricane Harvey arrives and GLO approves the use of funds for this activity. It is expected that TIRZ funds will be reimbursed with the exception of the portion that GLO may deem duplicative of the GLO system, which may range from $100,000.00 to $250,000.00.

No operational funding is required for this project; therefore, no Fiscal Note is required as stated in the Financial Policy Ordinance 2014-1078.

The Housing and Community Affairs Committee reviewed this item on September 18, 2018.

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Tom McCasland, Director
Housing and Community Development Department

Jerry Adams, Chief Procurement Officer

Amount of Funding:

Year 1 - $945,000.00 - Tax Increment Reinvestment Zone (TIRZ) Fund 2409
Years 2-5 - $695,000.00 - Federal State Local Pass Through Fund 5030 [Community Development Block Grant - Disaster Recovery (CDBG-DR)] Future Grants

Contact Information:

Roxanne Lawson
(832) 394-6307