

# I N D E X

PORT COMMISSION  
OF THE  
PORT OF HOUSTON AUTHORITY  
OF THE PORTS OF HARRIS COUNTY, TEXAS  
April 28, 2020

Minute No.

Event/Action

**General**

Chairman Campo convened the Port Commission meeting and provided opening remarks

**Minutes**

2020-0428-01 Approve the minutes of the January 28, 2020 and February 12, 2020 Port Commission meetings

**Staff Reports**

2020-0428-02 Roger Guenther, Executive Director, presented a summary of selected operational matters

**Appearances**

2020-0428-03(a) Chairman Campo recognized Stephanie Thomas, Public Citizen, who addressed the Port Commission

2020-0428-03(b) Chairman Campo recognized Leticia Ablaza, Air Alliance Houston, who addressed the Port Commission

2020-0428-03(c) Chairman Campo recognized Capt. Robert Thompson, Houston Pilots Association, who addressed the Port Commission

**F. Executive**

2020-0428-04 Approve the following COVID—19 relief measures: (i) extend the interest-free deferred payment period by an additional 30 days for Users under Port of Houston Authority tariffs and (ii) extend free time by 3 days for loaded import containers under Port of Houston Authority Tariff Nos. 14 (Barbours Cut) and 15 (Bayport) (both (i) and (ii) effective as of April 29, 2020 through June 30); (iii) defer the past-due interest-accrual date by 30 days for regular rental payments by tenants under Port Authority leases accruing in May and June; and (iv) hold steady any “Carrier’s Commitment Discount Level” that would otherwise decrease for the six-month period

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beginning July 1, 2020, under Port Authority Marine Terminal Services Agreements

**G. Commercial**

- 2020-0428-05 Approve staff's ranking of vendors and award two contracts, each for a two-year term with a one-year mutual extension option, in the amount of each not to exceed \$60,000 annually and the total amount for both contracts not to exceed \$120,000 annually (\$240,000 over the two-year term) for professional photography and videography services to the two top-ranked proposers: staff ranking – first, CK Productions; second, Drew Donovan Photography; and third, Twice Media Productions
- Port Commission adopted the staff-recommended ranking and authorized award
- 2020-0428-06 Approve staff's ranking of vendors - first, STS Brand; second, World of Promotions; and third, AMC Promotional Products, and award each a contract for a two-year term in the annual amount of \$58,333, for promotional items ordering services, with a mutual option to extend one year
- Port Commission adopted the staff-recommended ranking and authorized award
- 2020-0428-07 Authorize a ten-year Foreign-Trade Zone Interlocal Agreement with Waller County
- 2020-0428-08 Amend the lease with Houston International Seafarers Centers, Inc. for the 5,810 square foot office building located on 1.1766 acres at the Barbours Cut Terminal, to extend the term for an additional three years as of March 1, 2020, at an annual base rent of \$10
- 2020-0428-09 Approve a one-year lease with TPC Group LLC, for approximately 6 acres out of Block 3 at Sims Bayou effective no earlier than April 1, 2020, at an annual rent of \$241,344
- 2020-0428-10 Approve a grazing lease with Robert Shane Barnes for a three-year term effective April 1, 2020, for an approximately 80-acre tract of land out of the Clinton Disposal Site at an annual base rent of \$1,600
- 2020-0428-11 Approval of a fourth amendment to the lease with Sesco Cement Corp. for 19.55 acres out of the Southside Turning Basin to adjust the operations period base rent rate applicable to 15.07 acres from December 24, 2019 to June 30, 2020, modify the base rent rate applicable to such premises beginning July 1, 2020, and provide for an adjustment date to increase base

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rent annually beginning on September 1, 2021

2020-0428-12

Approve a second amendment to the lease with American Maritime Services of N.J., Inc. d/b/a Integrated Industries Corp. reducing the leased premises by 0.73 acres for a total of 10.49 acres, effective May 1, 2020 at Barbours Cut Terminal for an annual base rent of \$438,188 with an annual increase of the greater of 3% or Consumer Price Index

2020-0428-13

Approve a third amendment to the lease at the Turning Basin Terminal with Cooper/Ports America LLC, for an additional one-year term for approximately 3.20 acres which includes Warehouse 21-A, the apron adjacent to Warehouse 21-A, an additional open area of approximately 57,210 sq. ft., and a rail spur of approximately 500 linear ft., effective no earlier than June 1, 2020, at an annual rent of \$87,221

2020-0428-14

Deliberate and take possible action to declare as surplus and authorize the sale of approximately 1.455 acres of land in the Thomas Earle Survey, Abstract No. 18, to the City of Deer Park for the construction and relocation of the Jimmy Burke Community Center

**H. Finance**

2020-0428-15

Reject all proposals for trust and custody services for the Port Authority Restated Retirement Plan and the Port of Houston Authority OPEB Plan

2020-0428-16

Approve the Port Authority's fiscal year 2019 Comprehensive Annual Financial Report

2020-0428-17

Approve and adopt the "Resolution Finding Necessity for the Issuance of Bonds and Providing for Certification to Commissioners Court" regarding: (i) the issuance of refunding bonds to purchase or refund and defease all or a portion of the following outstanding bonds of the Port Authority: (a) \$9,025,000 par value of the Unlimited Tax Refunding Bonds, Series 2010B (Non-AMT); (b) \$26,960,000 par value of the Unlimited Tax Refunding Bonds, Series 2010C (Non-AMT); (c) \$147,940,000 par value of the Unlimited Tax Refunding Bonds, Series 2010D-1 (Non-AMT); (d) \$85,665,000 par value Unlimited Tax Port Improvement Bonds, Series 2010D-2 (Non-AMT); (e) \$20,220,0000 par value Unlimited Tax Refunding Bonds, Series 2010E (Non-AMT); and (f) \$19,535,000 par value Unlimited Tax Refunding Bonds, Series 2011A (AMT); (ii) affirmatively find and declare that the best interests of the taxpayers of the Port Authority will be served by such a refunding; and that the Commissioners Court of Harris County, Texas, be petitioned to authorize the issuance thereof for and on behalf of the Port Authority; (iii) appoint Bracewell LLP as bond counsel and disclosure counsel, Masterson Advisors LLC as financial advisor, and Jefferies (senior manager), Bank of

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America, Citigroup, Goldman Sachs, Stern Brothers, and UBS as underwriters, to assist in the bond issuances, and (iv) authorize the finance working group to prepare documentation authorizing the issuance of refunding bonds subject to the further approval of the Port Commission and the Commissioners Court of Harris County, Texas

2020-0428-18

Acknowledge receipt and filing of the report regarding the Port of Houston Authority Restated Retirement Plan prepared by AndCo Consulting LLC, an independent investment consultant, as required by Texas Government Code Sec. 802.109

**I. Infrastructure**

2020-0428-19

Approve staff's ranking of vendors and award a construction contract for the rehabilitation and repair of Wharf 9 at Turning Basin Terminal to the top-ranked proposer: staff ranking – first, Forde Construction Company, Inc.; second, Russell Marine, LLC; and third, Harper Brothers Construction, LLC

Port Commission adopted the staff-recommended ranking and authorized award

2020-0428-20

Amend the professional services contract with Jacobs to perform construction phase services for the rehabilitation and repair of Wharf 9 at Turning Basin Terminal

2020-0428-21

Approve staff's ranking of vendors and award a professional services contract to perform construction material testing services for the rehabilitation and repair of Wharf 9 at Turning Basin Terminal to the top-ranked proposer: staff ranking – first, HVJ Associates, Inc.; second, Aviles Engineering Corporation; and third, Raba Kistner, Inc.

Port Commission adopted the staff-recommended ranking and authorized award

2020-0428-22

Approve staff's ranking of vendors and award a service contract for Technical Support Services in support of long-range planning efforts (Terminal Optimization Study) to the top ranked proposer: staff ranking – first, WSP USA, Inc.; second Hatch Associates Consultants; and third, City and Sea Group LLC dba CAS Group LLC

Port Commission adopted the staff-recommended ranking and authorized award

2020-0428-23

Approve staff's ranking of vendors and award a construction contract for the demolition of Wharf Crane Nos. 7 and 8 and rubber-tired gantry cranes

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	<p>P and S at Barbours Cut Terminal to the top-ranked proposer: staff ranking – first, D. H. Griffin of Texas, Inc.; and second, Sarens USA, Inc.</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>
2020-0428-24	Award a construction contract to Bryant Industrial Services, LLC for annual fender system maintenance at Barbours Cut Terminal and Bayport Container Terminal
2020-0428-25	Approve a change order to McCarthy Building Companies, Inc. to perform additional work associated with the construction of Container Yard 7 at Bayport Container Terminal
2020-0428-26	<p>Approve staff’s ranking of vendors and award a professional services contract for the design of a fire suppression system at Barbours Cut Terminal to the top-ranked proposers: staff ranking – first, Johnson &amp; Pace, Inc.; second, Jensen Hughes, Inc.; and third, S. T. Hudson Engineers, Inc.</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>
2020-0428-27	Amend the professional services contract with Dannenbaum Engineering Corporation for additional design services associated with the rehabilitation and repair of Wharf 2 at Manchester Terminal
2020-0428-28	<p>Approve staff’s ranking of vendors and award a two-year services contract for maintenance of dredged material placement areas to the top-ranked proposer: staff ranking – first, Yellowstone Landscape – Central, Inc.; and second, Angel Lady Services</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>
2020-0428-29	<p>Approve staff’s ranking of vendors and award a two-year environmental services contract for operating, maintaining, and monitoring the Jacintoport Wastewater Treatment Plant to the top-ranked proposer: staff ranking – first, Precision Utility, LLC; second, U.S. Water Services Corporation dba USW Utility Group; and third, Miggins Interest LLC dba Hydro Tech Utility</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>
2020-0428-30	Approve staff’s ranking of vendors and award an environmental services agreement for an industrial non-hazardous and hazardous waste disposal

<u>Minute No.</u>	<u>Event/Action</u>
	<p>vendor to the top- ranked proposer: staff ranking – first, Tradebe Treatment and Recycling, LLC; and second, Republic Industrial and Energy Solutions, LLC</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>
2020-0428-31	<p>Approve staff’s ranking of vendors and award a one-year environmental services contract for asbestos and mold abatement services for all Port Authority facilities to the top-ranked proposer: staff ranking – first, RNDI Companies, Inc.; second, Inland Environments, Ltd.; and third, American Technologies, Inc.</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>
2020-0428-32	<p>Award a two-year environmental services contract to Waste Corporation of Texas, L.P. for scrap tire removal and disposal services for all Port Authority facilities</p>
2020-0428-33	<p>Enter into an Interlocal Agreement with Harris County for a contribution for the design and construction of a sidewalk/walking trail in Galena Park along the east side of Mercury Drive and south of the flood control channel south of Lane Street</p>
2020-0428-34	<p>Enter into a project agreement under the Interlocal Agreement among the Port Authority, City of Houston, and Harris County Flood Control District, for a geomorphic study to be conducted by the U.S. Army Corps of Engineers and fund the Port Authority’s cost-share portion</p>
2020-0428-35	<p>Authorize a no-fee License Agreement(s) as licensee with Gulf Access Terminal LLC and TDWP Terminals 4 LLC granting access over 0.599 surface acres within their properties located adjacent to the Port Authority’s Beltway 8 property for a term(s) up to four years and two months, commencing no earlier than June 1, 2020</p>
2020-0428-36	<p>Authorize a no-fee License Agreement as a licensee with Harris County, Texas, granting access over 0.451 surface acres within the Harris County Beltway 8 Bridge right-of-way for a term up to four years and six months, commencing no earlier than June 1, 2020</p>
2020-0428-37	<p>Authorize a Right of Entry/Access Agreement with Union Pacific Railroad Company and payment of a license fee for a term up to four years and two months, commencing no earlier than June 1, 2020</p>

<u>Minute No.</u>	<u>Event/Action</u>
2020-0428-38	Authorize a no-fee Right of Entry/Access Agreement with the Port Terminal Railroad Association (PTRA) and a no-fee Private Rail Crossing Agreement with PTRA, Gulf Access Terminal LLC, and TDWP Terminals 4 LLC (TDWP) for a term up to four years and two months, commencing no earlier than June 1, 2020
2020-0428-39	<p>Approve staff's ranking of respondents and award the following two professional services contracts for Professional Engineering and Auditing Services on an as-needed basis to support the Houston Ship Channel Expansion Channel Improvement Project: a contract in an amount not to exceed \$350,000 to the top ranked respondent, and a contract in the amount of \$150,000 to the second ranked respondent: staff ranking – first, Atkins North America, Inc.; second, Freese and Nichols, Inc., and third, Anchor QEA – T. Baker Smith Joint Venture</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>
2020-0428-40	Enter into a contributed funds agreement with the U.S. Army Corps of Engineers, to support design review of the Houston Ship Channel Expansion Channel Improvement Project
2020-0428-41	Authorize the Port Authority and enter into an Interlocal Agreement with Harris County to purchase wetland mitigation credits in order to clear and develop Beltway 8 property
2020-0428-42	Approve the renewal of expiring Port Authority licenses for new ten-year terms: Air Liquide Large Industries U.S. LP, CenterPoint Energy Houston Electric, LLC, CenterPoint Energy Intrastate Pipelines, Inc., Enterprise Products Operating LLC, ExxonMobil Pipeline Company, Kinder Morgan Tejas Pipeline LLC, Kinder Morgan Texas Pipeline LLC, La Porte Pipeline Company, LP, Lone Star NGL Mont Belvieu LP, Pasadena Refining System, Inc., PCI Nitrogen, LLC, Praxair, Inc., and Valero Refining-Texas, LP
2020-0428-43	Issue a distribution/transmission line license to Southwestern Bell Telephone Company for one fiber-optic line over and across High Level Road inside the Northside Turning Basin
2020-0428-44	Issue a pipeline license to Praxair, Inc. for a 10-inch nitrogen pipeline under and across Port Terminal Railroad Association Southside Mainline railroad right-of-way
2020-0428-45	Issue a pipeline license to Buckeye Development & Logistics, LLC for a 6-inch refined petroleum products pipeline under and across Port Terminal Railroad Association Southside Mainline railroad right- of-way

<u>Minute No.</u>	<u>Event/Action</u>
2020-0428-46	Issue a pipeline license to Mobil Pipe Line Company for a 36-inch crude oil pipeline under and across Scott Bay, the Houston Ship Channel, and Upper San Jacinto Bay and under Alexander Island
2020-0428-47	Issue a pipeline license to Pasadena Performance Products, LLC for a 10-inch ethylene pipeline under and across Port Terminal Railroad Association Southside Mainline railroad right-of-way
2020-0428-48	Issue a pipeline license to CenterPoint Energy Resources Corp for a 4-inch natural gas pipeline under and across Little Vince Bayou within the Pasadena Boulevard right-of-way
2020-0428-49	Issue a marine construction permit to Harris County to replace the north Lynchburg ferry berthing area bulkhead and the north and south ferry landing bulkheads and raise the approaches to each landing
2020-0428-50	Issue a marine construction permit to Cardno USA for transplanting intertidal marsh on 2.81 acres of submerged land in Old River, Buffalo Bayou, and the San Jacinto River
2020-0428-51	Issue a marine construction permit to and approve a port adjacency barge fleeting lease agreement with AccuTRANS Fleeting Services LLC for approximately 6.6 acres of submerged lands in Old River at an initial monthly rental amount of \$9,900 for a ten-year term
2020-0428-52	Issue a marine construction permit to the U.S. Coast Guard for maintenance dredging of approximately 1,439 cubic yards within the Houston Ship Channel
2020-0428-53	Transfer five pipeline licenses and one distribution and/or transmission line license from Foothills Texas, Inc. to Trek Resources, Inc. for crossings in Tabbs Bay
2020-0428-54	Amend a marine construction permit issued to Buffalo Marine Service, Inc. and approve a private adjacency barge fleeting lease agreement for approximately 4.09 acres of submerged lands in Old River at a monthly rental amount of \$1,227 for a ten-year term
2020-0428-55	Amend a pipeline license to KM Liquids Terminals LLC to add one 8-inch pipeline carrying butane and other substances on an existing pipe rack across Panther Creek
2020-0428-56	Amend a pipeline license to ExxonMobil Pipeline Company to add an additional 2,401 linear feet to the 20-inch refined products pipeline under and across Scott Bay, the Houston Ship Channel, and the Upper San Jacinto Bay



<u>Minute No.</u>	<u>Event/Action</u>
2020-0428-57	Consolidate, restate, and issue a six-inch propylene pipeline license to Flint Hills Resources Houston Chemical, LLC to combine seven previously-authorized pipeline crossings into a single license, crossing Cedar Bayou, the Houston Ship Channel/Crystal Bay, Santa Anna Bayou, a 60-foot right-of way, and an unused 150-foot right-of-way
2020-0428-58	Consolidate, restate, and issue an eight-inch ethylene pipeline license to FHR Mont Belvieu, LLC to combine eight previously-authorized pipeline crossings into a single license, crossing Cedar Bayou, the Houston Ship Channel/Crystal Bay, Santa Anna Bayou, a 60-foot right-of way, an unused 150-foot right- of-way, and the Southside Mainline railroad right-of-way
2020-0428-59	Approve a private adjacency barge fleeting lease agreement with SJI Group LLC for approximately 19.77 acres of submerged lands on the southwest side of Alexander Island barge channel at a monthly rental amount of \$5,087 for a ten-year term

#### **J. Operations**

2020-0428-60	<p>Approve staff's ranking of vendors and award a professional services contract for purchase and installation of truck scales for Barbours Cut Terminal to the top-ranked proposer: staff ranking – first, Mettler Toledo, LLC; and second, Aabbott-Michelli Technologies, Inc.</p> <p>Port Commission adopted the staff-recommended ranking and authorized award</p>
2020-0428-61	Award the following for the purchase of auto parts for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal: (a) a two-year contract in an amount not to exceed \$250,000 to Allen & Kerber Auto Supply; and (b) a two-year contract in an amount not to exceed \$150,000 to IEH Auto Parts LLC dba Auto Plus Auto Parts
2020-0428-62	Award a two-year contract to Apache Oil Company for the purchase of grease and miscellaneous engine, transmission, and hydraulic oils for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal
2020-0428-63	Award a two-year contract to Konecranes, Inc., the sole source provider, for the purchase of captive replacement parts and repair services for motor control drives for Kone cranes at Barbours Cut Terminal and Bayport Container Terminal
2020-0428-64	Award a three-year contract to Sudden Service, Inc., the sole source provider, for the purchase of captive replacement parts for Taylor equipment at Barbours Cut Terminal and Bayport Container Terminal

<u>Minute No.</u>	<u>Event/Action</u>
2020-0428-65	Issue a purchase order to Caldwell Country Chevrolet for the purchase of seventy vehicles needed by Barbours Cut Terminal, Bayport Container Terminal, and the Central Maintenance, Fire, Project and Construction Management, Safety, Emergency Management, and Port Police departments, using Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program
2020-0428-66	Issue a purchase order to Briggs Equipment for the purchase of one electric yard tractor and charging station for Bayport Container Terminal, using Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program, fully funded by the Texas Commission on Environmental Quality
2020-0428-67	Approve staff's ranking of vendors and award a two-year contract for mowing services and landscape maintenance for the Turning Basin Terminal to the top-ranked proposer: staff ranking – first, Yellowstone Landscape - Central Inc.; second, Unity Contractor Services, Inc.; and third, AlphaMar Group  Port Commission adopted the staff-recommended ranking and authorized award
2020-0428-68	Award an annual service contract to Gulf Coast Authority for industrial wastewater treatment for Bayport Container Terminal
2020-0428-69	Consent to the grant of a lien to Truist Bank as tenant's lender on the leasehold interest created under Houston Terminal, LLC's lease of the Empty Container Depot at Bayport Container Terminal pursuant to the terms of a Subordination and Non-Disturbance Agreement and approve the Subordination Agreement between Truist Bank and the Port Authority
2020-0428-70	Amend the lease with Lansing Trade Group, LLC, of Houston Grain Elevator No. 2, extending the term one year, and providing a rent abatement for the cost of capital improvements of the leased premises with an annual rental of \$1,200,000 prior to abatement effective no earlier than June 1, 2020

**K. People**

**Recess Public Meeting and Convene Hearing required by Texas Water Code Section 60.011**

**Adjourn Hearing and Reconvene Public Meeting**

2020-0428-71	Enter into a three-year agreement with SumTotal Systems, LLC, to renew the software licenses for an integrated, automated Learning Management
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<u>Minute No.</u>	<u>Event/Action</u>
	System and Talent Suite including an Applicant Tracking system, Performance Management system, and Succession Module, and authorize two optional additional one-year renewals
2020-0428-72	Hearing and possible action to amend and restate the 401(a) Defined Contribution Plan for Port Authority employees hired on or after August 1, 2012
\	<b>L. Port Security and Emergency Operation</b>
2020-0428-73	Approve a second amendment to the existing purchase order with Oil Mop LLC dba OMI Environmental Solutions for hazardous materials incident response services
2020-0428-74	Amend the existing purchase order with Garner Environmental Services for emergency standby products and services
2020-0428-75	Ratify certain emergency purchases for COVID-19 response as set forth on Exhibit A, and authorize purchase orders for continuing pandemic response services, equipment, and supplies with Interstate Restoration for \$100,000 and Safeware, Inc. for \$100,000
	<b>M. Technology</b>
2020-0428-76	Issue a purchase order to CDW Government LLC for purchase of additional data storage, using Texas Department of Information Resources' cooperative purchase program
2020-0428-77	Issue a purchase order to Red River Technology LLC for purchase of Information Technology equipment, software, support, and subscriptions needed for the Barbours Cut Terminal gate project, using Texas Department of Information Resources' cooperative purchase program
2020-0428-78	Issue a purchase order to Netsync Network Solutions for purchase of Veeam licensing and software renewal, using Texas Department of Information Resources' cooperative purchase program
2020-0428-79	Issue a purchase order to Mythics, Inc. for the purchase of three-year licensing for the Port Authority's JDEdwards Enterprise Resource Planning cloud environment, using Texas Department of Information Resources' cooperative purchase program
2020-0428-80	Issue a purchase order to Mythics, Inc. for payment of the annual software license verification fee increase for JDEdwards Enterprise Resource Planning software, using Texas Department of Information Resources' cooperative purchase program

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2020-0428-81

Issue a purchase order to Microsoft Corporation for purchase of Microsoft Premier Unified Support Services, using Texas Department of Information Resources' cooperative purchase program

**Adjourn Meeting**

**Port of Houston Authority  
Port Commission Public Meeting**

**Houston, Texas  
April 28, 2020**

A public meeting of the Port Commission of the Port of Houston Authority of Harris County, Texas was convened on April 28, 2020 at 9:15 a.m., via WebEx webinar. The following commissioners, staff, and counsel were present:

Ric Campo, Chairman  
Wendy Cloonan, Commissioner  
Dean E. Corgey, Commissioner  
Cheryl D. Creuzot, Commissioner  
Stephen H. DonCarlos, Commissioner  
Clyde E. Fitzgerald, Commissioner  
Roy D. Mease, Commissioner  
Roger Guenther, Executive Director  
Erik Eriksson, Chief Legal Officer  
Tom Heidt, Chief Operating Officer  
J. Kent Friedman, outside counsel

Chairman Campo convened the (first) virtual Port Commission meeting by asking Mr. Eriksson to call the roll; a quorum was present. Chairman Campo thanked Mr. Eriksson and recited guidelines for the meeting:

- He asked commissioners to mute their phones when not speaking, and mute computer and phone audio notifications also.
  - Participant audio was also muted as a default setting by meeting host Kelly Day, Sr. Executive Assistant.
  - Video was disabled, and the chat function only permitted contact with Ms. Day.
- He asked commissioners to unmute and advise of a questions or comments.
- Members of the public that had registered to speak would be called on by him.
- Chairman Campo requested speakers state their names before speaking.
- Chairman Campo advised that if a commissioner dropped off from the connection, the meeting would continue as long as a quorum was maintained; the commissioner should attempt to reconnect immediately.
- If for any reason Chairman Campo was disconnected and could not continue, the lead of the meeting would pass to Commissioner Corgey.
- Chairman Campo noted that agenda items would be grouped together to be discussed and voted on; there would not be staff comments from each division this month, but Mr. Heidt would highlight the major items from each division.
- Chairman Campo stated he would then ask for a motion and a second and, once getting them, ask as usual for commissioner questions and comments for items in that division section.

- After that, Chairman Campo explained, he would call the item by asking if there were any “no” votes, and if there were none, he would state that the item passed.

Chairman Campo asked the commissioners if there were any questions on the process. Hearing none, he moved on to provide his regular opening remarks, noting that there had not been a regular Port Commission meeting since January (there was a special meeting in February to discuss the Houston Ship Channel widening and deepening – Project 11 – financing). The March meeting was postponed as the Port Authority adjusted to the demands of the coronavirus.

Chairman Campo welcomed Commissioner Creuzot as the newest member of the Port Commission. Mayor Turner and the City Council appointed Commissioner Creuzot on March 4, 2020 and she was officially and privately sworn in on March 17, 2020. Chairman Campo lamented that the current unfortunate circumstances prevented a swearing-in ceremony but he was hopeful there would be an opportunity to do so once things got back to normal.

Chairman Campo added that Commissioner Creuzot was a 35-year industry veteran currently serving as the President and Chief Executive Officer of Wealth Development Strategies, one of the longest-standing comprehensive financial planning firms in Houston. He added that he and the other commissioners were pleased to have her on board, and that she had jumped right in, despite the circumstances, and had worked diligently to get up to speed on Port Authority issues.

Chairman Campo also gave special recognition to outgoing Commissioner Theldon Branch, who served on the Port Commission for more than six years, beginning in September 2013. Commissioner Branch’s commitment to service was instrumental in the recent success of the Port Authority and his dedicated commitment to the board and staff was appreciated.

Chairman Campo reviewed the Port Authority’s response to the COVID-19 pandemic. He noted that the Port Authority was a core link in the national supply chain, and the Port Commission and staff continued to move forward with conducting the business of the busiest ship channel in the nation, while keeping the best interests of employees, customers, channel users, and the community at the forefront during this unprecedented global health crisis.

Chairman Campo commended the essential workers committed to safely working on the front lines to keep commerce moving and providing people the critical goods and supplies desperately needed during these difficult times. He gave a shout out to those Port Authority employees who go to work every day and also gave a shout out to those who

were working from home, ensuring that all administrative work continues to get done. Chairman Campo also recognized members of the International Longshoremen's Association (ILA) for going to work every day and keeping the port moving for the people of Houston.

Finally, Chairman Campo recognized Mr. Guenther and his senior management team for adapting to the situation and keeping the Port Authority functioning during the current pandemic. He was very impressed with the work they were able to do, such as keeping major projects running on schedule. This included the number one priority of the Port Authority: the deepening and widening of the Houston Ship Channel, which has continued to move forward on the same timeline despite the impact of the pandemic.

Chairman Campo reported on the status of that project, also known as Project 11: he was pleased to formally announce that the Chief of Engineers and Commanding General of the U.S. Army Corps of Engineers (USACE) signed the report recommending approval of the Houston Ship Channel expansion project. The document was the culmination of a four-year, \$10 million study conducted by the USACE in partnership with the Port Authority to identify needed channel improvements and determine economic value to the nation. He remarked that securing this significant approval was a milestone in the efforts to widen and deepen the Houston Ship Channel and added that the current crisis highlighted the need for a deeper and wider channel sooner rather than later.

Chairman Campo applauded Port Authority staff on the achievement, including Rich Byrnes, Chief Infrastructure Officer, Charlie Jenkins, Senior Director, Strategic Programs, Lori Brownell, Director, Channel Improvement, and many other team members from the Infrastructure Division, as well as Spencer Chambers, Director of Government Relations, and his team for its advocacy. Chairman Campo asked that this recognition be passed on to all others on the teams who worked together along with the USACE to deliver success for the future of the Houston Ship Channel.

Chairman Campo noted that in spite of all the issues with COVID-19, both the USACE and the Port Authority had worked hard to accomplish this major milestone, and Project 11 was currently on track. Chairman Campo concluded by reiterating that the job was not done – the Chief's Report was only a milestone – and continued support from industry, congressional leaders, and state and local government was needed.

(2020-0428-01) Chairman Campo called for a motion to approve the minutes of the January 28, 2020 and the February 12, 2020 Port Commission meetings. Commissioner Corgey moved for approval, seconded by Commissioner DonCarlos. Commissioner Creuzot abstained. The minutes were approved as written.

(2020-0428-02) Chairman Campo recognized Roger Guenther, Executive Director, to present a summary of selected operational matters.

Mr. Guenther greeted the Port Commission, commenting that it was great to gather again, even if it was virtually. The Port Authority was doing things it never dreamed of doing before, and certainly conducting business differently than was ever planned, to keep commerce moving through the port. While much of the nation was making plans to safely return to work and reopen business, port operations had never stopped: the coronavirus pandemic had “tried its best” to disrupt the supply chain but Port Authority employees and industry partners demonstrated a tremendous resolve in insuring it did not get the best of the Port of Houston and the busiest waterway in the nation.

Mr. Guenther commended all of the workers at the port, whether critical and essential to show up on the job and deliver, or able to continue to deliver business as usual through telecommuting and who would continue to do so at least for another month. He also commended their dedication and willingness to stay the course and thanked them for their flexibility and trust, as the Port Authority maneuvered through this major health crisis. Staff had stepped up to the challenge and the Port Authority would be the better for it.

Mr. Guenther noted that global commerce had been impacted, and cargo through Port Authority public facilities had been impacted. General cargo and breakbulk business had started to decrease prior to the crisis and that trend continued, due to the downturn in the energy sector. Container volume was down 11 % in March, and he would expect to see similar results at the conclusion of April. He observed that much of this decrease was due to the nine blank (or cancelled) sailings, primarily in the East Asia trade lane, that have been seen through March and April, adding that the Port Authority had been notified of at least five more blank sailings so far through June.

Mr. Guenther did not want to speculate what the next couple of months would look like in terms of volume. However, despite recent retracting volumes, the Port Authority had received notice that Evergreen Line confirmed a new weekly feeder service would start in early May, a trans-Pacific shipping service serving the Port Authority via Panama and Kingston.

Mr. Guenther recognized that Port Authority business partners had been severely impacted by the downturn in commerce, and in recognition of this, staff recommended Port Commission consideration of several relief measures to proactively assist these business partners through the crisis. He emphasized that it was not the intent of the Port Authority to profit from its customers’ misfortunes during a crisis such as the present one.

Mr. Guenther explained that throughout the COVID-19 crisis the focus had been, and would continue to be, providing a safe work environment for all essential on-site workers and ensure business continuity for ocean carriers and customers. The Port Authority had implemented numerous measures, including temperature screenings, personal protection, contracts for cleaning and disinfecting facilities, and social distancing.



He stressed that the Port Authority had strived to make sure that it protected its workers who were delivering quality service to its customers. There was no blueprint on dealing with the pandemic, and staff has had to lean on each other to figure out the successful path forward.

Mr. Guenther thanked the Port Commission for being available and allowing him to reach out with questions. Staff acted quickly and assertively to implement procedures and practices which he was confident had greatly reduced risks and provided a valuable extra layer of protection for all essential and critical workers at its facilities. Many emergency measures had been taken, and staff recommended Port Commission ratification for the expenditures for these services, equipment, and supplies on today's agenda.

Mr. Guenther stressed that through it all staff had continued the normal course of business, and he echoed the comments by Chairman Campo regarding the tremendous step in Project 11, with execution of the Chief's Report. That success, after more than four years of dedicated effort by many on the team working closely with the USACE, was a major milestone. The Port Authority now looked forward to authorization by Congress, completion of design, and working diligently to turn that first shovel of dirt on this critical improvement project.

Chairman Campo thanked Mr. Guenther and noted that it was an amazing time to see people step up and take care of both business and each other.

(2020-0428-03)      Appearances

(a)      Chairman Campo recognized Stephanie Thomas, Houston-Area Researcher and Community Organizer, Public Citizen, who addressed the Port Commission.

Ms. Thomas thanked the Port Commission for its flexibility during the pandemic. She appreciated all the efforts of the Port Authority in keeping the supply chain and economy running and being adaptable regarding the virtual public forum. She offered her congratulations on the signing of the Chief's Report and noted that she worked for the Public Citizen non-profit, a public interest group that was following Project 11, and wanted to speak with the Port Authority more deeply on the environmental justice and air quality issues that were present and alive.

Ms. Thomas was aware that the Port Authority would be doing more community engagement through the Chairman's Citizen Advisory Council. Before the COVID-19 pandemic, there had been conversations with Port Authority staff members, who had been very easy to speak with on the issue.

Chairman Campo noted that he was very excited to restart the advisory council and hoped an in-person meeting could happen soon, adding that it was very important to make sure that all voices were heard.

(b) Chairman Campo recognized Leticia Ablaza, Director of Government Relations, Air Alliance Houston, who addressed the Port Commission.

Ms. Ablaza stated that she was a member of both Air Alliance and the Healthy Port Communities Coalition. She thanked Chairman Campo for reinstating the Chairman's Citizen Advisory Council, adding that her coworker, Juan Flores, Community Outreach Coordinator, had accepted the appointment to be a member of the council.

Ms. Ablaza was a little disappointed with the lack of transparency in the commissioner selection process: Commissioner Creuzot was respected but Ms. Ablaza would have liked communities to have been a part of the decision-making process. She would also like to have more dialog and interaction with the commissioners moving forward.

(c) Chairman Campo recognized Capt. Robert Thompson, Presiding Officer, Houston Pilots Association, who addressed the Port Commission.

Capt. Thompson explained that the Houston Pilots had to develop a COVID-19 prevention response protocol that incorporated Centers for Disease Control and Prevention (CDC) and local health guidelines. The pilots work in close quarters, and had to minimize communal areas and spend more time in individual cabins. They had to implement social distancing guidelines, such as no community meals, wearing masks on boats at all times, and keeping the second pilot boat sterile and locked down.

Capt. Thompson noted that the Houston Pilots had hired a doctor to provide guidance on the information and misinformation being circulated in the news, and who was available through "tele-med" on a moment's notice.

Capt. Thompson highlighted a recent simulation by the pilots at San Jacinto College: a full bridge simulation for Segment 4 of Project 11 between Beltway 8 and Greens Bayou, which included Suezmax vessels getting into and out of various locations within the segment. The simulations went well and the pilots concluded it was possible to move the Suezmax vessels above Beltway 8 as soon as the bridge was built and the channel widened.

Capt. Thompson reported that vessel movements for the Houston Pilots were down to four or five ships a day.

Commissioner Fitzgerald thanked Capt. Thompson and the pilots for all they have done. He emphasized that everyone needed to pull together to get the ships in and out, as products on vessels were needed by the community. He added that the ILA was especially appreciative of the pilots' hard work, and carriers noticed that the Houston Pilots went out of their way to continue to operate. Capt. Thompson responded with appreciation for the comments.

Commissioner Corgey added that he also appreciated the cooperation regarding the simulations and thanked the pilots on behalf of the seafarers.

Chairman Campo provided an update on the status of the current Pilot Commission, which had its first formal meeting at the beginning of the year. He reminded all that last year the legislature separated the Port Commission and the Pilot Commission, and that he remained the only member of the Port Commission currently serving on the Pilot Commission. A transition plan was being worked on and supposed to be completed by the end of June, but given the current situation precluding in-person meetings, the plan was at risk of not being completed by June.

Chairman Campo reiterated that it was the intent of the Pilot Commission to move toward the new commission with a new chairman, but it also did not want to negatively impact the work that needs to get done.

Capt. Thompson noted he also appreciated Chairman Campo's comments and added that he was looking forward to working with the new Pilot Commission.

Chairman Campo recognized Roger Guenther to provide a report of selected agenda items.

Mr. Guenther noted that agenda Item F1 was a late entry and not part of the briefing book. He emphasized that customers were suffering from the downturn in the economy with losses of volume and revenue, and staff was recommending measures to be taken proactively for a period of time, including extending payment terms and interest for thirty days for customers and tenants, and extending the free time on import container storage.

Mr. Guenther noted that each of the carriers on the container side had a marine terminal services agreement with the Port Authority, by which volume dictated rates. Staff wanted to offer to hold in place the volume level; in other words, staff did not want to penalize the carriers if volume declined for the sixth-month period.

(2020-0428-04) RCA F1 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Cruzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA F1 PASSED.

Chairman Campo recognized Mr. Heidt to provide a report of selected Commercial Division agenda items.

Mr. Heidt noted that there were ten items on the Commercial Division agenda; the first nine were standard marketing contracts and real estate leases. Calling attention to Item G10, Mr. Heidt explained that the Port Authority sold approximately 48 acres of property in 1990 to the City of Deer Park but did not sell a remaining 1.5-acre site, adding that the reason for not including that property as part of the sale was not known. Staff was asking for the Port Commission to declare the 1.5-acre site as surplus, so that it may now be sold to the City of Deer Park, adding that the property had no commercial value.

(2020-0428-05) RCA G1 was presented. Commissioner Mease moved for staff ranking – first, CK Productions; second, Drew Donovan Photography; and third, Twice Media Productions, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA G1 PASSED.

(2020-0428-06) RCA G2 was presented. Commissioner Mease moved for staff ranking – first, STS Brand; second, World of Promotions; and third, AMC Promotional Products, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA G2 PASSED.

(2020-0428-07) RCA G3 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA G3 PASSED.

(2020-0428-08) RCA G4 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, Fitzgerald, and Mease voted Aye. Commissioner DonCarlos abstained. Nays none. RCA G4 PASSED.

(2020-0428-09) RCA G5 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA G5 PASSED.

(2020-0428-10) RCA G6 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA G6 PASSED.

(2020-0428-11) RCA G7 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA G7 PASSED.

(2020-0428-12) RCA G8 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA G8 PASSED.

(2020-0428-13) RCA G9 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA G9 PASSED.

(2020-0428-14) RCA G10 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA G10 PASSED.

Chairman Campo recognized Mr. Heidt to provide a report of selected Finance Division agenda items.

Mr. Heidt reported that there were four items on the agenda for the Finance group. Two items related to the approval of audits and investment practices, which by statute must be filed with the state. Mr. Heidt highlighted Item H3, which would allow the Port Authority to refund approximately \$310 million in outstanding tax obligation bonds, which could be refunded in October but started as early as in July. This would bring Harris County a net present value of about \$80 million in debt service payment savings.

Chairman Campo reiterated that the refunding was all about saving Harris County money; the Port Authority received no value from the early payment.

(2020-0428-15) RCA H1 was presented, moved by Commissioner Mease, seconded by Commissioner Cloonan. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA H1 PASSED.

(2020-0428-16) RCA H2 was presented, moved by Commissioner Mease, seconded by Commissioner Cloonan. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA H2 PASSED.

(2020-0428-17) RCA H3 was presented, moved by Commissioner Mease, seconded by Commissioner Cloonan. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA H3 PASSED.

(2020-0428-18) RCA H4 was presented, moved by Commissioner Mease, seconded by Commissioner Cloonan. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA H4 PASSED.

Chairman Campo recognized Mr. Heidt to provide a report of selected Infrastructure Division agenda items.

Mr. Heidt noted there were 41 items on the Infrastructure agenda. Items I1-I3 related to repair and construction of Wharf 9 at the Turning Basin Terminal, and included the construction services and the material testing agreements; the total cost of the project would be just above \$6 million.

Mr. Heidt remarked that Item I15 was an Interlocal Agreement for a sidewalk along the east side of Mercury Drive; the Port Authority would be responsible for one-third of the cost, up to \$100,000.

Mr. Heidt explained that Items I17-I23 all related to Project 11, and echoing earlier statements, Mr. Heidt emphasized that staff continued to work on all projects associated with Project 11. Some of these items were for access to the Beltway 8 property, for clearing, grubbing, and bunker removal to permit the property to be used as a disposal area. Staff was also asking for assistance with auditing the \$28 million design project.

Mr. Heidt also stated that there was additional funding needed for the USACE so that it could continue work, as Project 11 is not officially a project until funded. Finally, staff was also asking for approval of an Interlocal Agreement with Harris County for the purchase of wetland mitigation credits for the Beltway 8 property, at the cost of approximately \$1.5 million.

Chairman Campo noted that the Port Commission approved \$28 million in funding to design Project 11. Normally those amounts would be paid by the USACE but the process would not be started until the project was approved by Congress and funds were appropriated by the federal government; as a result the Port Authority elected to “fast forward” the work and go at-risk for the \$28 million.

Commissioner DonCarlos remarked that he was very pleased with Item I15, which addressed a big safety issue for the City of Galena Park and the City of Jacinto City. The route would go right through the Port Authority's disposal site.

(2020-0428-19) RCA I1 was presented. Commissioner Mease moved for staff ranking – first, Forde Construction Company, Inc.; second, Russell Marine, LLC; and third, Harper Brothers Construction, LLC, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I1 PASSED.

(2020-0428-20) RCA I2 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I2 PASSED.

(2020-0428-21) RCA I3 was presented. Commissioner Mease moved for staff ranking – first, HVJ Associates, Inc.; second, Aviles Engineering Corporation; and third, Raba Kistner, Inc., seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I3 PASSED.

(2020-0428-22) RCA I4 was presented. Commissioner Mease moved for staff ranking – first, WSP USA, Inc.; second Hatch Associates Consultants; and third, City and Sea Group LLC dba CAS Group LLC, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I4 PASSED.

(2020-0428-23) RCA I5 was presented. Commissioner Mease moved for staff ranking – first, D.H. Griffin of Texas, Inc.; and second, Sarens USA, Inc., seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I5 PASSED.

(2020-0428-24) RCA I6 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I6 PASSED.

(2020-0428-25) RCA I7 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I7 PASSED.

(2020-0428-26) RCA I8 was presented. Commissioner Mease moved for staff ranking – first, Johnson & Pace, Inc.; second, Jensen Hughes, Inc.; and third, S. T. Hudson Engineers, Inc., seconded by Commissioner Corgiey. Chairman Campo, and Commissioners Cloonan, Corgiey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I8 PASSED.

(2020-0428-27) RCA I9 was presented, moved by Commissioner Mease, seconded by Commissioner Corgiey. Chairman Campo, and Commissioners Cloonan, Corgiey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I9 PASSED.

(2020-0428-28) RCA I10 was presented. Commissioner Mease moved for staff ranking – first, Yellowstone Landscape – Central, Inc.; and second, Angel Lady Services, seconded by Commissioner Corgiey. Chairman Campo, and Commissioners Cloonan, Corgiey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I10 PASSED.

(2020-0428-29) RCA I11 was presented. Commissioner Mease moved for staff ranking – first, Precision Utility, LLC; second, U.S. Water Services Corporation dba USW Utility Group; and third, Miggins Interest LLC dba Hydro Tech Utility, seconded by Commissioner Corgiey. Chairman Campo, and Commissioners Cloonan, Corgiey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I11 PASSED.

(2020-0428-30) RCA I12 was presented. Commissioner Mease moved for staff ranking – first, Tradebe Treatment and Recycling, LLC; and second, Republic Industrial and Energy Solutions, LLC, seconded by Commissioner Corgiey. Chairman Campo, and Commissioners Cloonan, Corgiey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I12 PASSED.

(2020-0428-31) RCA I13 was presented. Commissioner Mease moved for staff ranking – first, RNDI Companies, Inc.; second, Inland Environments, Ltd.; and third, American Technologies, Inc., seconded by Commissioner Corgiey. Chairman Campo, and Commissioners Cloonan, Corgiey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I13 PASSED.

(2020-0428-32) RCA I14 was presented, moved by Commissioner Mease, seconded by Commissioner Corgiey. Chairman Campo, and Commissioners Cloonan, Corgiey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I14 PASSED.



(2020-0428-33) RCA I15 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I15 PASSED.

(2020-0428-34) RCA I16 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I16 PASSED.

(2020-0428-35) RCA I17 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I17 PASSED.

(2020-0428-36) RCA I18 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I18 PASSED.

(2020-0428-37) RCA I19 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I19 PASSED.

(2020-0428-38) RCA I20 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I20 PASSED.

(2020-0428-39) RCA I21 was presented. Commissioner Mease moved for staff ranking – first, Atkins North America, Inc.; second, Freese and Nichols, Inc.; and third, Anchor QEA – T. Baker Smith Joint Venture, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I21 PASSED.

(2020-0428-40) RCA I22 was presented, moved by Commissioner Mease, seconded by Commissioner Corgey. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I22 PASSED.

(2020-0428-41) RCA I23 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I23 PASSED.

(2020-0428-42) RCA I24 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I24 PASSED.

(2020-0428-43) RCA I25 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I25 PASSED.

(2020-0428-44) RCA I26 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I26 PASSED.

(2020-0428-45) RCA I27 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I27 PASSED.

(2020-0428-46) RCA I28 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I28 PASSED.

(2020-0428-47) RCA I29 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I29 PASSED.

(2020-0428-48) RCA I30 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I30 PASSED.

(2020-0428-49) RCA I31 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I31 PASSED.

(2020-0428-50) RCA I32 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I32 PASSED.

(2020-0428-51) RCA I33 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I33 PASSED.

(2020-0428-52) RCA I34 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I34 PASSED.

(2020-0428-53) RCA I35 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I35 PASSED.

(2020-0428-54) RCA I36 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I36 PASSED.

(2020-0428-55) RCA I37 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I37 PASSED.

(2020-0428-56) RCA I38 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I38 PASSED.

(2020-0428-57) RCA I39 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I39 PASSED.

(2020-0428-58) RCA I40 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I40 PASSED.

(2020-0428-59) RCA I41 was presented, moved by Commissioner Mease, seconded by Commissioner Corghey. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA I41 PASSED.

Chairman Campo recognized Mr. Heidt to provide a report of selected Operations Division agenda items.

Mr. Heidt noted that there were eleven items on the agenda for the group. He highlighted the purchase and installation of scales for the Barbours Cut Terminal gate, a part of the \$40 million gate project.

Mr. Heidt next highlighted the annual purchase of vehicles for all Port Authority departments; seventy vehicles would be purchased this year (the number of vehicles in the fleet totaled approximately 400). Of the 70 to be purchased, 55 were for replacements and 30 of those 55 were pre-2006 vehicles.

Finally, Mr. Heidt explained that staff was asking for approval for the purchase of an electric yard tractor for the Bayport Container Terminal, which would be fully funded by a Texas Commission on Environmental Quality (TCEQ) grant. He noted that the process began with a study on how to cut air emissions and had evolved into a grant for an electric yard tractor.

(2020-0428-60) RCA J1 was presented. Commissioner Corghey moved for staff ranking – first, Mettler Toledo, LLC; and second, Aabbott-Michelli Technologies, Inc., seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corghey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA J1 PASSED.

(2020-0428-61) RCA J2 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA J2 PASSED.

(2020-0428-62) RCA J3 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA J3 PASSED.

(2020-0428-63) RCA J4 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA J4 PASSED.

(2020-0428-64) RCA J5 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA J5 PASSED.

(2020-0428-65) RCA J6 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA J6 PASSED.

(2020-0428-66) RCA J7 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA J7 PASSED.

(2020-0428-67) RCA J8 was presented. Commissioner Corgey moved for staff ranking – first, Yellowstone Landscape - Central Inc.; second, Unity Contractor Services, Inc.; and third, AlphaMar Group, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA J8 PASSED.

(2020-0428-68) RCA J9 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA J9 PASSED.

(2020-0428-69) RCA J10 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA J10 PASSED.

(2020-0428-70) RCA J11 was presented, moved by Commissioner Corgey, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA J11 PASSED.

Chairman Campo called for a recess of the Public Meeting and convened a hearing required by Texas Water Code Section 60.011. He explained that the Port Commission Compensation Committee had gone through an analysis of the competitiveness of the Port Authority's retirement programs relative to others that the Port Authority competed with, and made the decision to improve the defined contribution plan by reducing the vesting period and increasing contribution levels.

Chairman Campo asked if anyone would like to comment during the hearing; there was no response. Chairman Campo then adjourned the hearing and reconvened the public meeting.

Chairman Campo recognized Mr. Heidt to provide a report of selected People Division agenda items.

Mr. Heidt explained that the changes to the program, which would take effect May 1, 2020, included dropping the vesting period from five to three years and increasing Port Authority contribution levels. These currently started at 3½% and went to 7½% after 20 years, and now would start at 6% and cap out at 8% after 20 years. Additionally, the Port Authority was making a commitment to re-analyze the program every five years.

Mr. Heidt explained the second item on the agenda for the People group was a software upgrade to its talent and learning management suite.

Commissioner Corgey asked if the fees would be reduced in Item K2, and Mr. Heidt clarified that Port Authority employees did not pay any fees in the defined contribution program.

(2020-0428-71) RCA K1 was presented, moved by Commissioner Mease, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA K1 PASSED.

(2020-0428-72) RCA K2 was presented, moved by Commissioner Mease, seconded by Commissioner Fitzgerald. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA K2 PASSED.

Chairman Campo recognized Mr. Heidt to provide a report of selected Port Security and Emergency Operations Division agenda items.

Mr. Heidt noted that there were three items on the agenda. The first two were to increase purchase order amounts for standard work on spill cleanups when the Port Authority was responsible for that work. The final item related to a pre-existing emergency account that was used by staff for cleaning services due to COVID-19. The purchase order funding needed to be brought back up so that the Port Authority would be prepared if something happened during hurricane season.

Mr. Heidt stated that staff has also been spending money under a statute which allowed staff to spend more than \$50,000 during times of emergency as long as the Port Commission was notified in writing, which it was. Staff was now seeking ratification of such expenditures – about \$1.3 million on testing, cleaning, and supplies. Staff was also asking approval for two new purchase orders: one for a cleaning company for cleaning services and one for a supply order.

Mr. Guenther clarified that the \$1.3 million were committed dollars for items such as temperature screenings, to continue through the month of May.

Mr. Eriksson added that the ratification of these expenditures was not required by statute, but that staff sought to provide transparency for its actions.

(2020-0428-73) RCA L1 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Mease. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA L1 PASSED.

(2020-0428-74) RCA L2 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Mease. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA L2 PASSED.

(2020-0428-75) RCA L3 was presented, moved by Commissioner Fitzgerald, seconded by Commissioner Mease. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA L3 PASSED.

Chairman Campo recognized Mr. Heidt to provide a report of selected Technology Division agenda items.

Mr. Heidt remarked that the Technology group had six items on the agenda; five were for purchase of standard licenses and support services. Item M2 was for the purchase of \$1.3 million in information technology equipment for the Barbours Cut Terminal gate project.

(2020-0428-76) RCA M1 was presented, moved by Commissioner Mease, seconded by Commissioner Cloonan. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA M1 PASSED.

(2020-0428-77) RCA M2 was presented, moved by Commissioner Mease, seconded by Commissioner Cloonan. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA M2 PASSED.

(2020-0428-78) RCA M3 was presented, moved by Commissioner Mease, seconded by Commissioner Cloonan. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA M3 PASSED.

(2020-0428-79) RCA M4 was presented, moved by Commissioner Mease, seconded by Commissioner Cloonan. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA M4 PASSED.

(2020-0428-80) RCA M5 was presented, moved by Commissioner Mease, seconded by Commissioner Cloonan. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA M5 PASSED.

(2020-0428-81) RCA M6 was presented, moved by Commissioner Mease, seconded by Commissioner Cloonan. Chairman Campo, and Commissioners Cloonan, Corgey, Creuzot, DonCarlos, Fitzgerald, and Mease voted Aye. Nays none. RCA M6 PASSED.

Chairman Campo announced there would be no executive session. He thanked the commissioners for being on the line and gave a shout out to the entire community. The next Port Commission meeting will be held virtually via WebEx webinar on May 20, 2020.



Commissioner Fitzgerald thanked Mr. Guenther and staff for the plan to relieve the carriers – helping them in their time of need was a great thing.

At 10:29 a.m., Chairman Campo adjourned the Port Commission meeting.

The above is a correct copy of the Minutes of the April 28, 2020 meeting of the Port Commission of the Port of Houston Authority.



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Ric Campo, Chairman



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Erik Eriksson, Secretary

## F. EXECUTIVE

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**Subject**                    **1. Approve the following COVID—19 relief measures: (i) extend the interest-free deferred payment period by an additional 30 days for Users under Port of Houston Authority tariffs and (ii) extend free time by 3 days for loaded import containers under Port of Houston Authority Tariff Nos. 14 (Barbours Cut) and 15 (Bayport) (both (i) and (ii) effective as of April 29, 2020 through June 30); (iii) defer the past-due interest-accrual date by 30 days for regular rental payments by tenants under Port Authority leases accruing in May and June; and (iv) hold steady any "Carrier's Commitment Discount Level" that would otherwise decrease for the six-month period beginning July 1, 2020, under Port Authority Marine Terminal Services Agreements.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, authorize the following COVID—19 relief measures: (i) extension of the interest-free deferred payment period (Tariff No. 8, Subrule No. 049(2)) to 60 days for Users under Port of Houston Authority tariffs and (ii) extension of free time by 3 days for loaded import containers under Port of Houston Authority Tariff No. 14, Subrule No. 093 (Barbours Cut Container Terminal) and Tariff No. 15, Subrule No. 095 (Bayport Container Terminal) (both (i) and (ii) effective as of April 29, 2020 through June 30); (iii) deferral of the past-due interest-accrual date by 30 days for regular rental payments by tenants under Port Authority leases; and (iv) authorize the Port Authority to hold steady any "Carrier's Commitment Discount Level" that would otherwise decrease for the six-month period beginning July 1, 2020, under Port Authority Marine Terminal Services Agreements; and (v) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

General

**Department:**

Executive

**Staff Contact:**

Roger Guenther

**Background:**

The Port Authority has remained open for business during the "stay-at-home" measures adopted throughout the region, state, and nation to contain the COVID—19 pandemic. In order to do so, it has taken a variety of measures to protect its employees, customers, and stakeholders, from social distancing, distribution of emergency supplies, and temperature screening, to employee telecommuting where possible.

However, Port Authority customers and tenants, from local businesses to global container carriers, continue to experience deteriorating business conditions. Many expect these conditions to worsen, and while staff anticipates that Port Authority revenues may also be affected, it has concluded that it would be appropriate to help customers and tenants address the immediate impacts of the pandemic.

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission authorize four measures.

Three would be in effect through the end of June, which would allow staff to continue to gauge the continuing effects of the pandemic on business conditions:

1. The Port Authority would extend payment terms for tariff customers by 30 days, before interest would be assessed against past due amounts. This past-due interest deferral would apply to amounts billed between April 29 and June 30.

2. The Port Authority would also defer by 30 days the past-due interest-accrual date for regular rental payments under Port Authority leases. This past-due interest deferral would apply to payments due between May 1 and June 30.

- These proposed measures would permit customers and tenants to better manage their cash availability in these uncertain times.

3. Port Authority tariffs for Barbours Cut and Bayport currently permit loaded import containers to be stored free of charge for 7 days (or 10 days for containers requiring U. S. Customs examination or U.S. Department of Agriculture inspection). These periods would each be extended by 3 days, for respective totals of 10 and 13 days, after which storage charges would be assessed.

- This proposed measure would help address the transportation disruptions and blank sailings that logistic networks have experienced and that are expected to increase, while still maintaining the flow of boxes to and from our container terminals.

4. A final prospective measure would be addressed to container lines under contract with the Port Authority. The Port Authority would offer to amend its Marine Terminal Services Agreements to hold steady any "Carrier's Commitment Discount Level" that would otherwise decrease for the six-month period beginning July 1, 2020.

- These agreements provide customers with volume discounts that are adjusted every six-months – the upcoming July to December discount, for example, would be based on a customer's volume measured over the preceding November 1 through April 30 period.
- This proposed measure would "hold harmless" customers that experienced lower volumes over that period as a result of the disruptions in the world-wide container industry.

## G. COMMERCIAL

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<b>Subject</b>	<b>1. Approve staff's ranking of vendors and award two contracts, each for a two-year term with a one-year mutual extension option, in the amount of each not to exceed \$60,000 annually and the total amount for both contracts not to exceed \$120,000 annually (\$240,000 over the two-year term) for professional photography and videography services to the two top-ranked proposers: staff ranking – first, CK Productions; second, Drew Donovan Photography; and third, Twice Media Productions.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting: (a) approve staff's ranking of the two most qualified vendors, based on the selection criteria, in the following order – first, CK Productions; second, Drew Donovan Photography; and third, Twice Media Productions; (b) award a contract to CK Productions for professional photography and videography services in an amount not to exceed \$60,000 annually for a two-year term with a one-year mutual extension option; (c) award a contract to Drew Donovan Photography for professional photography and videography services in an amount not to exceed \$60,000 annually for a two-year term with a one-year mutual extension option; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	Strategic Objective 2c. - Develop a strong brand identity STRATEGIC GOAL #1 - PEOPLE AND ORGANIZATION (Invest in people and organize for success)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Commercial

**Staff Contact:**

Christine Abbruscato

**Background:**

The Port Authority regularly uses photographers to obtain images and video recordings of meetings with public officials, special events, Port Authority operations, and other activities. These materials are used in connection with the Port Authority's public outreach efforts and promotional activities, including those that support the development of regional maritime commerce as well as Port Authority terminal and other business activities. These services are obtained from two providers on a regular basis to adequately support the Port Authority's marketing and public relations efforts.

The Port Authority notified vendors regarding its request for proposals (RFP) for a professional services contract using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Fourteen vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On March 4, 2020, four RFP responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFP. Staff identified the

following vendors, listed in order of ranking, as most qualified to provide the required services:

- CK Productions
- Drew Donovan Photography
- Twice Media Productions

Following staff Executive Committee review, staff recommends that the Port Commission approve staff's ranking and award a contract to CK Productions and a contract to Drew Donovan Photography.

## G. COMMERCIAL

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**Subject**                    **2. Approve staff's ranking of vendors - first, STS Brand, second, World of Promotions, and third, AMC Promotional Products, and award each a contract for a two-year term in the annual amount of \$58,333, for promotional items ordering services, with a mutual option to extend one year.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting:  
 (a) approve staff's ranking of the most qualified vendors in the following order – first, STS Brand; second, World of Promotions; and third, AMC Promotional Products;  
 (b) award each a contract for promotional items ordering services for a two-year term in the annual amount of \$58,333, with a mutual option to extend one year;  
 (c) grant authority, if a contract cannot be negotiated with any of the three vendors, to formally, and in writing, end negotiations with that vendor and proceed to negotiate a contract with one or more of the other vendors or end all negotiations for that contract, and;  
 (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**

Awards, Amendment & Change Orders

**Department:**

Marketing and Branding

**Staff Contact:**

Christine Abbruscato/Fatima De Leon

**Background:**

The Port Authority is seeking to obtain vendors to supply promotional items and/or apparel services across the organization. The Promotional Items Ordering Program must meet the needs of each phase of the order cycle, e.g. including pricing lists, proofs, samples, etc.

Historically, various departments across the organization independently handled the process of purchasing their own promotional items provided by several vendors. For the past two years the Port Authority also implemented a promotional webstore ordering program. However, due to the limited numbers of vendors able to provide such webstore services, as well as limited webstore use, staff has revisited the promotional items ordering program to remove the webstore.

Staff now seeks give more vendors the opportunity to apply and participate in the program, while permitting the Port Authority to leverage its total buying power, create a more efficient selection, and maintain control of the brand. The selected respondent(s) would work closely with the Marketing and Branding Department in the management, selection, design, production, marketing, and delivery of all the products for the proposed program.

By Minute No. 2017-1212-11, the Port Commission authorized the advertisement of a request for proposals (RFP) for the promotional items ordering program. The Port Authority notified vendors regarding its RFP using the Port Authority's BuySpeed Eprocurement System and the project was

advertised on the Port Authority's website and in a local newspaper. Twenty-one vendors downloaded the project materials from Buyspeed.

**Staff Evaluation/Justification:**

On March 25, 2020, three responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFP. Staff identified the following vendors, listed in order of ranking, as able and most qualified to provide the required services:

- STS Brand
- World of Promotions
- AMC Promotional Products

Staff recommends that the Port Commission award contracts to all three vendors listed above and act as otherwise described above. The selected proposers provide an array of options deemed beneficial to the Port Authority and will be able to maintain and follow the Port Authority's branding guidelines to retain the brand integrity of items purchased by multiple departments for outreach activities.

## G. COMMERCIAL

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<b>Subject</b>	<b>3. Authorize a ten-year Foreign-Trade Zone Interlocal Agreement with Waller County.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize a ten-year Foreign-Trade Zone (FTZ) Interlocal Agreement with Waller County, and authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

General

**Department:**

Economic Development

**Staff Contact:**

Shane Williams

**Background:**

The Port Authority operates Foreign-Trade Zone No. 83, which permits the deferral, reduction, or elimination of U.S. Custom charges, fees, and duties. In connection with this responsibility, the Port Authority inquires as to whether or not zone activity is in the public interest, and in doing so, consults with local government agencies, since the location of business activity in a zone may also affect the collection of inventory taxes that could be otherwise imposed on that activity.

To facilitate that consultation process, in 2013 the Port Authority entered into an interlocal agreement with Harris County.

Waller County has now requested that the Port Authority enter into a similar agreement with it with respect to potential zone activity within the county.

**Staff Evaluation/Justification:**

Staff requests that the Port Commission authorize the Port Authority to enter into this interlocal agreement with Waller County.



## G. COMMERCIAL

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<b>Subject</b>	<b>4. Amend the lease with Houston International Seafarers Centers, Inc. for the 5,810 square foot office building located on 1.1766 acres at the Barbours Cut Terminal, to extend the term for an additional three years as of March 1, 2020, at an annual base rent of \$10.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, approve an amendment of the lease with Houston International Seafarers Centers, Inc. for the 5,810 square foot office building located on 1.1766 acres at the Barbours Cut Terminal, to extend the term for an additional three years as of March 1, 2020, at an annual base rent of \$10, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #2 - GROWTH (Grow and diversify the business base)

**Category:**

Leases

**Department:**

Real Estate

**Staff Contact:**

R. D. Tanner

**Background:**

In December 1981, the Port Commission approved a lease of 1.0006 acres on the north side of Barbours Cut Blvd. and 2.8466 acres on the south side of Barbours Cut Blvd. with the Houston International Seamen's Center (HISC) effective December 1, 1981 and expiring November 30, 2021 for the purpose of establishing a non-profit recreational center for visiting seafarers.

HISC subsequently requested that the center be relocated to a 1.1766 acre tract in the City of Morgan's Point and the Port Commission approved a lease with HISC of that property out of Block 1010 in the City of Morgan's Point effective July 1, 1991, expiring February 28, 2019. A lease renewal was subsequently approved for a period of one year commencing March 1, 2019 and expiring February 29, 2020 at a rate of \$10 per annum. HISC is currently in holdover status.

**Staff Evaluation/Justification:**

Staff recommends the Port Commission approve an amendment to the lease with Houston International Seafarers Centers, Inc. for an additional three-year term.

## G. COMMERCIAL

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**Subject**                    **5. Approve a one-year lease with TPC Group LLC, for approximately 6 acres out of Block 3 at Sims Bayou effective no earlier than April 1, 2020, at an annual rent of \$241,344.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, approve a one-year lease with TPC Group LLC, for approximately 6 acres out of Block 3 at Sims Bayou effective no earlier than April 1, 2020, at an annual rent of \$241,344, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    STRATEGIC GOAL #2 - GROWTH (Grow and diversify the business base)

**Category:**

Leases

**Department:**

Real Estate

**Staff Contact:**

R. D. Tanner

**Background:**

TPC Group LLC has requested the Port Authority lease it approximately 6 acres at Sims Bayou for a one-year term to park vehicles for its contract refinery personnel. TPC Group LLC has been on a month-to-month lease at that location since October 1, 2019.

**Staff Evaluation/Justification:**

Staff recommends the Port Commission approve a one-year lease with TPC Group LLC on the terms described above.

## G. COMMERCIAL

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<b>Subject</b>	<b>6. Approve a grazing lease with Robert Shane Barnes for a three-year term effective April 1, 2020, for an approximately 80-acre tract of land out of the Clinton Disposal Site at an annual base rent of \$1,600.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, approve a grazing lease with Robert Shane Barnes for a three-year term effective April 1, 2020, for an approximately 80-acre tract of land out of the Clinton Disposal Site at an annual base rent of \$1,600, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #2 - GROWTH (Grow and diversify the business base)

**Category:**

Leases

**Department:**

Real Estate

**Staff Contact:**

R. D. Tanner

**Background:**

Nancy Barnes and Robert Shane Barnes have leased approximately 84 acres since 1997 for grazing livestock. The grazing lease acreage was reduced to 80 acres in March of 2017 to exclude a four-acre surface drill site the Port Authority leased out to an oil and gas exploration company. The existing grazing lease is scheduled to expire as of March 31, 2020.

Nancy Barnes and Robert Shane Barnes have each delivered to the Port Authority an executed Request for Removal of Nancy Barnes from the lease upon its expiration date of March 31, 2020. The new grazing lease agreement with Robert Shane Barnes would commence as of April 1, 2020.

**Staff Evaluation/Justification:**

Staff recommends the Port Commission approve a grazing lease agreement with Robert Shane Barnes, and act as otherwise described above.

## G. COMMERCIAL

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**Subject**                    **7. Approval of a fourth amendment to the lease with Sesco Cement Corp. for 19.55 acres out of the Southside Turning Basin to adjust the operations period base rent rate applicable to 15.07 acres from December 24, 2019 to June 30, 2020, modify the base rent rate applicable to such premises beginning July 1, 2020, and provide for an adjustment date to increase base rent annually beginning on September 1, 2021.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                      Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, approve a fourth amendment to the lease with Sesco Cement Corp. for 19.55 acres out of the Southside Turning Basin to adjust the operations period base rent rate applicable to 15.07 acres from December 24, 2019 to June 30, 2020, modify the base rent rate applicable to such premises beginning July 1, 2020, and provide for an adjustment date to increase base rent annually beginning on September 1, 2021, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                      STRATEGIC GOAL #2 - GROWTH (Grow and diversify the business base)

**Category:**

Leases

**Department:**

Real Estate

**Staff Contact:**

R. D. Tanner

**Background:**

Sesco Cement Corp. entered into lease agreement with the Port Authority for 10.67 acres of land out of the Southside Turning Basin on June 1, 2017. The lease agreement has since been amended three times, increasing the leased premises to the current 19.55 acres (which includes 4.48 acres referenced as additional leased premises), in addition to other changes and modifications provided for in each amendment.

Based on the lease agreement as amended, the timeline for the development/construction period expired as of December 23, 2019 for the original leased premises, and the development/construction period for the 4.48-acre additional leased premises would expire on August 31, 2020. Due to various circumstances including but not limited to increment weather, delayed permitting, and plan changes and approvals, Sesco did not meet its construction completion deadline and unable to begin full operations within the original leased site. As a result, it is requesting that the development construction base rent rate be extended through the initial six months and eight days of the operations period before being adjusted to the operations base rent rate previously agreed to.

**Staff Evaluation/Justification:**

Staff reviewed the request and recommends the Port Commission approve the proposed fourth amendment with Sesco.

## G. COMMERCIAL

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<b>Subject</b>	<b>8. Approve a second amendment to the lease with American Maritime Services of N.J., Inc. d/b/a Integrated Industries Corp. reducing the leased premises by 0.73 acres for a total of 10.49 acres, effective May 1, 2020 at Barbours Cut Terminal for an annual base rent of \$438,188 with an annual increase of the greater of 3% or Consumer Price Index.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize a second amendment to the lease with American Maritime Services of N.J., Inc. d/b/a Integrated Industries Corp. reducing the leased premises by 0.73 acres for a total of 10.49 acres, effective May 1, 2020 at Barbours Cut Terminal for an annual base rent of \$438,188 with an annual increase of the greater of 3% or Consumer Price Index, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #2 - GROWTH (Grow and diversify the business base)

**Category:**

Leases

**Department:**

Real Estate

**Staff Contact:**

R. D. Tanner

**Background:**

By Minute No. 2018-0925-12, the Port Commission authorized the Port Authority to enter into a lease with tenant American Maritime Services of N.J., Inc. d/b/a Integrated Industries Corp. (Integrated) for 6.21 acres and 0.243 acres of non-exclusive access road out of Barbours Cut Terminal for a three-year term commencing on October 1, 2018.

By Minute No. 2019-0521-12, the Port Commission authorized an amendment to the lease to increase the leased premises by 4.77 acres for a total area of 11.22 acres.

Integrated has now proposed to remove 0.73 acres from the property that has been hindered by a dirt stock pile from construction work at the terminal that is uneconomical to move at this time. The total leased acreage would now be reduced to 10.49 acres representing a rental reduction from the current lease of approximately \$2,539 per month.

**Staff Evaluation/Justification:**

Staff recommends approval for this proposed second amendment to the lease agreement.

## G. COMMERCIAL

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**Subject**                    **9. Approve a third amendment to the lease at the Turning Basin Terminal with Cooper/Ports America LLC, for an additional one-year term for approximately 3.20 acres which includes Warehouse 21-A, the apron adjacent to Warehouse 21-A, an additional open area of approximately 57,210 sq. ft., and a rail spur of approximately 500 linear ft., effective no earlier than June 1, 2020, at an annual rent of \$87,221.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, approve a third amendment to the lease at the Turning Basin Terminal with Cooper/Ports America LLC, for an additional one-year term for approximately 3.20 acres which includes Warehouse 21-A, the apron adjacent to Warehouse 21-A, an additional open area of approximately 57,210 sq. ft., and a rail spur of approximately 500 linear ft., effective no earlier than June 1, 2020, at an annual rent of \$87,221, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    STRATEGIC GOAL #2 - GROWTH (Grow and diversify the business base)

**Category:**

Leases

**Department:**

Real Estate

**Staff Contact:**

R. D. Tanner

**Background:**

By Minute No. 2019-423-19, the Port Commission authorized the Port Authority and Cooper/Ports America LLC to enter into a second amendment to the lease of approximately 3.20 acres at the Turning Basin Terminal, which includes Warehouse 21-A (approximately 50,000 sq. ft.), the apron area adjacent to the Warehouse 21-A (approximately 12,500 sq. ft.) an additional open area (approximately 57,210 sq. ft.), and a rail spur (approximately 500 linear ft.) for an additional one-year term. The property is used for handling project and break-bulk cargo.

CT Stevedoring Inc. d/b/a Cooper/T. Smith Stevedoring Company and its successor Cooper/Ports America LLC has leased the property since 2011.

**Staff Evaluation/Justification:**

Staff recommends approval for this proposed third amendment to the lease agreement.

## G. COMMERCIAL

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<b>Subject</b>	<b>10. Deliberate and take possible action to declare as surplus and authorize the sale of approximately 1.455 acres of land in the Thomas Earle Survey, Abstract No. 18, to the City of Deer Park for the construction and relocation of the Jimmy Burke Community Center.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its March 24, 2020 meeting, deliberate and take possible action to declare as surplus and authorize the sale of approximately 1.455 acres of land in the Thomas Earle Survey, Abstract No. 18, to the City of Deer Park for the construction and relocation of the Jimmy Burke Community Center, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #2 - GROWTH (Grow and diversify the business base)

**Category:**

Leases

**Department:**

Real Estate

**Staff Contact:**

R. D. Tanner

**Background:**

The City of Deer Park has asked to purchase from the Port Authority an approximately 1.45-acre tract located in the city. The city is planning to relocate and construct a new Jimmy Burke Community Center at this site.

**Staff Evaluation/Justification:**

Under Local Government Code Chapter 272.001(l) a political subdivision may donate or sell for less than fair market a designated parcel of land or an interest in real property to another political subdivision if: (1) the land or interest will be used by a political subdivision to which it is donated or sold in carrying out a purpose that benefits the public interest of the donating or selling political subdivision; (2) the donation or sale of the land or interest is made under terms that effect and maintain the public purpose for which the donation or sale is made; and (3) the title and right to possession of the land or interest revert to the donating or selling political subdivision if the acquiring political subdivision ceases to use the land or interest in carrying out the public purpose. In addition, the notice and bidding requirements provided by Subsection (a) do not apply to a donation or sale made under this subsection.

Staff requests that, following its deliberation in executive session regarding this matter, as permitted by Section 551.072, Government Code (The Texas Open Meetings Act), the Port Commission deliberate and take possible action as described above, on the terms discussed in the executive session.

## H. FINANCE

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<b>Subject</b>	<b>1. Reject all proposals for trust and custody services for the Port Authority Restated Retirement Plan and the Port of Houston Authority OPEB Plan.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, reject all proposals received by the Port Authority for trust and custody services for the Port Authority Restated Retirement Plan and the Port of Houston Authority OPEB Plan, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**  
Reject & Other Actions

**Department:**  
Treasury

**Staff Contact:**  
Ray Yi / Roland Gonzalez

**Background:**  
Beginning January 21, 2020, the Port Authority notified vendors regarding its request for proposals (RFPs) for trust and custody services, using the Port Authority's BuySpeed Eprocurement System, and the project was advertised on the Port Authority's website and in a local newspaper. Only three responses were received by the proposal due date of February 19, 2020.

**Staff Evaluation/Justification:**  
The term of the current vendors contract is continuing but can be terminated with 60 days notice by the Port Authority. As a result, there is no immediate requirement to find an alternative vendor for trust and custody services; however, staff would plan to issue a new request for proposals in the near future.

Accordingly, staff recommends that the Port Commission reject all proposals received by the Port Authority on February 19, 2020 for trust and custody services for the Port Authority Restated Retirement Plan and the Port Authority OPEB Plan.



## H. FINANCE

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<b>Subject</b>	<b>2. Approve the Port Authority's fiscal year 2019 Comprehensive Annual Financial Report.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, approves the fiscal year 2019 Comprehensive Annual Financial Report, including the Report of Independent Public Accountants prepared by Grant Thornton, LLP dated April 21, 2020, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**  
General

**Department:**  
Accounting

**Staff Contact:**  
Curtis Duncan

**Background:**

Texas Water Code Sections 60.002 and 49.191 require the Port Authority to secure an annual audit by a certified public accountant or a public accountant holding a license from the Texas State Board of Public Accountancy. In addition, Texas Water Code Section 49.194 requires the Port Authority's governing body to approve the audit report annually and ensure that a copy of the report is submitted with an accompanying filing affidavit to the Executive Director of the Texas Commission on Environmental Quality (TCEQ) within 135 days after the close of the Port Authority's fiscal year.

By Minute No. 2015-0728-14, the Port Commission approved staff's ranking of vendors and awarded a professional services contract for professional auditing services for the fiscal year ending 2015, with options to renew for two additional one-year terms to Grant Thornton, LLP. Staff exercised a renewal option for the year 2019.

**Staff Evaluation/Justification:**

Grant Thornton, LLP has completed its audit of the Port Authority's financial statements for the fiscal year ended December 31, 2019.

Staff has also provided the Port Commission with the latest draft of the Port Authority's fiscal year 2019 Comprehensive Annual Financial Report (CAFR), which includes the Report of Independent Public Accountants prepared by Grant Thornton, LLP, dated April 21, 2020.

Staff recommends that the Port Commission formally approve the 2019 CAFR, whereupon the Executive Director of the Port Authority will submit the CAFR, along with the required filing affidavit, to the Executive Director of the TCEQ.

## H. FINANCE

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Subject	<p><b>3. Approve and adopt the "Resolution Finding Necessity for the Issuance of Bonds and Providing for Certification to Commissioners Court" regarding: (i) the issuance of refunding bonds to purchase or refund and defease all or a portion of the following outstanding bonds of the Port Authority: (a) \$9,025,000 par value of the Unlimited Tax Refunding Bonds, Series 2010B (Non-AMT); (b) \$26,960,000 par value of the Unlimited Tax Refunding Bonds, Series 2010C (Non-AMT); (c) \$147,940,000 par value of the Unlimited Tax Refunding Bonds, Series 2010D-1 (Non-AMT); (d) \$85,665,000 par value Unlimited Tax Port Improvement Bonds, Series 2010D-2 (Non-AMT); (e) \$20,220,0000 par value Unlimited Tax Refunding Bonds, Series 2010E (Non-AMT); and (f) \$19,535,000 par value Unlimited Tax Refunding Bonds, Series 2011A (AMT); (ii) affirmatively find and declare that the best interests of the taxpayers of the Port Authority will be served by such a refunding; and that the Commissioners Court of Harris County, Texas, be petitioned to authorize the issuance thereof for and on behalf of the Port Authority; (iii) appoint Bracewell LLP as bond counsel and disclosure counsel, Masterson Advisors LLC as financial advisor, and Jefferies (senior manager), Bank of America, Citigroup, Goldman Sachs, Stern Brothers, and UBS as underwriters, to assist in the bond issuances, and (iv) authorize the finance working group to prepare documentation authorizing the issuance of refunding bonds subject to the further approval of the Port Commission and the Commissioners Court of Harris County, Texas.</b></p>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action

**Recommended Action** The Port Commission, at its April 28, 2020 meeting, approve and adopt the "Resolution Finding Necessity for the Issuance of Bonds and Providing for Certification to Commissioners Court" regarding: (i) the issuance of refunding bonds to purchase or refund and defease all or a portion of the following outstanding bonds of the Port Authority: (a) \$9,025,000 par value of the Unlimited Tax Refunding Bonds, Series 2010B (Non-AMT); (b) \$26,960,000 par value of the Unlimited Tax Refunding Bonds, Series 2010C (Non-AMT); (c) \$147,940,000 par value of the Unlimited Tax Refunding Bonds, Series 2010D-1 (Non-AMT); (d) \$85,665,000 par value Unlimited Tax Port Improvement Bonds, Series 2010D-2 (Non-AMT); (e) \$20,220,0000 par value Unlimited Tax Refunding Bonds, Series 2010E (Non-AMT); and (f) \$19,535,000 par value Unlimited Tax Refunding Bonds, Series 2011A (AMT); (ii) affirmatively find and declare that the best interests of the taxpayers of the Port Authority will be served by such a refunding; and that the Commissioners Court of Harris County, Texas, be petitioned to authorize the issuance thereof for and on behalf of the Port Authority; and (iii) appoint Bracewell LLP as bond counsel and disclosure counsel, Masterson Advisors LLC as financial advisor, and Jefferies (senior manager), Bank of America, Citigroup, Goldman Sachs, Stern Brothers, and UBS, as underwriters, to assist in the bond issuances, and (iv) authorize the finance working group to prepare documentation authorizing the issuance of refunding bonds subject to the further approval of the Port Commission and the Commissioners Court of Harris County, Texas; and further authorize the Chairman of the Port Commission and the Executive Director to do any and all things reasonable or necessary, in the opinion of either person, to give effect to the foregoing.

**Goals** STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**

General

**Department:**

Treasury

**Staff Contact:**

Ray Yi / Roland Gonzalez

**Background:**

The Port Authority has previously issued unlimited tax port improvement and general obligation bonds, some of which were callable October 1, 2019, others which are callable October 1, 2020, with a current refunding opportunity available within 90 days prior to the call date. Additionally, the Port Authority's Unlimited Tax Refunding Bonds, Series 2011A (AMT) are callable October 1, 2021, creating potential opportunities for a taxable advanced refunding or forward delivery in connection with such bonds. The Port Authority has received unsolicited proposals and inquiries from various financial institutions regarding the opportunity to refund such bonds.

In accordance with Section 5007.007(j) of the Texas Special District Local Laws Code, the Harris County Commissioners Court has the power to refund outstanding bonds of the Port Authority without the need for a bond election.

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission approve and adopt the attached "Resolution Finding Necessity for the Issuance of Bonds and Providing for Certification to Commissioners Court," which includes the appointment of the finance working group specified in said Resolution, to assist the Port Authority in completing this bond refunding.

This refunding opportunity is expected to realize a significant debt service cost savings: the net present value is estimated in excess of \$80 million, or about 28% of interest costs. However, these numbers could vary as market conditions change.

## H. FINANCE

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<b>Subject</b>	<b>4. Acknowledge receipt and filing of the report regarding the Port of Houston Authority Restated Retirement Plan prepared by AndCo Consulting LLC, an independent investment consultant, as required by Texas Government Code Sec. 802.109.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, acknowledge receipt and filing of the report regarding the Port of Houston Authority Restated Retirement Plan prepared by AndCo Consulting LLC, an independent investment consultant, and authorize the Executive Director to submit such report on its behalf to the State Pension Review Board, all as required by Texas Government Code Sec. 802.109.
Goals	STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**  
General

**Department:**  
Treasury

**Staff Contact:**  
Roland Gonzalez

**Background:**

Changes to Texas Government Code Chapter 802 were enacted in the 86th Legislative Session in 2019 to expand and update the reporting requirements for public retirement systems. Senate Bill No. 322 requires a retirement system to engage an independent firm to evaluate the appropriateness, adequacy, and effectiveness of investment practices and performance and to make recommendations for improving the investment policies, procedures, and practices.

The first-year report must be provided to the Port Commission as governing body of the Port Authority no later than May 1, 2020, and subsequently submitted to the State Pension Review Board no later than June 1, 2020.

**Staff Evaluation/Justification:**

AndCo Consulting LLC is an independent investment consulting firm qualified to provide the required performance and investment practice evaluation report and is currently under contract to provide the Port Authority with investment consulting services for the Port of Houston Authority Restated Retirement Plan.

The current AndCo Consulting LLC contract will cover this additional service at no additional cost or expense to the Port Authority or the Port of Houston Authority Restated Retirement Plan

Accordingly, staff recommends that the Port Commission acknowledge receipt and filing of the report prepared by AndCo Consulting LLC regarding the Port of Houston Authority Restated Retirement Plan.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>1. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$5,847,630 for the rehabilitation and repair of Wharf 9 at Turning Basin Terminal to the top-ranked proposer: staff ranking – first, Forde Construction Company, Inc.; second, Russel Marine, LLC; and third, Harper Brothers Construction, LLC.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting: (a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order – first, Forde Construction Company, Inc.; second, Russell Marine, LLC; and third, Harper Brothers Construction, LLC; (b) award a construction contract to Forde Construction Company, Inc. for the rehabilitation and repair of Wharf 9 at Turning Basin Terminal, in an amount not to exceed \$5,847,630; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project consists of rehabilitation of Wharf 9 at Turning Basin Terminal: repairing the 6-inch pile cap displacement and installation of a new fender to replace the existing fender which is currently at the end of its life, to place the wharf back in service and strengthening the wharf load capacity from 500 pounds per square foot (psf) to 750 psf.

The Port Authority notified vendors regarding its request for competitive sealed proposals (CSPs) using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Fifty-seven vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On January 22, 2020, six CSPs were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria. Staff identified the following vendors, listed in order of ranking, as providing the best value for the required services:

- Forde Construction Company, Inc.
- Russel Marine, LLC
- Harper Brothers Construction, LLC

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Forde Construction Company, Inc. and act as otherwise described above.

## I. INFRASTRUCTURE

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**Subject**                    **2. Amend the professional services contract with Jacobs to perform construction phase services for the rehabilitation and repair of Wharf 9 at Turning Basin Terminal in an amount not to exceed \$196,550.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, approve an amendment to the professional services contract with Jacobs to perform construction phase services for the rehabilitation and repair of Wharf 9 at Turning Basin Terminal in an amount not to exceed \$196,550, and authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

By Minute No. 2018-132762-16, the Port Commission awarded a professional services contract to Jacobs (formerly CH2M) for the design of the rehabilitation and repair of Wharf 9 at Turning Basin Terminal.

This proposed amendment would revise the professional services contract with Jacobs to include construction phase and project closeout services for the rehabilitation and repair of Wharf 9 at Turning Basin Terminal.

**Staff Evaluation/Justification:**

Staff has reviewed Jacobs's proposal and found it to be fair and reasonable and recommends that the Port Commission approve the proposed amendment.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>3. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$130,000 to perform construction material testing services for the rehabilitation and repair of Wharf 9 at Turning Basin Terminal to the top-ranked proposer: staff ranking – first, HVJ Associates, Inc.; second, Aviles Engineering Corporation; and third, Raba Kistner, Inc.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting: (a) approve staff's ranking of vendors, based on the selection criteria, in the following order – first, HVJ Associates, Inc.; second, Aviles Engineering Corporation; and third, Raba Kistner, Inc.; (b) award a professional services contract to HVJ Associates, Inc. to perform construction material testing services for the rehabilitation and repair of Wharf 9 at Turning Basin Terminal in an amount not to exceed \$130,000; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This procurement includes construction material testing services for the rehabilitation and repair of Wharf 9 at Turning Basin Terminal. Per Section 60.463(c) of the Texas Water Code, in certain circumstances the Port Authority is required to hire a third-party inspection firm to independently test the acceptability of construction material installed by the contractor. This procurement would provide such third-party inspection services.

The Port Authority notified vendors regarding its request for qualifications (RFQ) for a professional services contract using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Twenty-two vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On January 22, 2020, twelve RFQ responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFQ. Staff identified the following vendors, listed in order of ranking, as most qualified to provide the required services:

- HVJ Associates, Inc.
- Aviles Engineering Corporation
- Raba Kistner, Inc.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to HVJ Associates, Inc. and act as otherwise described above.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>4. Approve staff's ranking of vendors and award a service contract in an amount not to exceed \$460,800 for Technical Support Services in support of long-range planning efforts (Terminal Optimization Study) to the top ranked proposer: staff ranking - first, WSP USA, Inc.; second Hatch Associates Consultants; and third City and Sea Group LLC dba CAS Group LLC.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting: (a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order – first, WSP USA, Inc.; second Hatch Associates Consultants; and third City and Sea Group LLC dba CAS Group LLC.; (b) award a service contract for Technical Support Services in support of long-range planning efforts in an amount not to exceed \$460,800; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Facility Planning

**Staff Contact:**

Rohit Saxena

**Background:**

The Port Authority is in the process of developing the Port Authority 2040 Plan for the long-term use and optimization of its facilities and properties. In December of 2019, the Port Authority advertised a request for proposal (RFP) for Technical Support Services in support of long-range planning efforts (Terminal Optimization Study) to support the planning efforts for the maritime and landside operations of its multipurpose cargo facilities and other properties it owns and/or operates. The scope of work includes:

- A. Current Terminal Operations and Utilization Assessment
- B. Options for Terminal Optimization and Operational Flexibility
- C. Alternative Uses
- D. Implementation Implications
- E. Project Controls

The Port Authority notified vendors regarding its RFP for Technical Support Services in support of long-range planning efforts (Terminal Optimization Study) using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Fourteen vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On February 19, 2020, three RFPs were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria. Staff identified the following vendors, listed in order of ranking, as providing the best value for the required services:

- WSP USA, Inc.



- Hatch Associates Consultants
- City and Sea Group LLC dba CAS Group LLC

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to WSP USA, Inc. and act as otherwise described above.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>5. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$870,041 for the demolition of Wharf Crane Nos. 7 and 8 and rubber-tired gantry cranes P and S at Barbours Cut Terminal to the top-ranked proposer: staff ranking – first, D. H. Griffin of Texas, Inc.; and second, Sarens USA, Inc.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting: (a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order – first, D. H. Griffin of Texas, Inc.; and second, Sarens USA, Inc.; (b) award a construction contract to D. H. Griffin of Texas, Inc. for the demolition of Wharf Crane Nos. 7 and 8 and rubber-tired gantry (RTG) cranes P and S at Barbours Cut Terminal, in an amount not to exceed \$870,041; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project will demo two ship-to-shore Wharf Cranes Nos. 7 and 8 and two RTG Cranes P and S.

The Port Authority notified vendors regarding its request for competitive sealed proposals (CSPs) using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Seven vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On February 26, 2020, two CSPs were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria. Staff identified the following vendors, listed in order of ranking, as providing the best value for the required services:

- D. H. Griffin of Texas, Inc.
- Sarens USA, Inc.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to D. H. Griffin of Texas, Inc. and act as otherwise described above.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>6. Award a construction contract to Bryant Industrial Services, LLC for annual fender system maintenance at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$627,740.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, award a construction contract to Bryant Industrial Services, LLC for annual fender system maintenance at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$627,740, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project includes surface preparation, repair, and replacement of various fender system elements during 2020 at Barbours Cut Terminal and Bayport Container Terminal.

The Port Authority notified vendors regarding its request for competitive sealed bids (CSBs) for annual fender system maintenance at Barbours Cut Terminal and Bayport Container Terminal using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Seven vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On February 19, 2020, one CSB was received, opened, and publicly read. The response was reviewed and evaluated by staff in accordance with the published selection criteria.

Staff recommends that the Port Authority award a contract to Bryant Industrial Services, LLC, a responsible bidder, for annual fender maintenance in 2020 at Barbours Cut Terminal and Bayport Container Terminal.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>7. Approve a change order to McCarthy Building Companies, Inc. to perform additional work associated with the construction of Container Yard 7 at Bayport Container Terminal in an amount not to exceed \$144,417.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, approve a change order to McCarthy Building Companies, Inc. to perform additional work associated with the construction of Container Yard 7 at Bayport Container Terminal in an amount not to exceed \$144,417, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

By Minute No. 2018-0731-21, the Port Commission awarded a construction contract to McCarthy Building Companies, Inc. for the construction of Container Yard 7 at Bayport Container Terminal.

The change order proposed by the contractor includes the following items:

- Cable tray modifications within power manholes and communication handholes
- Relocation of high mast light pole and foundation

**Staff Evaluation/Justification:**

Staff has reviewed McCarthy Building Companies, Inc.'s proposal and found it to be fair and reasonable and recommends that the Port Commission authorize this change order.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>8. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$206,770 for the design of a fire suppression system at Barbours Cut Terminal to the top-ranked proposers: staff ranking – first, Johnson &amp; Pace, Inc.; second, Jensen Hughes, Inc.; and third, S. T. Hudson Engineers, Inc.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting: (a) approve staff's ranking of vendors, based on the selection criteria, in the following order – first, Johnson & Pace, Inc.; second, Jensen Hughes, Inc.; and third, S. T. Hudson Engineers, Inc.; (b) award a professional services contract to Johnson & Pace, Inc., the top-ranked proposer for the design of a fire suppression system at Barbours Cut Terminal in an amount not to exceed \$206,770; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

The project consists of the design to produce construction documents for a fresh-water fire suppression system for the Barbours Cut Terminal to replace the existing salt-water system. The new system would refurbish one of two existing 500,000 gallon fresh water tanks and includes the installation of a new pump, controller, and emergency generator.

The Port Authority notified vendors regarding its request for qualifications (RFQs) to design the system only, using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Fourteen vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On January 8, 2020, three RFQ responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFQ. Staff identified the following vendors, listed in order of ranking, as most qualified to provide the required programming and design services:

- Johnson & Pace, Inc.
- Jensen Hughes, Inc.

- S. T. Hudson Engineers, Inc.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Johnson & Pace, Inc. for the design of a fire suppression system at Barbours Cut Terminal.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>9. Amend the professional services contract with Dannenbaum Engineering Corporation for additional design services associated with the rehabilitation and repair of Wharf 2 at Manchester Terminal in an amount not to exceed \$176,306.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, approve an amendment to the professional services contract with Dannenbaum Engineering Corporation for additional design services associated with the rehabilitation and repair of Wharf 2 at Manchester Terminal in an amount not to exceed \$176,306, and authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

By Minute No. 2018-0925-27, the Port Commission awarded a professional services contract to Dannenbaum Engineering Corporation for \$850,290 for design services in connection with the rehabilitation of structural elements such as beams and piles, slope stability, etc. for Wharf 2 at Manchester Terminal. Staff now seeks an amendment totaling \$176,306 for additional services as follows:

- Unknown underground hydrocarbons were discovered during geotechnical soil boring drilling work. As a result, additional scope is required for mitigation, to include engineering, and for stand-by of a geotechnical drilling rig awaiting clean up procedures.
- Additional scope was created due to the tenant's request to have the wharf operational at all times during construction. The additional design scope of work consists of developing construction sequencing documents and designing additional dolphins.

**Staff Evaluation/Justification:**

Staff has reviewed Dannenbaum Engineering Corporation's proposal and found it to be fair and reasonable and recommends that the Port Commission approve the proposed amendment.

## I. INFRASTRUCTURE

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**Subject**                    **10. Approve staff's ranking of vendors and award a two-year services contract in an amount not to exceed \$961,698 for maintenance of dredged material placement areas to the top-ranked proposer: staff ranking – first, Yellowstone Landscape – Central, Inc.; and second, Angel Lady Services.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting:  
 (a) approve staff's ranking of vendors that offer the best value to the Port Authority, based on the selection criteria, in the following order – first, Yellowstone Landscape – Central, Inc.; and second, Angel Lady Services;  
 (b) award a services contract to Yellowstone Landscape – Central, Inc. for maintenance of dredged material placement areas in an amount not to exceed \$961,698;  
 (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and  
 (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

The proposed project consists of dredged material placement areas maintenance including grass mowing, collection and disposal of tires, hazardous wastes, commercial and residential waste, removal of trees and brush, water level management, mosquito control, and weekly and monthly inspection reports of the Port Authority's dredged material placement sites.

The Port Authority notified vendors regarding its request of competitive sealed proposals (CSPs) for maintenance of dredged material placement areas using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Ten vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On February 19, 2020, two CSPs were reviewed and opened. The responses were reviewed and evaluated by staff in accordance with the published selection criteria. Staff identified the following vendors, listed in order of ranking, as offering the best value to provide the required services:

- Yellowstone Landscape - Central, Inc.
- Angel Lady Services

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Yellowstone Landscape - Central, Inc. and act as otherwise described above.



## I. INFRASTRUCTURE

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<b>Subject</b>	<b>11. Approve staff's ranking of vendors and award a two-year environmental services contract in an amount not to exceed \$175,000 for operating, maintaining, and monitoring the Jacintoport Wastewater Treatment Plant to the top-ranked proposer: staff ranking - first, Precision Utility, LLC; second, U.S. Water Services Corporation dba USW Utility Group; and third, Miggins Interest LLC dba Hydro Tech Utility.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020, meeting: (a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order - first, Precision Utility, LLC; second, U.S. Water Services Corporation dba USW Utility Group; and third, Miggins Interest LLC dba Hydro Tech Utility; (b) award an environmental services contract to Precision Utility, LLC to operate, maintain, and monitor the Jacintoport Wastewater Treatment Plant in an amount not to exceed \$175,000 for a two-year term; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	Strategic Objective 4a. - Be an environmental leader STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Environmental Affairs

**Staff Contact:**

Trae Camble

**Background:**

The Port Authority is seeking to obtain an environmental services provider to operate, maintain, and monitor the plant. The operator would manage the plant as required by its permit, including all necessary sampling, analysis, reporting, recordkeeping, inspections, and repairs, including maintenance of the plant and the grounds, and other associated duties for operating the plant.

The Port Authority notified vendors regarding its request for proposals (RFP) using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Five vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On February 19, 2020, three RFPs were received, opened, and publicly read. Staff evaluated and ranked the proposals in accordance with the selection criteria published in the RFP. Staff identified the following vendors, listed in order of ranking, as providing the best offers to the Port Authority:

- Precision Utility, LLC

- U.S. Water Services Corporation dba USW Utility Group
- Miggins Interest LLC dba Hydro Tech Utility

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Precision Utility, LLC and act as otherwise described above.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>12. Approve staff's ranking of vendors and award an environmental services agreement in an amount not to exceed \$250,000 for an industrial non-hazardous and hazardous waste disposal vendor to the top-ranked proposer: staff ranking- first, Tradebe Treatment and Recycling, LLC; second, Republic Industrial and Energy Solutions, LLC.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020, meeting: (a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order - first, Tradebe Treatment and Recycling, LLC; second, Republic Industrial and Energy Solutions, LLC; (b) award an environmental services agreement to Tradebe Treatment and Recycling, LLC for an industrial non-hazardous and hazardous waste disposal and recycle vendor in an amount not to exceed \$250,000 for a two-year term; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	Strategic Objective 4a. - Be an environmental leader STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Environmental Affairs

**Staff Contact:**

Trae Camble

**Background:**

The Port Authority is seeking to obtain an environmental services provider to: pick up, remove, transport, manage, and dispose or recycle industrial non-hazardous and hazardous wastes generated from Port Authority terminals and property locations; sample, profile, and dispose of any unknown products as well as abandoned wastes that may be discovered; and provide various field services such as tank cleaning, lab packing, vacuum truck pump and haul, and special waste disposal.

The Port Authority notified vendors regarding its request for proposals (RFPs) for an environmental services agreement using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Eleven vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On February 19, 2020, two RFP responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFP. Staff identified the following vendors, listed in order of ranking, as most qualified to provide the required services:

- Tradebe Treatment and Recycling, LLC

- Republic Industrial and Energy Solutions, LLC

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Tradebe Treatment and Recycling, LLC and act as otherwise described above.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>13. Approve staff's ranking of vendors and award a one-year environmental services contract in an amount not to exceed \$75,000 for asbestos and mold abatement services for all Port Authority facilities to the top-ranked proposer: staff ranking – first, RNDI Companies, Inc.; second, Inland Environments, Ltd.; and third, American Technologies, Inc.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting: (a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order first, RNDI Companies, Inc.; second, Inland Environments, Ltd.; and third, American Technologies, Inc.; (b) award a one-year environmental services contract to RNDI Companies, Inc. for asbestos and mold abatement services for all Port Authority facilities, in an amount not to exceed \$75,000; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	Strategic Objective 4a. - Be an environmental leader STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Environmental Affairs

**Staff Contact:**

Trae Camble

**Background:**

The Port Authority is seeking to obtain an environmental services provider to generate waste manifests, prepare and submit state notifications, and properly and legally remove and dispose of asbestos containing materials and mold from Port Authority facilities.

The Port Authority notified vendors regarding its request for competitive sealed proposals (CSPs) using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Seven vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On February 19, 2020, four CSPs were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria. Staff identified the following vendors, listed in order of ranking, as providing the best value for the required services:

- RNDI Companies, Inc.
- Inland Environments, Ltd.

- American Technologies, Inc.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to RNDI Companies, Inc. and act as otherwise described above.

## I. INFRASTRUCTURE

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**Subject**                    **14. Award a two-year environmental services contract to Waste Corporation of Texas, L.P. for scrap tire removal and disposal services for all Port Authority facilities in an amount not to exceed \$200,000.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020, meeting, award a two-year environmental services contract to Waste Corporation of Texas, L.P. for scrap tire removal and disposal services for all Port Authority facilities in an amount not to exceed \$200,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    Strategic Objective 4a. - Be an environmental leader  
STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**

Awards, Amendments, & Change Orders

**Department:**

Environmental Affairs

**Staff Contact:**

Trae Camble

**Background:**

The Port Authority is seeking to obtain an environmental services provider to pick up, remove, transport, manage, and dispose/recycle scrap tires generated from Port Authority terminals and property locations. These services would include providing scrap tire collection containers at requested locations and transporting the scrap tires to a Texas Commission on Environmental Quality (TCEQ) permitted disposal/recycle facility.

The Port Authority notified vendors regarding its request for competitive sealed proposals (CSPs) using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Four vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

Although pre and post-market research was conducted by the Procurement Department with ten plan holders contacted about their participation with the solicitation, on February 12, 2020, only one CSP was received, opened, and publicly read. The response was reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Waste Corporation of Texas, L.P. and act as otherwise described above.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>15. Enter into an Interlocal Agreement with Harris County for a contribution not to exceed \$100,000 for the design and construction of a sidewalk/walking trail in Galena Park along the east side of Mercury Drive and south of the flood control channel south of Lane Street.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to enter into an Interlocal Agreement with Harris County for a contribution not to exceed \$100,000 for the design and construction of a sidewalk/walking trail in Galena Park along the east side of Mercury Drive and south of the flood control channel south of Lane Street, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<p>STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)</p> <p>Strategic Objective 4b. - Cultivate productive relationships with all stakeholders</p>

**Category:**

General

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

The proposed project would consist of a sidewalk and/or walking trail and associated appurtenances located in Galena Park on the east side of Mercury Drive and south of the flood control channel south of Lane Street. The Port Authority's contribution to this project would consist of up to \$100,000 for design and construction. It is anticipated that Harris County will procure both consultant design services and construction services, using Harris County purchase orders and contracts.

In April 2017, the Port Commission authorized the previous iteration of this project, which contemplated a multiparty Interlocal Agreement with Harris County, Galena Park, and Jacinto City, and a Port Authority contribution not to exceed the lesser of one third of the project cost or \$100,000. Harris County has now proposed an interlocal agreement on differing terms.

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission approve this Interlocal Agreement.



## I. INFRASTRUCTURE

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<b>Subject</b>	<b>16. Enter into a project agreement under the Interlocal Agreement among the Port Authority, City of Houston, and Harris County Flood Control District, for a geomorphic study to be conducted by the U.S. Army Corps of Engineers and fund the Port Authority's cost-share portion in the amount of \$13,333.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to enter into a project agreement under the Interlocal Agreement among the Port Authority, City of Houston, and Harris County Flood Control District, for a geomorphic study to be conducted by the U.S. Army Corps of Engineers and fund the Port Authority's cost-share portion in the amount of \$13,333, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

General

**Department:**

Technical & Business Analytics

**Staff Contact:**

Brenda Trevino, P.E.

**Background:**

By Minute No. 2020-0128-34, the Port Commission authorized the Port Authority to negotiate and enter into an Interlocal Agreement (ILA) among the Port Authority, the City of Houston (the City), and Harris County Flood Control District (HCFCD) to facilitate effective collaboration on joint infrastructure projects in and around the Houston Ship Channel.

The Port Authority, the City, and HCFCD subsequently entered into the ILA, forming a Sediment Control Working Group (SCWG) and outlining the purpose, rights, and responsibilities of the parties, and scope of work and deliverables to be produced under the ILA. The ILA contemplates that the SCWG would identify projects of mutual interest to the HCFCD, the City, and the Port Authority, and then execute individual Project Agreements under the ILA, setting forth the funding, control, rights, and other obligations of each party for the identified project.

The Port Authority, the City, and HCFCD have now identified the first project to be commenced under the ILA, a geomorphic study of watersheds draining into the Houston Ship Channel, which would be conducted by the U.S. Army Corps of Engineers (USACE). The SCWG parties would be responsible for \$40,000 of the total estimated \$80,000 of funding required to complete the project. HCFCD would serve as lead party for the project, with authority to execute any and all documents with the USACE necessary to complete the project. The Port Authority, the City, and HCFCD would each be responsible for one-third of the funding cost. The Port Authority's share is \$13,333.

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission authorize the Port Authority to enter into a Project Agreement under the ILA as described above.

## I. INFRASTRUCTURE

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**Subject**                    **17. Authorize a no-fee License Agreement(s) as licensee with Gulf Access Terminal LLC and TDWP Terminals 4 LLC granting access over 0.599 surface acres within their properties located adjacent to the Port Authority's Beltway 8 property for a term(s) up to four years and two months, commencing no earlier than June 1, 2020.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, authorize a no-fee License Agreement(s) as licensee with Gulf Access Terminal LLC and TDWP Terminals 4 LLC granting access over 0.599 surface acres within their properties located adjacent to the Port Authority's Beltway 8 property for a term(s) up to four years and two months, commencing no earlier than June 1, 2020, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    STRATEGIC GOAL #2 - GROWTH (Grow and diversify the business base)

**Category:**

Project 11

**Department:**

Real Estate

**Staff Contact:**

R. D. Tanner

**Background:**

The Port Authority has requested access licenses from Gulf Access Terminal LLC and TDWP Terminals 4 LLC (Licensors) to help provide a needed access route of approximately 3,326 linear feet from the Port Authority's Beltway 8 property to Penn City Drive.

This route will also require the approvals of Harris County, the Port Terminal Railroad Association, and Union Pacific Railroad.

This access route will assist activities directly in support of construction work pertaining to the project for the deepening and widening of the Houston Ship Channel. Activities on the access route would include ingress and egress of trucks and other equipment for bunker demolition, clearing and grubbing, and site preparation work (dike construction, weir installation, drainage improvements, utility relocation) at the Beltway 8 property to permit its use as a non-permanent (one-time lift) dredged material placement area. After the site preparation work has been completed, ingress and egress of the Port Authority and its contractors and other designees, for general maintenance of the dredged material placement area would be permitted by the licensees.

**Staff Evaluation/Justification:**

Staff recommends approval of a no-fee License Agreement(s) between the Port Authority and Licensors.

## I. INFRASTRUCTURE

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**Subject**                    **18. Authorize a no-fee License Agreement as a licensee with Harris County, Texas, granting access over 0.451 surface acres within the Harris County Beltway 8 Bridge right-of-way for a term up to four years and six months, commencing no earlier than June 1, 2020.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, authorize a no-fee License Agreement as a licensee with Harris County, Texas, granting access over 0.451 surface acres within the Harris County Beltway 8 Bridge right-of-way for a term up to four years and six months, commencing no earlier than June 1, 2020, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    STRATEGIC GOAL #2 - GROWTH (Grow and diversify the business base)

**Category:**

Project 11

**Department:**

Real Estate

**Staff Contact:**

R. D. Tanner

**Background:**

The Port Authority has requested an access license from Harris County to help provide a needed access route of approximately 3,326 linear feet from the Port Authority's Beltway 8 property to Penn City Drive.

This access route also requires the approval of other parties including the Union Pacific Railroad.

This access route will assist activities directly in support of construction work pertaining to the project for the deepening and widening the Houston Ship Channel. Activities on the access route will include ingress and egress of trucks and other equipment for the purpose of bunker demolition, clearing and grubbing, and site preparation work (dike construction, weir installation, drainage improvements, utility relocation) at the Beltway 8 property to permit its use as a non-permanent (one-time lift) dredge a material placement area. After the site preparation work has been completed, ingress and egress of the Port Authority and its contractors and other designees for general maintenance of the dredge a placement area would be permitted by the licensee.

**Staff Evaluation/Justification:**

Staff recommends approval of a no-fee License Agreement between the Port Authority and Harris County, Texas.

## I. INFRASTRUCTURE

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**Subject**                    **19. Authorize a Right of Entry/Access Agreement with Union Pacific Railroad Company and payment of a license fee of \$5,000, for a term up to four years and two months, commencing no earlier than June 1, 2020.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to enter into a Right of Entry/Access Agreement with Union Pacific Railroad Company and payment of a license fee of \$5,000, for a term up to four years and two months, commencing no earlier than June 1, 2020, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Project 11

**Department:**

Freight Mobility

**Staff Contact:**

Bruce Mann

**Background:**

The Port Authority has requested an access agreement with the Union Pacific Railroad Company to help provide a needed access route of approximately 3,326 linear feet from the Port Authority's Beltway 8 property to Penn City Drive.

This route will also require the approvals of Harris County, Gulf Access Terminal LLC, Port Terminal Railroad Association, and TDWP Terminals 4 LLC.

This access route will assist activities directly in support of construction work pertaining to the project for the deepening and widening of the Houston Ship Channel. Activities on the access route would include ingress and egress of trucks and other equipment for bunker demolition, clearing and grubbing, and site preparation work (dike construction, weir installation, drainage improvements, utility relocation) at the Beltway 8 property to permit its use as a non-permanent (one-time lift) dredged material placement area. After the site preparation work has been completed, ingress and egress of the Port Authority and its contractors and other designees, for general maintenance of the dredged material placement area would be permitted by the agreement.

**Staff Evaluation/Justification:**

Staff recommends approval of a Right of Entry/Access Agreement between the Port Authority and Union Pacific Railroad Company and payment of the associated fee.

## I. INFRASTRUCTURE

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**Subject**                    **20. Authorize a no-fee Right of Entry/Access Agreement with the Port Terminal Railroad Association (PTRA) and a no-fee Private Rail Crossing Agreement with PTRA, Gulf Access Terminal LLC, and TDWP Terminals 4 LLC (TDWP) for a term up to four years and two months, commencing no earlier than June 1, 2020.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to enter into a no-fee Right of Entry/Access Agreement with the Port Terminal Railroad Association (PTRA) and a no-fee Private Rail Crossing Agreement with PTRA and TDWP Terminals 4 LLC (TDWP) for a term up to four years and two months, commencing no earlier than June 1, 2020, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Project 11

**Department:**

Freight Mobility

**Staff Contact:**

Bruce Mann

**Background:**

The Port Authority has requested an access agreement with the PTRA and TDWP to help provide a needed access route of approximately 3,326 linear feet from the Port Authority's Beltway 8 property to Penn City Drive.

This route will also require the approvals of Harris County and Union Pacific Railroad Company as well as an additional approval from Gulf Access Terminal LLC and TDWP.

This access route will assist activities directly in support of construction work pertaining to the project for the deepening and widening of the Houston Ship Channel. Activities on the access route would include ingress and egress of trucks and other equipment for bunker demolition, clearing and grubbing, and site preparation work (dike construction, weir installation, drainage improvements, utility relocation) at the Beltway 8 property to permit its use as a non-permanent (one-time lift) dredged material placement area. After the site preparation work has been completed, ingress and egress of the Port Authority and its contractors and other designees, for general maintenance of the dredged material placement area would be permitted by the agreement.

**Staff Evaluation/Justification:**

Staff recommends approval of a Right of Entry/Access Agreement with Port Terminal Railroad Association and a Private Rail Crossing Agreement with PTRA, Gulf Access Terminal LLC, and TDWP Terminals 4 LLC.

## I. INFRASTRUCTURE

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**Subject**                    **21. Approve staff's ranking of respondents and award the following two professional services contracts for Professional Engineering and Auditing Services on an as-needed basis to support the Houston Ship Channel Expansion Channel Improvement Project: a contract in an amount not to exceed \$350,000 to the top ranked respondent, and a contract in the amount of \$150,000 to the second ranked respondent. Staff ranking – first, Atkins North America, Inc.; second, Freese and Nichols, Inc., and third, Anchor QEA – T. Baker Smith Joint Venture.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting:  
 (a) approve staff's ranking of the two most qualified vendors, based on the selection criteria, in the following order – first, Atkins North America, Inc.; second, Freese and Nichols, Inc.; and third, Anchor QEA – T. Baker Smith Joint Venture;  
 (b) award a professional services contract to Atkins North America, Inc. for professional engineering and auditing services to support the Houston Ship Channel Expansion Channel Improvement Project in an amount not to exceed \$350,000;  
 (c) award a professional service contract to Freese and Nichols, Inc. for professional engineering and auditing services to support the Houston Ship Channel Expansion Channel Improvement Project in an amount not to exceed \$150,000 and  
 (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Project 11

**Department:**

Channel Improvement

**Staff Contact:**

Lori S Brownell, P.E.

**Background:**

The Port Authority is seeking to obtain one or more professional services providers, to provide on an as-needed basis, professional engineering and auditing services to support the Houston Ship Channel Expansion Channel Improvement Project.

The Port Authority notified 139 potential vendors regarding its request for qualifications (RFQ) for Professional Engineering and Auditing Services on an as-needed basis to support the Houston Ship Channel Expansion Channel Improvement Project using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Twenty-nine vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On February 26, 2020, six RFQ responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFQ. The RFQ informed

prospective vendors that the Port Authority may award contracts to more than one vendor based on the Port Authority's needs. Staff identified the following vendors, listed in order of ranking, as most qualified to provide the required services:

- Atkins North America, Inc.
- Freese and Nichols, Inc.
- Anchor QEA – T. Baker Smith Joint Venture

Following staff Executive Committee review, staff recommends that the Port Commission approve staff's ranking and award the following two professional services contracts: a contract in an amount not to exceed \$350,000 to the top ranked respondent, and a contract in the amount of \$150,000 to the second ranked respondent.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>22. Enter into a contributed funds agreements with the U.S. Army Corps of Engineers, to support design review of the Houston Ship Channel Expansion Channel Improvement Project in an amount not to exceed \$400,000.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to enter into a contributed funds agreements with the U.S. Army Corps of Engineers (USACE), to support design review of the Houston Ship Channel Expansion Channel Improvement Project in an amount not to exceed \$400,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand) STRATEGIC GOAL #2 - GROWTH (Grow and diversify the business base)

**Category:**  
Project 11

**Department:**  
Channel Improvement

**Staff Contact:**  
Lori Brownell, P.E.

**Background:**  
The Port Commission, at its November 11, 2019 meeting, awarded two professional services contracts, one to TC&B/GBA, a Joint Venture of Turner Collie & Braden Inc. and Gahagan & Bryant Associates, Inc., and one to HDR Engineering, Inc. to provide professional services for engineering, design (including Pre-construction Engineering and Design (PED) services), project coordination, and other general assistance to accelerate field work and design for the Houston Ship Channel Expansion Channel Improvement Project (HSC-ECIP).

These contracts were awarded to enable acceleration of the USACE processes associated with a traditional navigation improvement project. Under this accelerated plan, dredging could begin in 2021 with the major project components completed in 2024.

Federal law and policy requires that PED services provided by the local sponsor be reviewed and approved by the USACE. The Port Commission, at its December 11, 2019 meeting, approved an initial amount not to exceed \$400,000 for this design review by the USACE. On March 2, 2020, Port Houston contributed \$67,000 to the USACE Engineering Research and Development Center (ERDC) for Hydrodynamic, Salinity and Transport Modeling and \$255,000 to the USACE ERDC for Ship Simulation.

**Staff Evaluation/Justification:**

The purpose of these new funding agreements would be to provide \$400,000 of additional funding to the USACE to enable its continued performance of the required design review. Some funding agreement options are currently being reviewed by the USACE and Port Authority staff, and it is likely that several different agreements will be needed to cover the various USACE requirements. To maintain an accelerated project schedule, it is important to execute these funding agreements with the USACE as soon as possible. Once the review process is underway, additional funding will likely be needed to complete the required tasks.

Staff recommends the Port Commission authorize the Port Authority to enter into contributed funds agreements with the USACE, as described above.



## I. INFRASTRUCTURE

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<b>Subject</b>	<b>23. Authorize the Port Authority and enter into an Interlocal Agreement with Harris County to purchase wetland mitigation credits in an amount not to exceed \$1,500,000, in order to clear and develop Beltway 8 property.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020, meeting, authorize the Port Authority enter into an Interlocal Agreement with Harris County to facilitate the purchase of wetland mitigation credits in an amount not to exceed \$1,500,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand) Strategic Objective 4a. - Be an environmental leader

**Category:**

Project 11

**Department:**

Environmental

**Staff Contact:**

Trae Camble

**Background:**

The Port Authority is seeking to purchase wetland mitigation credits to satisfy federal regulations, in order to develop property to receive dredge a material for Project 11, the deepening and widening of the Houston Ship Channel. This action, along with various others, would bring the property to the pre-development stage.

**Staff Evaluation/Justification:**

Port Authority staff has been in contact with numerous mitigation banks around the region in order to secure the required credits for this project. Harris County had the best pricing available, along with a sufficient amount for the Port Authority's specific needs. Harris County's pricing has been previously approved by Commissioners Court and therefore, no further approval would be needed on its end.

Staff recommends the Port Commission authorize the Port Authority to enter into this Interlocal Agreement with Harris County.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>24. Approve the renewal of expiring Port Authority licenses for new ten-year terms: Air Liquide Large Industries U.S. LP, CenterPoint Energy Houston Electric, LLC, CenterPoint Energy Intrastate Pipelines, Inc., Enterprise Products Operating LLC, ExxonMobil Pipeline Company, Kinder Morgan Tejas Pipeline LLC, Kinder Morgan Texas Pipeline LLC, La Porte Pipeline Company, LP, Lone Star NGL Mont Belvieu LP, Pasadena Refining System, Inc., PCI Nitrogen, LLC, Praxair, Inc., and Valero Refining-Texas, LP.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to approve the renewal of expiring licenses for new ten-year terms: Air Liquide Large Industries U.S. LP, CenterPoint Energy Houston Electric, LLC, CenterPoint Energy Intrastate Pipelines, Inc., Enterprise Products Operating LLC, ExxonMobil Pipeline Company, Kinder Morgan Tejas Pipeline LLC, Kinder Morgan Texas Pipeline LLC, La Porte Pipeline Company, LP, Lone Star NGL Mont Belvieu LP, Pasadena Refining System, Inc., PCI Nitrogen, LLC, Praxair, Inc., and Valero Refining-Texas, LP, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

The pipeline licensees listed below have applied to renew their licenses:

Company	File No.	License Fee
Air Liquide Large Industries U.S. LP	1990-0084	\$15,906
CenterPoint Energy Houston Electric, LLC	1990-0126	\$1,688
CenterPoint Energy Houston Electric, LLC	1990-0085	\$4,390
CenterPoint Energy Houston Electric, LLC	1990-0042	\$11,142
CenterPoint Energy Houston Electric, LLC	1989-0249	\$2,195
CenterPoint Energy Houston Electric, LLC	1988-0045	\$2,195
CenterPoint Energy Houston Electric, LLC	1988-0021	\$1,688
CenterPoint Energy Houston Electric, LLC	2000-0070	\$45,023
CenterPoint Energy Intrastate Pipelines, Inc.	2000-0017	\$92,020
CenterPoint Energy Intrastate Pipelines, Inc.	1999-0108	\$5,302
Enterprise Products Operating LLC	1990-0003	\$1,688
ExxonMobil Pipeline Company	2000-0170	\$142,044
ExxonMobil Pipeline Company	2000-0169	\$127,387
Kinder Morgan Tejas Pipeline LLC	2000-0022	\$92,438
Kinder Morgan Tejas Pipeline LLC	2000-0082	\$17,674
Kinder Morgan Tejas Pipeline LLC	2000-0136	\$5,302
Kinder Morgan Tejas Pipeline LLC	2000-0297	\$257,815

Kinder Morgan Texas Pipeline LLC	2000-0214	\$6,363
Kinder Morgan Texas Pipeline LLC	2000-0087	\$6,363
La Porte Pipeline Company, LP	2000-0069	\$97,793
Lone Star NGL Mont Belvieu LP	2000-0245	\$5,302
Pasadena Refining System, Inc.	2000-0008	\$1,688
Pasadena Refining System, Inc.	2000-0018	\$5,302
Pasadena Refining System, Inc.	2000-0019	\$1,688
Pasadena Refining System, Inc.	2000-0088	\$1,688
Pasadena Refining System, Inc.	2000-0016	\$64,742
PCI Nitrogen, LLC	2001-0172	\$9,898
PCI Nitrogen, LLC	1986-0058	\$5,302
Praxair, Inc.	2000-0162	\$176,769
Praxair, Inc.	2000-0163	\$22,359
Valero Refining-Texas, LP	1989-0246	\$5,302
Total		\$1,236,456

**Staff Evaluation/Justification:**

The applications were reviewed and approved by the Port Authority's Channel Operations department and the Port Terminal Railroad Association when applicable. The licenses are to be renewed subject to the Port Authority's usual terms and conditions.

Staff recommends approval.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>25. Issue a distribution/transmission line license to Southwestern Bell Telephone Company for one fiber-optic line over and across High Level Road inside the Northside Turning Basin.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to issue a distribution/transmission line license to Southwestern Bell Telephone Company for one fiber-optic line over and across High Level Road inside the Northside Turning Basin, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Southwestern Bell Telephone Company, Port Authority File No. 2020-0028, has applied for a distribution/transmission line license for one fiber-optic line over and across High Level Road inside the Northside Turning Basin, in the John Brown Survey, A-8, in Harris County, Texas.

The line provides service to Port Authority tenant Cooper Ports America, LLC and is associated with Port Authority File No. 2007-0274.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations Department. Because the line provides service to a Port Authority tenant, the license fee has been waived. The \$675 application fee and the \$2,500 as-built deposit have been paid.

Staff recommends approval.

## I. INFRASTRUCTURE

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**Subject**                    **26. Issue a pipeline license to Praxair, Inc. for a 10-inch nitrogen pipeline under and across Port Terminal Railroad Association Southside Mainline railroad right-of-way.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to amend a pipeline license to Praxair, Inc. to add an additional crossing north of the existing 10-inch nitrogen pipeline under and across Port Terminal Railroad Association Southside Mainline railroad right-of-way, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Praxair, Inc., Port Authority File No. 2020-0060, has applied to amend a pipeline license to add an additional crossing north of the existing 10-inch nitrogen pipeline under and across Port Terminal Railroad Association Southside Mainline railroad right-of-way, in the Thomas Earle Survey, A-18, in Harris County, Texas.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department and the Port Terminal Railroad Association. The license is subject to the Port Authority's usual terms and conditions and at a fee of \$6,363. The \$675 application fee and the \$2,500 as-built deposit have been paid.

Staff recommends approval.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>27. Issue a pipeline license to Buckeye Development &amp; Logistics, LLC for a 6-inch refined petroleum products pipeline under and across Port Terminal Railroad Association Southside Mainline railroad right-of-way.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to issue a pipeline license to Buckeye Development & Logistics, LLC for a 6-inch refined petroleum products pipeline under and across Port Terminal Railroad Association Southside Mainline railroad right-of-way, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Buckeye Development & Logistics, LLC, Port Authority File No. 2020-0077, has applied for a pipeline license for a 6-inch refined petroleum products pipeline under and across Port Terminal Railroad Association Southside Mainline railroad right-of-way, in the Thomas Earle Survey, A-18, in Harris County, Texas.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department and the Port Terminal Railroad Association. The license is subject to the Port Authority's usual terms and conditions and at a fee of \$31,552. The \$675 application fee and the \$2,500 as-built deposit have been paid.

Staff recommends approval.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>28. Issue a pipeline license to Mobil Pipe Line Company for a 36-inch crude oil pipeline under and across Scott Bay, the Houston Ship Channel, and Upper San Jacinto Bay and under Alexander Island.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to issue a pipeline license to Mobil Pipe Line Company for a 36-inch crude oil pipeline under and across Scott Bay, the Houston Ship Channel, and Upper San Jacinto Bay and under Alexander Island, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Mobil Pipe Line Company, Port Authority File No. 2019-0067, has applied to issue a pipeline license to Mobil Pipe Line Company for a 36-inch crude oil pipeline across Scott Bay, the Houston Ship Channel, and Upper San Jacinto Bay and under Alexander Island, in Harris County, Texas.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The license is to be issued subject to the Port Authority's usual terms and conditions and at a fee of \$92,147. The \$675 application fee and \$2,500 as-built deposit have been paid.

Staff recommends approval.

## I. INFRASTRUCTURE

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**Subject**                    **29. Issue a pipeline license to Pasadena Performance Products, LLC for a 10-inch ethylene pipeline under and across Port Terminal Railroad Association Southside Mainline railroad right-of-way.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to issue a pipeline license to Pasadena Performance Products, LLC for a 10-inch ethylene pipeline under and across Port Terminal Railroad Association Southside Mainline railroad right-of-way, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Pasadena Performance Products, LLC, Port Authority File No. 2020-0079, has applied for a pipeline license for a 10-inch ethylene pipeline under and across Port Terminal Railroad Association at the Southside Mainline railroad right-of-way at the intersection of Phillips Company Road, in the James Seymour Survey, A-698, in Harris County, Texas.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The license is subject to the Port Authority's usual terms and conditions and at a fee of \$6,363. The \$675 application fee and the \$2,500 as-built deposit have been paid.



## I. INFRASTRUCTURE

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**Subject**                    **30. Issue a pipeline license to CenterPoint Energy Resources Corp for a 4-inch natural gas pipeline under and across Little Vince Bayou within the Pasadena Boulevard right-of-way.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to issue a pipeline license to CenterPoint Energy Resources Corp for a 4-inch natural gas pipeline under and across Little Vince Bayou within the Pasadena Boulevard right-of-way, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

CenterPoint Energy Resources Corp, Port Authority File No. 2020-0098, has applied for a pipeline license for a 4-inch natural gas pipeline under and across Little Vince Bayou within the Pasadena Boulevard right-of-way, in the William Vince League Survey, A-78, in Harris County, Texas.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The license is to be issued subject to the Port Authority's usual terms and conditions and at a fee of \$5,302. The \$675 application fee and the \$2,500 as-built deposit have been paid.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>31. Issue a marine construction permit to Harris County to replace the north Lynchburg ferry berthing area bulkhead and the north and south ferry landing bulkheads and raise the approaches to each landing.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to issue a marine construction permit to Harris County to replace the north Lynchburg ferry berthing area bulkhead and the north and south ferry landing bulkheads and raise the approaches to each landing, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Harris County, Port Authority File No. 2020-0073, has applied for a marine construction permit to replace the north Lynchburg berthing area bulkhead and the north and south ferry landing bulkheads, and raise the approaches to each landing on the Houston Ship Channel, in the Arthur McCormick Survey, A-46, and the Nathaniel Lynch Survey, A-44 in Harris County, Texas.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The permit is to be issued subject to the Port Authority's usual terms and conditions. The \$675 application fee and \$2,500 as-built deposit have been paid.

Staff recommends approval.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>32. Issue a marine construction permit to Cardno USA for transplanting intertidal marsh on 2.81 acres of submerged land in Old River, Buffalo Bayou, and the San Jacinto River.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to issue a marine construction permit to Cardno USA for transplanting intertidal marsh on 2.81 acres of submerged land in Old River, Buffalo Bayou, and the San Jacinto River, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Cardno USA, Port Authority File No. 2020-0105, has applied for a marine construction permit to transplant intertidal marsh consisting of Smooth Cordgrass (*Spartina alterniflora*) on 2.81 acres of submerged land in Old River, Buffalo Bayou, and the San Jacinto River, in Harris County, Texas. This project involves the emergency restoration of intertidal marsh in response to the potential loss of marsh habitat as a result of the March 2019 fire at the Intercontinental Terminals Company (ITC) Deer Park. To reduce the probability of marsh habitat loss, ITC with its planting contractor, Cardno USA, intend to plant 13,650 sprigs of Smooth Cordgrass within the Houston Ship Channel complex. Remnant plant stubble, but no new shoots, remain in most of the areas targeted for transplanting. Transplant efforts would only occur in areas where sufficient regrowth of plants is not occurring.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The permit is to be issued pursuant to the Port Authority's usual terms and conditions. The \$675 application fee has been received.

Staff recommends approval.

## I. INFRASTRUCTURE

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**Subject**                    **33. Issue a marine construction permit to and approve a port adjacency barge fleeting lease agreement with AccuTRANS Fleeting Services LLC for approximately 6.6 acres of submerged lands in Old River at an initial monthly rental amount of \$9,900 for a ten-year term.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to issue a marine construction permit to and approve a port adjacency barge fleeting lease agreement with AccuTRANS Fleeting Services LLC for approximately 6.6 acres of submerged lands in Old River at an initial monthly rental amount of \$9,900 for a ten-year term, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Leases

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

AccuTRANS Fleeting Services LLC (AccuTRANS), Port Authority File No. 2019-0131 (lease) and Port Authority File No. 2020-0106 (marine construction permit), has applied for a marine construction permit and a port adjacency submerged lands lease agreement to lease approximately 6.6 acres of submerged land for port adjacency barge fleeting in Old River, adjacent to the Lost Lake Dredged Material Placement Area, in Harris County, Texas. The Port Commission action would supersede and replace a recommendation previously authorized by Port Commission Minute No. 2019-0521-22 for leasing 14 acres of submerged land to AccuTRANS.

AccuTRANS has operated a fleet management service for over 20 years and has owned property in the vicinity of this project for over five years.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The lease would be entered into pursuant to the Port Authority's submerged land lease terms and conditions for a rental amount of \$9,900 per month for a ten-year term. The fees for port adjacency submerged land leases are negotiated. The permit is to be issued subject to the Port Authority's usual terms and conditions.

Staff recommends approval.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>34. Issue a marine construction permit to the U.S. Coast Guard for maintenance dredging of approximately 1,439 cubic yards within the Houston Ship Channel.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to issue a marine construction permit to the U.S. Coast Guard for maintenance dredging of approximately 1,439 cubic yards within the Houston Ship Channel, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

U.S. Coast Guard, Port Authority File No. 2020-0103, has applied for a permit in connection with maintenance dredging of approximately 1,439 cubic yards within the Houston Ship Channel for the existing boat basin at its U.S. Coast Guard Station Houston. The dredged material would be placed into the Rosa Allen Dredged Material Placement Area (DMPA). Port Authority staff has been unable to locate a permit for the existing basin.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The permit (and associated dredged material placement area agreement) are to be issued pursuant to the Port Authority's usual terms and conditions. The application fees have been received.

Staff recommends approval.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>35. Transfer five pipeline licenses and one distribution and/or transmission line license from Foothills Texas, Inc. to Trek Resources, Inc. for crossings in Tabbs Bay.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to transfer five pipeline licenses and one distribution and/or transmission line license from Foothills Texas, Inc. to Trek Resources, Inc. for crossings in Tabbs Bay, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Foothills Texas, Inc. has applied to transfer five pipeline licenses and one distribution and/or transmission line license to Trek Resources, Inc. for pipelines and a transmission line crossing Tabbs Bay, in the William Scott Survey, A-67, in Harris County, Texas: Port Authority File No. 2001-0398 for one 2½-inch pipeline, 2001-0400 for one 2½-inch pipeline, 2001-0401 for one 2½-inch pipeline, 2001-0402 for one 2½-inch pipeline, 2014-0196 for one 2½-inch pipeline, and 2001-0399 for one 2.3 kV distribution line and 39 wooden poles.

Foothills Texas, Inc. conveyed the licensed pipeline assets to Trek Resources, Inc. as of September 1, 2019 and now seeks to transfer the licenses to the new owner.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The license is subject to the Port Authority's usual terms and conditions. The \$675 application fee for all six licenses have been paid.

Staff recommends approval.

## I. INFRASTRUCTURE

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**Subject**                    **36. Amend a marine construction permit issued to Buffalo Marine Service, Inc. and approve a private adjacency barge fleeting lease agreement for approximately 4.09 acres of submerged lands in Old River at a monthly rental amount of \$1,227 for a ten-year term.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to amend a marine construction permit issued to Buffalo Marine Service, Inc. and approve a private adjacency barge fleeting lease agreement for approximately 4.09 acres of submerged lands in Old River at a monthly rental amount of \$1,227 for a ten-year term, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Leases

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Buffalo Marine Service, Inc., Port Authority File No. 2020-0019 (lease) and Port Authority File No. 2009-0285 (marine construction permit), has applied for a private adjacency submerged lands lease agreement and to amend a marine construction permit to permit approximately 4.09 acres of barge fleeting in Old River, adjacent to Lakeside Drive, Channelview, in the B N Garrett Survey, A-1710, in Harris County, Texas.

Buffalo Marine Service, Inc. has been in business for 85 years and has operated a barge fleeting operation in this location for approximately 10 years.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The lease would be entered into pursuant to the Port Authority's submerged land lease terms and conditions for a rental amount of \$1,227 per month for a ten-year term. The fee schedule for private adjacency submerged land leases have been set by the Port Commission. The permit is to be issued subject to the Port Authority's usual terms and conditions.

Staff recommends approval.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>37. Amend a pipeline license to KM Liquids Terminals LLC to add one 8-inch pipeline carrying butane and other substances on an existing pipe rack across Panther Creek.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to amend a pipeline license to KM Liquids Terminals LLC to add one 8-inch pipeline carrying butane and other substances on an existing pipe rack across Panther Creek, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

KM Liquids Terminals LLC, Port Authority File No. 2014-0207, has applied to amend a pipeline license to add one 8-inch pipeline carrying butane and other substances on an existing pipe rack across Panther Creek, in the Ezekiel Thomas Survey, A-73, in Harris County, Texas.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The license is to be issued subject to the Port Authority's usual terms and conditions and at a fee of \$2,342. The \$675 application fee and \$2,500 as-built deposit have been paid.

Staff recommends approval.



## I. INFRASTRUCTURE

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<b>Subject</b>	<b>38. Amend a pipeline license to ExxonMobil Pipeline Company to add an additional 2,401 linear feet to the 20-inch refined products pipeline under and across Scott Bay, the Houston Ship Channel, and the Upper San Jacinto Bay.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to amend a pipeline license to ExxonMobil Pipeline Company to add an additional 2,401 linear feet to the 20-inch refined products pipeline under and across Scott Bay, the Houston Ship Channel, and the Upper San Jacinto Bay, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

ExxonMobil Pipeline Company, Port Authority File No. 2019-0068, has applied to amend a pipeline license to add an additional 2,401 linear feet to the 20-inch refined products pipeline under and across Scott Bay, the Houston Ship Channel, and the Upper San Jacinto Bay, in Harris County, Texas.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The license is to be issued subject to the Port Authority's usual terms and conditions and at a fee of \$50,932. The \$675 application fee and \$2,500 as-built deposit have been paid.

Staff recommends approval.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>39. Consolidate, restate, and issue a six-inch propylene pipeline license to Flint Hills Resources Houston Chemical, LLC to combine seven previously-authorized pipeline crossings into a single license, crossing Cedar Bayou, the Houston Ship Channel/Crystal Bay, Santa Anna Bayou, a 60-foot right-of way, and an unused 150-foot right-of-way.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to consolidate, restate, and issue a six-inch propylene pipeline license to Flint Hills Resources Houston Chemical, LLC to combine seven previously-authorized pipeline crossings of a six-inch propylene pipeline into a single license, crossing Cedar Bayou, the Houston Ship Channel/Crystal Bay, Santa Anna Bayou, a 60-foot right-of way, and an unused 150-foot right-of-way, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Flint Hills Resources Houston Chemical, LLC, Port Authority File No. 2020-0084, has applied to consolidate and restate a pipeline license to combine seven previously authorized pipeline crossings of a six-inch propylene pipeline into a single license, crossing Cedar Bayou, the Houston Ship Channel/Crystal Bay, Santa Anna Bayou, a 60-foot right-of way, and an unused 150-foot right-of-way, in the William Bloodgood Survey, A-4, Nathaniel Lynch Survey, A-44, Arthur McCormick Survey, A-46, in Harris and Chambers Counties, Texas. These were previously authorized under four different licenses, Port Authority File Nos. 2002-0266, 2002-0267, 2002-0295, and 2002-0314.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The license is to be issued subject to the Port Authority's usual terms and conditions and at an additional fee of \$535. The \$675 application fee has been paid.

Staff recommends approval.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>40. Consolidate, restate, and issue an eight-inch ethylene pipeline license to FHR Mont Belvieu, LLC to combine eight previously-authorized pipeline crossings into a single license, crossing Cedar Bayou, the Houston Ship Channel/Crystal Bay, Santa Anna Bayou, a 60-foot right-of way, an unused 150-foot right-of-way, and the Southside Mainline railroad right-of-way.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to consolidate, restate, and issue an eight-inch ethylene pipeline license to FHR Mont Belvieu, LLC to combine eight previously-authorized pipeline crossings of an eight-inch ethylene pipeline into a single license, crossing Cedar Bayou, the Houston Ship Channel/Crystal Bay, Santa Anna Bayou, a 60-foot right-of way, an unused 150-foot right-of-way, and the Southside Mainline railroad right-of-way, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

FHR Mont Belvieu, LLC, Port Authority File No. 2020-0085, has applied to consolidate and restate a pipeline license to combine eight previously-authorized pipeline crossings of an eight-inch ethylene pipeline into a single license, crossing Cedar Bayou, the Houston Ship Channel/Crystal Bay, Santa Anna Bayou, a 60-foot right-of way, an unused 150-foot right-of-way, and the Southside Mainline railroad right-of-way, in the William Bloodgood Survey, A-4, Nathaniel Lynch Survey, A-44, Arthur McCormick Survey, A-46, in Harris and Chambers Counties, Texas. These were previously authorized under five different licenses, Port Authority File Nos. 2002-0266, 2002-0267, 2002-0295, 2002-0314, and 2003-0038.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The license is to be issued subject to the Port Authority's usual terms and conditions and at an additional fee of \$2,409. The \$675 application fee has been paid.

Staff recommends approval.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>41. Approve a private adjacency barge fleeting lease agreement with SJI Group LLC for approximately 19.77 acres of submerged lands on the southwest side of Alexander Island barge channel at a monthly rental amount of \$5,087 for a ten-year term.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to approve a private adjacency barge fleeting lease agreement with SJI Group LLC for approximately 19.77 acres of submerged lands on the southwest side of Alexander Island barge channel at a monthly rental amount of \$5,087 for a ten-year term, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

By Minute No. 2019-0924-39, the Port Commission approved a submerged lands barge fleeting lease agreement to Intergulf Marine, LLC (Intergulf) for approximately 19.77 acres of submerged lands on the southwest side of Alexander Island barge channel at a monthly rental amount of \$5,087 for a ten-year term.

Following that approval, the owner of the upland adjacent to those submerged lands, SJI Group LLC (SJI), Port Authority File No. 2019-0255, applied for a submerged lands barge fleeting lease agreement for the parcel that would have been subject to the previously approved lease. Staff is informed that the parties, original intent was that Intergulf, which is leasing the upland from SJI, would lease the submerged lands. Later those parties determined that the submerged lands lease would not be held by Intergulf as lessee, and so the previously approved lease will not be consummated.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The lease would be entered into pursuant to the Port Authority's submerged land lease terms and conditions for a rental amount of \$5,087 per month for a ten-year term.

Staff recommends approval.

## J. OPERATIONS

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<b>Subject</b>	<b>1. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$575,000 for purchase and installation of truck scales for Barbours Cut Terminal to the top-ranked proposer: staff ranking – first, Mettler Toledo, LLC; and second, Abbott-Michelli Technologies, Inc.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting: (a) approve staff's ranking of vendors, based on the selection criteria, in the following order - first, Mettler Toledo, LLC; and second, Abbott-Michelli Technologies, Inc.; (b) award a professional services contract to Mettler Toledo, LLC for purchase and installation of truck scales for Barbours Cut Terminal in an amount not to exceed \$575,000; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Operations

**Staff Contact:**

Jeff Davis

**Background:**

The procurement of six weight-in-motion scales and three static platform scales would support the Barbours Cut Terminal Gate expansion project. This expansion project would add additional capacity for processing trucks and consolidate the truck weighing step and truck processing step into one stage. Currently, these processes are separated into two separate stages.

Weight-in-motion scales are designed to capture and record the axle and gross weights as the truck drives over the measuring unit. Unlike the static scales currently in place at both container terminals, weight-in-motion scales are capable of measuring truck weights traveling at speeds up to 20 miles per hour. The use of the six weight-in-motion scales installed at the Optical Recognition (OCR) Portals would increase throughput capacity as the scale data would automatically populate in the gate operating system interface along with other equipment details captured by OCR.

The use of static scales is still required for exception handling; therefore, three static truck scales would be installed in the redesigned problem resolution area.

The Port Authority notified vendors regarding its request for proposals (RFPs) for a professional services contract using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Eleven vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On March 30, 2020, two RFP responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFP. Staff identified the following vendors, listed in order of ranking, as most qualified to provide the required services:

- Mettler Toledo, LLC
- Aabbott-Michelli Technologies, Inc.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Mettler Toledo, LLC and act as otherwise described above.

## J. OPERATIONS

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<b>Subject</b>	<b>2. Award the following for the purchase of auto parts for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal: (a) a two-year contract in an amount not to exceed \$250,000 to Allen &amp; Kerber Auto Supply; and (b) a two-year contract in an amount not to exceed \$150,000 to IEH Auto Parts LLC dba Auto Plus Auto Parts.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, award the following for the purchase of auto parts for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal: (a) a two-year contract in an amount not to exceed \$250,000 to Allen & Kerber Auto Supply; and (b) a two-year contract in an amount not to exceed \$150,000 to IEH Auto Parts LLC dba Auto Plus Auto Parts, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

The Port Authority is seeking to obtain one or more suppliers to provide, for a two-year period, auto parts needed to service and repair Port Authority vehicles at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal.

The Port Authority notified vendors regarding its request for competitive sealed proposals (CSPs) for such auto parts using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. Sixteen vendors downloaded the project materials from BuySpeed.

The CSP informed prospective vendors that the procurement permitted the Port Authority to award contracts to more than one vendor based on the Port Authority's needs, including price per unit and distance of vendor(s) from Port Authority terminals.

**Staff Evaluation/Justification:**

On February 20, 2020, four CSP responses were received, opened, and publicly read. Staff evaluated and ranked the CSP responses in accordance with the published selection criteria.

Staff identified the following vendors, listed in order of ranking, as being able to provide the best value to the Port Authority:

- Allen & Kerber Auto Supply
- IEH Auto Parts LLC dba Auto Plus Auto Part
- Wood Alternator & Starter

Staff has prepared an evaluation matrix based on the selection criteria and recommends that the Port Commission award the following for the purchase of auto parts for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal: (a) a two-year contract in an amount not to exceed \$250,000 to Allen & Kerber Auto Supply; and (b) a two-year contract in an amount not to exceed \$150,000 to IEH Auto Parts LLC dba Auto Plus Auto Parts.

## J. OPERATIONS

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<b>Subject</b>	<b>3. Award a two-year contract to Apache Oil Company for the purchase of grease and miscellaneous engine, transmission, and hydraulic oils for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$650,000.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, award a two-year contract to Apache Oil Company for the purchase of grease and miscellaneous engine, transmission, and hydraulic oils for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$650,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

The Port Authority owns numerous equipment that require grease and miscellaneous oils for daily operations. A reliable supply of these commodities would ensure adequate performance and reliability thus minimizing equipment downtime.

By Minute No. 2018-0327-34, the Port Commission awarded a three-year contract to Petro Pangea, Inc. in the amount not to exceed \$750,000 for the purchase of grease and miscellaneous engine, transmission, and hydraulic oils for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal. This contract has been terminated for convenience.

The Port Authority thereafter notified vendors regarding its request for competitive sealed bids (CSBs) using the Port Authority's BuySpeed Eprocurement System, and the project was advertised on the Port Authority's website and in a local newspaper. Eighteen vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On January 21, 2020, four CSBs were received and opened. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Authority award a two-year contract to Apache Oil Company, the responsible bidder submitting the lowest and best bid, for purchase of miscellaneous engine, transmission, and hydraulic oils for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal.



## J. OPERATIONS

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<b>Subject</b>	<b>4. Award a two-year contract to Konecranes, Inc., the sole source provider, for the purchase of captive replacement parts and repair services for motor control drives for Kone cranes at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$3,250,000.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, award a two-year contract to Konecranes, Inc., the sole source provider, for the purchase of captive replacement parts and repair services for motor control drives for Kone cranes at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$3,250,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

The Port Authority currently owns a total of one hundred and two Kone cranes including fifty RTGs and four wharf cranes at Barbours Cut Terminal, and forty-eight RTGs at Bayport Container Terminal. Nine new units are also scheduled to arrive at Bayport Container Terminal later this year. These units are used daily by the Port Authority and additionally leased to stevedoring companies for container handling activities. Therefore, the ability to expedite procurement of spare and replacement parts for these cranes is critical to efficient terminal operation.

By Minute No. 2018-0327-36, the Port Commission awarded a two-year contract to Konecranes, Inc. in an amount not to exceed \$2,500,000 for the purchase of replacement parts and repair services for motor control drives for Kone cranes at Barbours Cut Terminal and Bayport Container Terminal. This contract expires on March 31, 2020.

**Staff Evaluation/Justification:**

Section 60.412 of the Water Code provides that a purchase for an item that can be obtained only from one source is exempt from certain procurement requirements of the Water Code. Port Authority staff has received a written statement from the manufacturer confirming that Konecranes, Inc. is the sole authorized source of replacement Kone parts in the United States.

Staff recommends that the Port Authority enter into a two-year contract with Konecranes, Inc. for the purchase of captive replacement parts and repair to motor control drives for Kone cranes, beginning on April 1, 2020 and ending on March 31, 2022, and recommends that the new contract amount be increased to \$3,250,000 due to larger volume of control drives to repair and to address the ten RTG cranes that will no longer be under warranty during the term of this new contract. Replacement and spare parts would be purchased through this contract as needed to properly maintain these cranes and minimize operational downtime.

## J. OPERATIONS

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<b>Subject</b>	<b>5. Award a three-year contract to Sudden Service, Inc., the sole source provider, for the purchase of captive replacement parts for Taylor equipment at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$200,000.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, award a three-year contract to Sudden Service, Inc. for the purchase of captive replacement parts for Taylor equipment at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$200,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

By Minute No. 2015-1027-38, the Port Commission awarded a two-year contract to Briggs Equipment in an amount not to exceed \$120,000 for the purchase of captive replacement parts for Taylor equipment at Barbours Cut Terminal and Bayport Container Terminal. Contract funds have been depleted. The Port Authority currently owns nineteen Taylor machines including eighteen units at Barbours Cut Terminal and one at Bayport Container Terminal, for maintenance and operation of container facilities. Captive replacement parts for these units would be purchased through this contract as needed, to minimize equipment downtime and provide acceptable levels of service to the industry.

Section 60.412 of the Water Code provides that a purchase for an item that can be obtained only from one source is exempt from certain procurement requirements of the Water Code. Port Authority staff has received a written statement from Taylor Machine Works, Inc. confirming that Sudden Service, Inc. is the sole authorized source for captive replacement parts in the Houston metro area.

**Staff Evaluation/Justification:**

Staff recommends that the Port Authority enter into a three-year contract with Sudden Service, Inc. for the purchase of captive replacement parts for Taylor equipment at Barbours Cut Terminal and Bayport Container Terminal, beginning on May 1, 2020 and ending on April 30, 2023.

## J. OPERATIONS

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**Subject**                    **6. Issue a purchase order to Caldwell Country Chevrolet for the purchase of seventy vehicles needed by Barbours Cut Terminal, Bayport Container Terminal, and the Central Maintenance, Fire, Project and Construction Management, Safety, Emergency Management, and Port Police departments, using Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program, in a total amount not to exceed \$2,100,767.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, issue a purchase order to Caldwell Country Chevrolet for the purchase of seventy vehicles for use by Barbours Cut Terminal, Bayport Container Terminal, and the Central Maintenance, Fire, Project and Construction Management, Safety, Emergency Management, and Port Police departments, using Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program, in a total amount not to exceed \$2,100,767, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    **STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)**

**Category:**

Award, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

The Central Maintenance Department, with recommendations from the Barbours Cut Terminal, Bayport Container Terminal, and the Central Maintenance, Fire, Project and Construction Management, Safety, Emergency Management, and Port Police departments has prepared specifications for new and replacement vehicles to promote a safe work environment and cost-effective operations. Staff believes that a total of seventy vehicles will be needed for 2020, including twenty-nine units for Bayport Terminals (Depts. 129 and 131), twenty-four units for Barbours Cut Terminals (Depts. 127 and 128), five units for Fire, four units for Project and Construction Management, three units for Port Police, three units for Emergency Management, one unit for Central Maintenance, and one for Safety.

The Local Government Purchasing Cooperative (Cooperative) is an administrative agency of cooperating local governments and its BuyBoard purchasing program may be used for this purchase.

The Director of Procurement Services has determined that procuring these vehicles through the BuyBoard program is the method that both satisfies competitive purchase requirements and provides the best value to the Port Authority.

**Staff Evaluation/Justification:**

Staff has compared vehicle prices obtained from local and non-local dealerships, taking into consideration the statutory competitive procurement requirements, and has also determined that purchasing these vehicles using the cooperative purchasing program of BuyBoard provides the best value to the Port

Authority. BuyBoard websites list several pre-approved dealerships, and staff has reviewed the vehicle specifications from these providers, and determined that Caldwell Country Chevrolet is the vendor with the best price for vehicles and meets the Port Authority's requirements.

Staff recommends that the Port Commission approve a purchase order to Caldwell Country Chevrolet for the purchase of seventy Chevrolet vehicles.

## J. OPERATIONS

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<b>Subject</b>	<b>7. Issue a purchase order to Briggs Equipment for the purchase of one electric yard tractor and charging station for Bayport Container Terminal, using Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program, in a total amount not to exceed \$403,690 fully funded by the Texas Commission on Environmental Quality.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, issue a purchase order to Briggs Equipment for the purchase of one electric yard tractor and charging station for Bayport Container Terminal, using Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program, in a total amount not to exceed \$403,690 fully funded by the Texas Commission on Environmental Quality (TCEQ), and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

Staff has completed a study that analyzed multiple opportunities for reducing emissions and proposes a comprehensive approach to evaluate concepts, prioritize them for impact and practicality, and then pilot the best idea(s) using appropriate incentives.

The use of an electric yard tractor was selected as an opportunity the Port Authority could implement. Accordingly, the objective of this project is to procure one electric yard tractor and charging station, using a grant funded by the TCEQ, in the amount of \$1,000,000. This grant funding has no local match. These funds will be used to complete such study and initiate a trial program for the electric cargo handling equipment.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring an electric yard tractor through the Local Government Purchasing Cooperative's BuyBoard program is the method that both satisfies competitive purchase requirements and provides the best value to the Port Authority for these items. Staff compared tractor prices from local and non-local dealerships, reviewed specifications from several manufacturers, and determined that Briggs Equipment is the vendor for Kalmar products offering the best price and availability for the electric yard tractor, meeting the Port Authority's requirements under the pricing schedules obtained from Briggs Equipment's contracts with the BuyBoard program.

Accordingly, staff recommends that the Port Commission approve this best value determination and award.

## J. OPERATIONS

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<b>Subject</b>	<b>8. Approve staff's ranking of vendors and award a two-year contract in an amount not to exceed \$800,000 for mowing services and landscape maintenance for the Turning Basin Terminal to the top-ranked proposer: staff ranking - first, Yellowstone Landscape - Central Inc.; second, Unity Contractor Services, Inc.; and third, AlphaMar Group.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting: (a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order - first, Yellowstone Landscape - Central Inc.; second, Unity Contractor Services, Inc.; and third, AlphaMar Group; (b) award a two-year contract to the top-ranked vendor for mowing services and landscape maintenance for the Turning Basin Terminal, in an amount not to exceed \$800,000; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

By Minute No. 2017-1023-42, the Port Commission awarded a two-year contract to Yellowstone Landscape for mowing services and landscaping maintenance for Turning Basin Terminal locations in an amount not to exceed \$750,000. Mowing services and landscape maintenance are defined as tractor and finish mowing and landscaping on several Turning Basin Terminal locations. Contract funds have been depleted.

The Port Authority notified vendors regarding its request for competitive sealed proposals (CSPs) for mowing services and landscaping maintenance for Turning Basin Terminal using the Port Authority's Buyspeed E-procurement System and the project was advertised on the Port Authority's website and in a local newspaper. Ten vendors downloaded the project materials from Buyspeed.

**Staff Evaluation/Justification:**

On March 26, 2020, three CSP responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the CSP. Staff identified the following vendors, listed in order of ranking, as most qualified to provide the required services:

- Yellowstone Landscape - Central Inc.
- Unity Contractor Services, Inc.

- AlphaMar Group

Following staff Executive Committee review, staff recommends that the Port Commission award a two-year contract to Yellowstone Landscape - Central Inc., and act as otherwise described above.

## J. OPERATIONS

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**Subject**                    **9. Award an annual service contract to Gulf Coast Authority for industrial wastewater treatment for Bayport Container Terminal in an amount not to exceed \$65,000.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, award an annual service contract to Gulf Coast Authority for industrial wastewater treatment for Bayport Container Terminal in an amount not to exceed \$65,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

The Gulf Coast Authority (GCA) is a governmental entity created by the Texas legislature in 1969 with the broad charge to protect the waters of the state of Texas. GCA has the authority to own and operate regional industrial and municipal wastewater treatment plants, water systems and solid waste facilities statewide. GCA owns and operates four regional industrial wastewater treatment facilities that process liquid wastes from more than 80 industrial plants. These GCA facilities are the Washburn Tunnel Facility, the Bayport Industrial Wastewater Treatment Facility located in the Bayport Industrial District in Pasadena, Texas, the 40-Acre Facility in Texas City and the Odessa Regional Wastewater Treatment Facility in Odessa, Texas. Wastewater generated at Bayport Container Terminal is processed at GCA's Bayport Industrial Wastewater Treatment Facility.

**Staff Evaluation/Justification:**

Section 60.412 of the Water Code provides that a purchase for a service that can be obtained only from one source is exempt from certain procurement requirements of the Water Code. Port Authority staff has received a written statement from the Gulf Coast Authority confirming it is the sole authorized source for industrial wastewater treatment for Bayport Container Terminal.

Separately, this would be in interlocal exempt from such requirements.

Staff recommends that the Port Authority enter into an annual contract as described above with the Gulf Coast Authority in the amount of \$65,000.



## J. OPERATIONS

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<b>Subject</b>	<b>10. Consent to the grant of a lien to Truist Bank as tenant's lender on the leasehold interest created under Houston Terminal, LLC's lease of the Empty Container Depot at Bayport Container Terminal pursuant to the terms of a Subordination and Non-Disturbance Agreement and approve the Subordination Agreement between Truist Bank and the Port Authority.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, consent to the grant of a lien to Truist Bank as tenant's lender on the leasehold interest created under Houston Terminal, LLC's lease of the Empty Container Depot at Bayport Container Terminal pursuant to the terms of a Subordination and Non-Disturbance Agreement and approve the Subordination Agreement between Truist Bank and the Port Authority., and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #3 - INFRASTRUCTURE (Provide and facilitate infrastructure to meet demand)

**Category:**

General

**Department:**

Operations

**Staff Contact:**

Jeff Davis

**Background:**

In May 2008, following Port Commission approval, Houston Terminal, LLC, an affiliate of MSC, entered into a 30-year lease of 26.7 acres of unimproved land at the Bayport Container Terminal, to develop a depot for the handling and storage of empty containers. The leased premises were adjacent to the initial phase of development of the terminal. Houston Terminal's development of the 26.7-acre site was postponed several times.

By Minute No. 2019-0226-32, the Port Commission approved an amendment to the long-term lease agreement with Houston Terminal, LLC to finally develop an empty container depot at Bayport Container Terminal in a 25.97 acres premises at the southeastern portion of the Bayport Container Terminal.

Houston Terminal, LLC desires to grant a lien on the leasehold interest created under the lease to Truist Bank. Accordingly, Landlord and Truist Bank intend to enter into a SNDA.

**Staff Evaluation/Justification:**

Staff has reviewed Houston Terminal, LLC's request and recommends the Port Commission approve the grant of lien and SNDA.

## J. OPERATIONS

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<b>Subject</b>	<b>11. Amend the lease with Lansing Trade Group, LLC, of Houston Grain Elevator No. 2, extending the term one year, and providing a rent abatement for the cost of capital improvements of the leased premises with an annual rental of \$1,200,000 prior to abatement effective no earlier than June 1, 2020.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize amendment of the lease with Lansing Trade Group, LLC, of Houston Grain Elevator No. 2, extending the term one year, and providing a rent abatement for the cost of capital improvements of the leased premises with an annual rental of \$1,200,000 prior to abatement effective no earlier than June 1, 2020, and further authorize the Executive Director to any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

General

**Department:**

General Cargo Terminals

**Staff Contact:**

Jeff Davis

**Background:**

By Minute No. 2018-0517-33, The Port Authority entered into a Lease Agreement with Lansing Trade Group, LLC for the Houston Public Grain Elevator No. 2 in Harris County Texas for a 12 month term, subject to a one-year extension option. By Minute No.2018-1212-12 Change of Control of Lansing Trade Group, LLC, tenant under the lease of the Houston Public Grain Elevator No. 2, resulting from its merger with The Andersons, Inc. and related parties was approved.

**Staff Evaluation/Justification:**

Staff recommends amendment of the lease with Lansing Trade Group, LLC, to extend the term one year and provide an abatement of monthly rent for the cost of capital improvements at the leased premises.

## K. PEOPLE

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<b>Subject</b>	<b>1. Enter into a three-year agreement with SumTotal Systems, LLC, to renew the software licenses for an integrated, automated Learning Management System and Talent Suite including an Applicant Tracking system, Performance Management system, and Succession Module, in an amount not to exceed \$319,371, and authorize two optional additional one-year renewals.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, authorize the Port Authority to enter into a three-year agreement with SumTotal Systems, LLC, to renew the software licenses for an integrated, automated Learning Management System and Talent Suite including an Applicant Tracking system, Performance Management system, and Succession Module, in an amount not to exceed \$319,371, authorize two optional additional one-year renewals, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #1 - PEOPLE AND ORGANIZATION (Invest in people and organize for success)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Employee Development & Engagement

**Staff Contact:**

Carolyn Ashley

**Background:**

The Port Authority currently uses SumTotal Systems, LLC (SumTotal) for its electronic Learning Management System (LMS) and for its talent management system. Systems that provide automated interactive performance management, and applicant tracking applications are essential for identifying, onboarding, and managing top talent, which in turn provides critical strategic direction for the Port Authority. The current license with SumTotal expires May 1, 2020. Additionally, due to an increase in staffing, it is necessary to increase the number of user licenses from 600 to 690.

**Staff Evaluation/Justification:**

Staff researched available options for continuing an electronic Learning Management System (LMS) and talent management system. Any LMS and talent management system selected must be compatible with JD Edwards (JDE), the financial software system used by the Port Authority. SumTotal was selected because it is the only system that supports JDE and integrates with the Port Authority's current LMS and talent management systems, thereby maintaining business continuity. These systems require a license for each employee. Staff believes the cost of these systems is less than the cost would be to hire additional staff to perform these functions.

Staff recommends that the Port Commission approve entering into a three-year agreement with SumTotal for the Learning Management System, Applicant Tracking system, Performance Management system, and Succession Module, and to increase the number of licenses to 690, in an amount not to exceed \$319,371 for the three-year period. Staff also recommends authorization for two optional additional one-year renewals. Each year would be at the same cost as the third year of the initial three-year agreement.

## K. PEOPLE

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<b>Subject</b>	<b>2. Hearing and possible action to amend and restate the 401(a) Defined Contribution Plan for Port Authority employees hired on or after August 1, 2012.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, conduct a hearing and adopt a resolution to amend and restate the 401(a) Defined Contribution Plan for Port Authority employees hired on or after August 1, 2012, and further authorize the Executive Director to do any and all things in his opinion reasonable and necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #1 - PEOPLE AND ORGANIZATION (Invest in people and organize for success)

**Category:**  
General

**Department:**  
Human Resources

**Staff Contact:**  
Roger Walter

**Background:**

The Port Authority sponsors the Port of Houston Authority Defined Contribution Plan (the "Plan"), a defined contribution retirement benefit plan for employees hired or rehired on or after August 1, 2012, with a sliding scale for Port Authority contributions, based on percentage of base salary.

During the Pension and Benefits Committee meeting on September 16, 2019, staff reviewed a Benefits Valuation Report provided by Mercer. In the report, Mercer ranked the Port Authority's Defined Contribution Plan twelfth out of 16 retirement plans due to its vesting schedule and contribution levels. At that meeting, the committee asked staff to further evaluate and provide recommendations for adjustments to the Plan.

During the Pension and Benefits Committee meeting on January 27, 2020, staff proposed changes to both the Plan's vesting schedule and contribution levels. Under the current Plan, contributions fully vest after five years of service. The proposed changes would reduce the vesting period to three years of service. The proposed changes would also adjust the contribution scale in accordance with the following chart:

Years of Service	Current Contribution Rate	Proposed New Contribution Rate
0 to 5 years	3.50%	6.00%
Greater than 5 years up to 10 years	4.50%	6.50%
Greater than 10 years up to 15 years	5.50%	7.00%
Greater than 15 years up to 20 years	6.50%	7.50%
Greater than 20 years	7.50%	8.00%

The Pension and Benefits Committee also directed staff to prepare documents implementing the above changes. Nationwide Retirement Systems, the administrator of the Plan, has proposed that the Port

Authority adopt updated versions of Nationwide's form documents, which further clarify the details of the administration of the Plan and reflect changes in applicable law.

**Staff Evaluation/Justification:**

The proposed amendments to and restatement of the Plan would improve the retirement benefits offered to Port Authority employees hired or rehired on or after August 1, 2012, and are expected to allow the Port Authority to better attract and retain talent.

Port Authority staff, working with Nationwide Retirement Systems, and Haynes and Boone, the Port Authority's benefits counsel, have prepared the associated changes to the Plan.

Texas Water Code Sec. 60.011 provides that the Port Commission may change the Plans after notice to employees and a hearing. On April 24, 2020, notice was given to employees regarding the proposed changes to the Plan.

Staff recommends that the Port Commission conduct a hearing on this matter and adopt the attached resolution to amend and restate the Plan as described above.

**RESOLUTION TO AMEND AND RESTATE  
THE PORT OF HOUSTON AUTHORITY DEFINED CONTRIBUTION PLAN**

WHEREAS, Port of Houston Authority of Harris County, Texas (the "Employer") sponsors the Port of Houston Authority Defined Contribution Plan (the "Plan") effective August 1, 2012, as previously amended; and

WHEREAS, the Employer is the Plan Sponsor of the Plan; and

WHEREAS, the Employer has determined that the plan should be further amended and restated to provide that: (1) a Plan participant shall be fully vested in the Plan after three (3) years of service, and (2) effective April 1, 2020, the contribution levels shall be as follows:

Years of Service	Contribution Rate
0 - 5	6.00%
5 - 10	6.50%
10- 15	7.00%
15-20	7.50%
20 +	8.00%

WHEREAS, the Employer has determined that the Plan should be additionally amended and restated to clarify the administration, benefits, powers, authorities, duties, and responsibilities provided under the Plan and to reflect changes in applicable law;

NOW, THEREFORE, IT IS RESOLVED, that the Plan, as hereby amended and restated effective March 24, 2020, in substantially the same form as attached hereto as Exhibit A, is hereby approved, ratified, confirmed, and adopted by the Employer; and

RESOLVED, that the officers of the Employer, or any of them, are hereby authorized and directed to execute and implement the aforementioned amendment and restatement of the Port of Houston Authority of Harris County Defined Contribution Plan for and on behalf of the Port of Houston Authority of Harris County, Texas, in substantially the same form as herein adopted and approved, together with any changes that such officers, or any of them, with the advice of legal counsel if deemed appropriate, have determined to be necessary or advisable; and

RESOLVED, that the officers of the Employer are hereby authorized and directed to take whatever other action that they, or any of them, may deem to be necessary or appropriate to effectuate the intent and purposes of this resolution, and any such actions that were previously taken in such respect, being hereby approved, ratified and confirmed, in all respects, on behalf of the Employer.

*[signature page follows]*

PASSED, APPROVED, AND ADOPTED this 28<sup>th</sup> day of April 2020.

ATTEST/SEAL

PORT OF HOUSTON AUTHORITY OF  
HARRIS COUNTY, TEXAS

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Minute No. \_\_\_\_\_

## **L. PORT SECURITY AND EMERGENCY OPERATIONS**

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<b>Subject</b>	<b>1. Approve a second amendment to the existing purchase order with Oil Mop LLC dba OMI Environmental Solutions for hazardous materials incident response services in an amount not to exceed \$100,000.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, approve a second amendment to the existing purchase order with Oil Mop LLC dba OMI Environmental Solutions for hazardous materials incident response services in an amount not to exceed \$100,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<p>STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)</p> <p>Strategic Objective 4c. - Operate safely and securely</p> <p>Strategic Objective 4a. - Be an environmental leader</p>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Emergency Management

**Staff Contact:**

Colin Rizzo

**Background:**

In October 2017, the Port Commission awarded a two-year professional services contract to Oil Mop LLC dba OMI Environmental Solutions, with an option for an additional two years, for hazardous materials incident response services in the amount of \$100,000. The contract is used on an "as needed" basis and was initially funded at \$100,000 based on historical usage. An additional \$150,000 was authorized by the Port Commission in July 2018. The two year option period was authorized by Port Commission in September 2019, running through September 2021. There is approximately \$26,000 remaining on the current purchase order.

Since the contract was put in place, the vendor has responded to multiple incidents and has performed satisfactorily.

Due to the uncertain nature of emergency management, it is in the best interest of the Port Authority to have a "stand-by" hazardous materials incident response services contract in place for the safety of personnel and the environment.

By competitively bidding this contract in advance of a crisis, the procurement process is streamlined, and the services are potentially reimbursable under federal disaster declaration relief programs via the Federal Emergency Management Agency (FEMA).

**Staff Evaluation/Justification:**

This \$100,000 amendment to the contract amount is requested to cover potential future events. The nature of emergency management and forecasting incidents is difficult and unpredictable, hence future requests for additional funding may be required.

Accordingly, staff recommends that the Port Commission approve the proposed \$100,000 amendment to the existing contract with Oil Mop LLC dba OMI Environmental Solutions.



## **L. PORT SECURITY AND EMERGENCY OPERATIONS**

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<b>Subject</b>	<b>2. Amend the existing purchase order with Garner Environmental Services for emergency standby products and services in an amount not to exceed \$100,000.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, approve an amendment to the existing purchase order with Garner Environmental Services for emergency standby products and services in an amount not to exceed \$100,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	Strategic Objective 4c. - Operate safely and securely Strategic Objective 4a. - Be an environmental leader STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Emergency Management

**Staff Contact:**

Colin Rizzo

**Background:**

Garner Environmental Services was co-awarded with T&T Salvage contracts in April 2019. A purchase order was created for each company in the amount of \$50,000. Both contracts are for three years with options for two more years.

To date, the T&T Salvage purchase order has not been utilized, but the Garner purchase order has been depleted as a result of the recent COVID-19 response (approximately \$60,000 spent on cleaning at BCT/BPT after the first positive ILA worker was identified, and approximately \$20,000 has been spent on respirators).

The contracts are for equipment and services (generators, port-a-potties, tents, pumps, equipment, cleaning etc.) needed during an emergency or crisis and purchased from a pre-negotiated price list, providing a quick way to procure equipment when the EOC is activated.

By competitively bidding this contract in advance of a crisis, the procurement process was streamlined, and the equipment and services are potentially reimbursable under federal disaster declaration relief programs via the Federal Emergency Management Agency (FEMA).

**Staff Evaluation/Justification:**

This \$100,000 amendment to the contract amount, for Garner Environmental Services, is requested to cover potential future events. The nature of emergency management and forecasting incidents is difficult and unpredictable, hence future requests for additional funding may be required.

Accordingly, staff recommends that the Port Commission approve the proposed \$100,000 amendment to the existing contract with Garner Environmental Services.

## **L. PORT SECURITY AND EMERGENCY OPERATIONS**

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<b>Subject</b>	<b>3. Ratify certain emergency purchases for COVID-19 response as set forth on Exhibit A, and authorize purchase orders for continuing pandemic response services, equipment, and supplies with Interstate Restoration for \$100,000 and Safeware, Inc. for \$100,000.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, ratify certain emergency purchases for COVID-19 response as set forth on Exhibit A, and authorize purchase orders for continuing pandemic response services, equipment, and supplies with Interstate Restoration for \$100,000 and Safeware, Inc. for \$100,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	Strategic Objective 4c. - Operate safely and securely STRATEGIC GOAL #4 - STEWARDSHIP (Sustain the business for the long-term)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Emergency Management

**Staff Contact:**

Colin Rizzo

**Background:**

The COVID-19 pandemic is impacting Port Authority operations and employees, as it is all entities worldwide, and has required staff to make a number of emergency purchases, including emergency cleaning and temperature screening services, and supplies and equipment.

Several of the most significant procurements have, as of April 9, 2020, totaled more than \$50,000:

- Garner Environmental Services supplied respirators for the Fire Department and cleaning services at Barbours Cut and Bayport Terminals, at a cost totaling approximately \$70,000. A separate RCA is on this agenda to amend the existing purchase order with this firm to permit further purchases.
- Interstate Restoration has provided cleaning and disinfecting services, including at Executive Office Building; approximately \$60,000 has been spent.
- Safeware, Inc. has provided supplies for Emergency Management and the Fire Department in the past. Approximately \$212,000 has been spent for equipment and supplies for COVID-19 response.
- Constellation Lighting has been issued a purchase order for \$350,000 to supply up to 100,000 masks.
- Workplace Safety Screenings has been issued a purchase order for \$680,000 to perform temperature screenings at Port Authority terminals.

Water Code Section 60.4035(a)(1) permits the Executive Director and authorized officers to make emergency purchases and contracts in amounts that exceed \$50,000 if necessary to, among other things, "to preserve or protect the public health and safety of the residents of the district[.]" Port Authority staff has concluded that this statute permits these COVID-19 procurements without the customary competitive procedures or prior to Port Commission approval, and staff has endeavored to notify the Port Commission within forty-eight hours of such purchases as required.

**Staff Evaluation/Justification:**

Accordingly, staff requests that the Port Commission ratify the purchases for COVID-19 response under Water Code Section 60.4035(a)(1) set forth on Exhibit A.

In addition, with the continuing need for emergency equipment and supplies related to the Port Authority's COVID-19 response efforts, staff also requests that the Port Commission authorize the following additional purchase order amounts:

- Interstate Restoration - \$100,000 for disinfecting services.
- Safeware, Inc. - \$100,000 for equipment and supplies.

This initial request will help provide the Port Security and Emergency Operations Division, including the Emergency Management Department, with the flexibility to quickly and efficiently procure emergency supplies from trusted vendors as they become available. The nature of emergency management and the duration of this specific pandemic response are unpredictable, hence future requests for additional funding may be required.

## Emergency Purchase Orders - COVID 19

Procurement Services

As of 4/15/20 10:30AM

PO Nbr	Total	DATE	DEPARTMENT		SHORT DESCRIPTION
205491	\$ 34,141.03	3/9/2020	EMERGENCY MANAGEMENT	SAFEWARE, INC.	INFORMAL EMERGENCY MANAGEMENT COVID19 EMERGENCY SUPPLIES
205517	\$ 2,366.00	3/12/2020	EMERGENCY MANAGEMENT	W W GRAINGER INC	INFORMAL COVID19 AIR CANNISTER ADAPTERS
205566	\$ 43,089.62	3/19/2020	EMERGENCY MANAGEMENT	SAFEWARE, INC.	INFORMAL EMERGENCY MANAGEMENT COVID19 EMERGENCY SUPPLIES
205572	\$ 10,000.00	3/24/2020	BCT MAINTENANCE	TRANSPORTATION RENTAL SOLUTIONS	INFORMAL - BUS RENTAL FOR BCT OPERATIONS FOR ILA TRANSPORT DUE TO COVID 19
205586	\$ 4,117.50	3/25/2020	EMERGENCY MANAGEMENT	SAFEWARE, INC.	INFORMAL EMERGENCY DECON SUPPLIES COVID 19
205591	\$ 3,685.68	3/27/2020	EMERGENCY MANAGEMENT	MOTION INDUSTRIES	INFORMAL EMERGENCY HAND SANITIZER COVID 19
205592	\$ 55,003.85	3/27/2020	EMERGENCY MANAGEMENT	INTERSTATE RESTORATION	INFORMAL DECONTAMINATION OF PORT PROPERTY DUE TO COVID 19
205603	\$ 1,058.45	3/31/2020	EMERGENCY MANAGEMENT	SAFEWARE, INC.	INFORMAL SANITIZER / VIRUCIDE DISINFECTANT COVID 19
205604	\$ 640.00	3/31/2020	EMERGENCY MANAGEMENT	SAFEWARE, INC.	INFORMAL EMERGENCY SUPPLIES COVID 19
205609	\$ 13,857.00	4/1/2020	EMERGENCY MANAGEMENT	SAFEWARE, INC.	INFORMAL EMERGENCY SUPPLIES COVID 19
205612	\$ 350,000.00	4/3/2020	EMERGENCY MANAGEMENT	CONSTELLATION LIGHTING LTD	FORMAL EMERGENCY SUPPLIES COVID 19
205613	\$ 30,000.00	4/3/2020	EMERGENCY MANAGEMENT	AMAZON.COM SALES, INC.	INFORMAL EMERGENCY SUPPLIES COVID 19
205621	\$ 2,464.00	4/7/2020	EMERGENCY MANAGEMENT	DAXWELL	INFORMAL EMERGENCY SUPPLIES COVID-19
205622	\$ 2,736.67	4/7/2020	EMERGENCY MANAGEMENT	UNIVERSAL INDUSTRIAL SUPPLY, INC.	INFORMAL EMERGENCY SUPPLIES COVID-19
205623	\$ 680,000.00	4/15/2020	BAYPORT TERMINAL	WORKPLACE SAFETY SCREENINGS	FORMAL COVID 19 SAFETY SCREENING
205633	\$ 10,000.00	4/9/2020	BCT MAINTENANCE	NORTHERN SAFETY	INFORMAL EMERGENCY - NORTHERN SAFETY SUPPLIES RELATED TO COVID19
	\$100,000	4/15/2020	EMERGENCY MANAGEMENT	ULINE	FORMAL EMERGENCY SUPPLIES COVID 19
Grand Total	\$ 1,343,159.80				

## M. TECHNOLOGY

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<b>Subject</b>	<b>1. Issue a purchase order to CDW Government LLC for purchase of additional data storage, using Texas Department of Information Resources' cooperative purchase program, in an amount not to exceed \$200,000.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, issue a purchase order to CDW Government LLC for purchase of additional data storage, using Texas Department of Information Resources' cooperative purchase program, in an amount not to exceed \$200,000, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	Strategic Objective 1c. - Implement streamlined processes supported by technology Strategic Objective 2b. - Deliver cost and service advantages through innovation and efficiency

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Charles Thompson

**Background:**

The Port Authority is seeking to obtain additional data storage to enhance its current storage environment. The Texas Department of Information Resources (DIR) is a department of the State of Texas, and has cooperative purchasing programs which may be used by the Port Authority.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring the purchase of additional data storage through the DIR purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Information Technology Department has determined that the best availability, price, and contract term for the item needed is provided by CDW Government LLC under the pricing schedule obtained from that vendor's contract with DIR, and is therefore recommending this purchase.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.

## M. TECHNOLOGY

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**Subject**                    **2. Issue a purchase order to Red River Technology LLC for purchase of Information Technology equipment, software, support, and subscriptions needed for the Barbours Cut Terminal gate project, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$1,300,000.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, issue a purchase order to Red River Technology LLC for purchase of Information Technology (IT) equipment, software, support, and subscriptions, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$1,300,000, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    Strategic Objective 2b. - Deliver cost and service advantages through innovation and efficiency  
 Strategic Objective 1c. - Implement streamlined processes supported by technology  
 Strategic Objective 4c. - Operate safely and securely

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Charles Thompson

**Background:**

The Port Authority is seeking to obtain IT equipment, software, support, and subscriptions in support of the Barbours Cute Terminal gate project. The Texas Department of Information Resources (DIR) is a department of the State of Texas, and has cooperative purchasing programs which may be used by the Port Authority.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring the purchase of IT equipment, software, support, and subscriptions through the DIR purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The IT Department has determined that the best availability, price, and contract term for the item needed is provided by Red River Technology LLC under the pricing schedule obtained from that vendor's contract with DIR, and is therefore recommending this purchase.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.

## M. TECHNOLOGY

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**Subject**                    **3. Issue a purchase order to Netsync Network Solutions for purchase of Veeam licensing and software renewal, using Texas Department of Information Resources' cooperative purchase program, in an amount not to exceed \$75,000.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, issue a purchase order to Netsync Network Solutions for purchase of Veeam licensing and software renewal, using Texas Department of Information Resources' cooperative purchase program, in an amount not to exceed \$75,000, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Charles Thompson

**Background:**

The Port Authority is seeking to obtain the renewal of Veeam licensing (software) currently utilized to back up the Port Authority's Server and VDI (Virtual Desktop Infrastructure) at both data centers.

The Texas Department of Information Resources (DIR) is a department of the State of Texas, and has cooperative purchasing programs which may be used by the Port Authority for this software.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring the renewal of Veeam licensing (software) currently utilized to back up the Port Authority's server and Virtual Desktop Infrastructure (VDI) at both Data Centers through the DIR purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Information Technology Department has determined that the best availability, price, and contract term for the item needed is provided by Netsync Network Solutions under the pricing schedule obtained from that vendor's contract with DIR, and is therefore recommending this purchase.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.

## M. TECHNOLOGY

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**Subject**                    **4. Issue a purchase order to Mythics, Inc. for the purchase of three-year licensing for the Port Authority's JDEdwards Enterprise Resource Planning cloud environment, using Texas Department of Information Resources' cooperative purchase program, a cooperative purchase program, in an amount not to exceed \$1,141,634.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, issue a purchase order to Mythics, Inc. for the purchase of three-year licensing for the Port Authority's JDEdwards Enterprise Resource Planning cloud environment, using Texas Department of Information Resources' cooperative purchase program, in an amount not to exceed \$1,141,634, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Charles Thompson

**Background:**

The Port Authority is seeking to purchase three-year licensing for the JDEdwards Enterprise Resource Planning cloud environment, to track financial transactions related to Payroll, Accounts Payables, Accounts Receivable, procurements, and receipts associated with the procurement process. The licensing agreement related to the software is based upon the Port Authority's audited operating budget. This software is hosted within a remote cloud environment rather than owned equipment and the capital expenses to support the same.

The Texas Department of Information Resources (DIR) is a department of the State of Texas, and has cooperative purchasing programs which may be used by the Port Authority for this cloud environment.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring the three-year licensing for the JDEdwards Enterprise Resource Planning cloud environment through the DIR purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Information Technology Department has determined that the best availability, price, and contract term for the item needed is provided by Mythics, Inc. under the pricing schedule obtained from that vendor's contract with DIR, and is therefore recommending this purchase.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.



## M. TECHNOLOGY

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<b>Subject</b>	<b>5. Issue a purchase order to Mythics, Inc. for payment of the annual software license verification fee increase for JDEdwards Enterprise Resource Planning software, using Texas Department of Information Resources' cooperative purchase program, in an amount not to exceed \$154,953.</b>
Meeting	Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its April 28, 2020 meeting, issue a purchase order to Mythics, Inc. for payment of the annual software license verification fee increase for JDEdwards Enterprise Resource Planning software, using Texas Department of Information Resources' cooperative purchase program, in an amount not to exceed \$154,953, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Charles Thompson

**Background:**

The Port Authority is seeking to renew its JDEdwards Enterprise Resource Planning software, to track financial transactions related to Payroll, Accounts Payables, Accounts Receivable, procurements, and receipts associated with the procurement process. The licensing agreement related to the software is based upon the Port Authority's audited operating budget.

The Texas Department of Information Resources (DIR) is a department of the State of Texas, and has cooperative purchasing programs which may be used by the Port Authority for the licenses.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring the renewal of JDEdwards Enterprise Resource Planning software through the DIR purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Information Technology Department has determined that the best availability, price, and contract term for the item needed is provided by Mythics, Inc. under the pricing schedule obtained from that vendor's contract with DIR, and is therefore recommending this purchase.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.

## M. TECHNOLOGY

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**Subject**                    **6. Issue a purchase order to Microsoft Corporation for purchase of Microsoft Premier Unified Support Services, using Texas Department of Information Resources' cooperative purchase program, in an amount not to exceed \$145,200.**

Meeting                    Apr 28, 2020 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its April 28, 2020 meeting, issue a purchase order to Microsoft Corporation for purchase of Microsoft Premier Unified Support Services for proactive technical planning and unlimited Microsoft reactive support, using Texas Department of Information Resources' cooperative purchase program, in an amount not to exceed \$145,200, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Charles Thompson

**Background:**

The Port Authority is seeking the annual renewal for its Microsoft Premier Unified Support Services contract for planning and support (both proactive and reactive) needs for all Microsoft technologies, including Office 365, Windows, Windows Server, and SQL Server. These services allow for direct contact with senior engineers who aid in successful implementation, achievement of business priorities, and immediate reactive assistance to troubleshoot critical business applications.

The Texas Department of Information Resources (DIR) is a department of the State of Texas, and has cooperative purchasing programs which may be used by the Port Authority for these services.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring Microsoft Premier Unified Support through the DIR purchasing program is the method that both satisfies competitive purchase requirements and provides the best value to the Port Authority.

The Information Technology Department has determined that the best availability, price, and contract term for the item needed is provided by Microsoft Corporation under the pricing schedule obtained from that vendor's contract with DIR, and is therefore recommending this purchase.

Accordingly, staff recommends that the Port Commission approve this best value determination and contract.