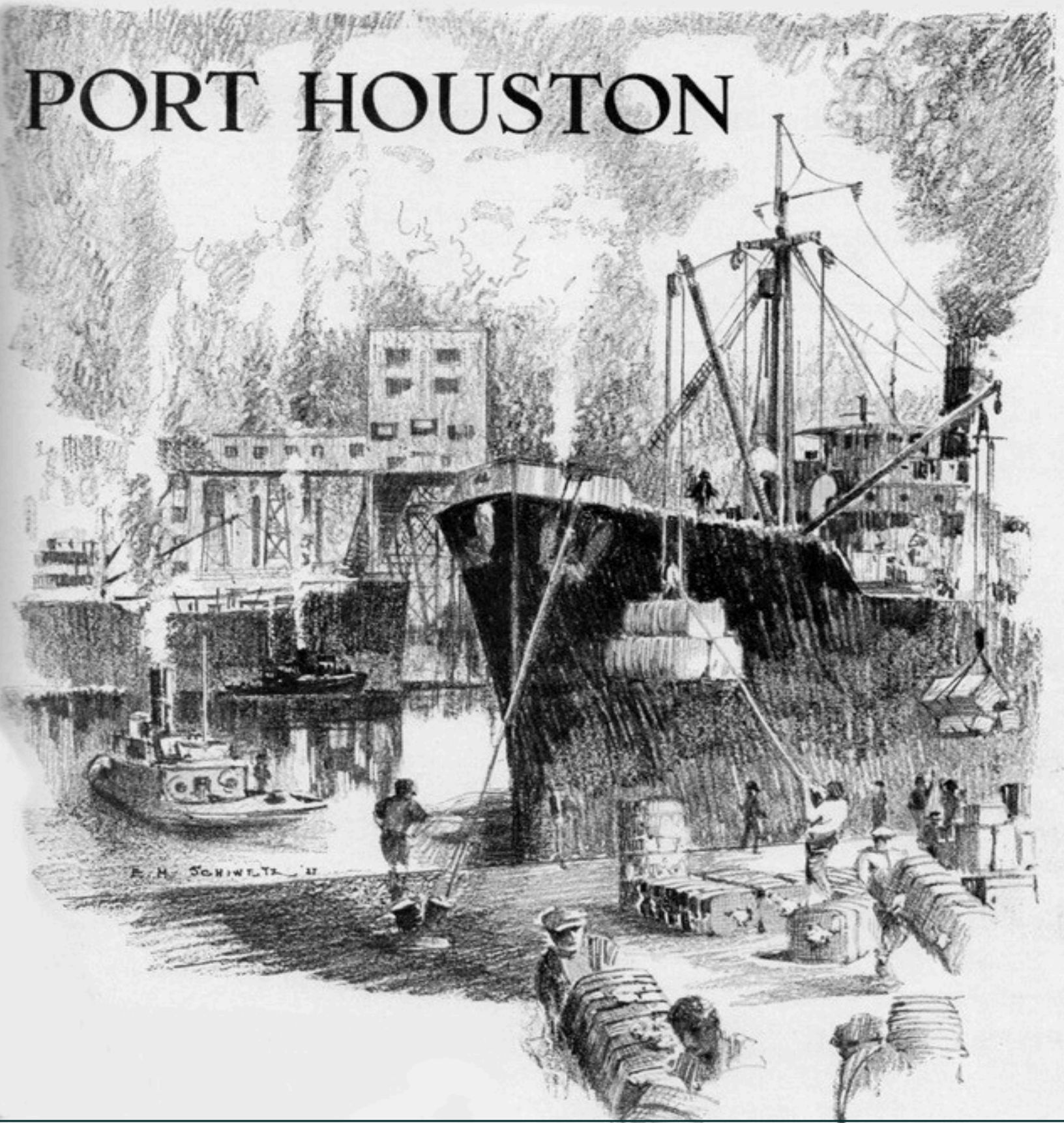


PORT HOUSTON



PORT COMMISSION MEETING

JUNE 28, 2022– AGENDA



Tuesday, June 28, 2022
PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

9:15 a.m.
111 East Loop North
Houston, TX 77029
Fourth Floor Boardroom
And Via WebEx

A. CALL TO ORDER

B. OPENING REMARKS BY CHAIRMAN AND COMMISSIONERS

1. Governance, legislative, policy, operational, and community matters

C. APPROVAL OF MINUTES

1. Port Commission Public Meeting - May 24, 2022

D. STAFF REPORTS

1. Summary of selected financial and operational matters

E. APPEARANCES

1. Ms. Loretta Gurnell, Executive Director of Super Girls Shine Foundation
2. Public Comment

F. EXECUTIVE

Staff Report – Selected agenda items – Tom Heidt, Chief Operating Officer

Awards, Amendments & Change Orders

1. Award a professional services contract to Pendulum Strategies, LLC for federal governmental policy consulting and support in an amount not to exceed \$120,000.
2. Award a professional services contract to Cassidy and Associates for federal governmental policy consulting and support in an amount not to exceed \$260,000.

General

3. Enter into an Interlocal Agreement regarding the City of Houston New Home Development Program to provide city-wide affordable housing.
4. Order Partially Exempting Certain Residential Homesteads from Ad Valorem Taxes.

5. Approve an additional fifteen full-time positions to the 2022 Operating Budget headcount, associated with record container business and development of the Port Authority Business Equity program.

G. BUSINESS EQUITY

1. No items.

H. COMMERCIAL

Staff Report – Selected agenda items – John Moseley, Chief Commercial Officer

Awards, Amendments & Change Orders

1. Approve two one-year contract extensions each not to exceed \$60,000, for professional photography and videography services, with CK Productions and Drew Donovan Photography.

2. Approve two one-year contract extensions, each not to exceed \$83,333, for promotional item ordering services, with STS Brand LLC and World of Promotions, Inc.

Leases

3. Approve a grazing lease for a three-year term with Calvin Hearne Jr. for approximately 34.35 acres out of Block 4 at Rosa Allen, effective no earlier than July 1, 2022, at an annual base rent of approximately \$687.

4. Ratify the extended term of a month-to-month lease with Hansen-Mueller Co., commencing August 1, 2022 for approximately 1.39 acres out of Block 17B at Turning Basin, at an annual base rent of approximately \$58,263.

5. Approve an amendment to the lease with Texas Stevedoring Services, LLC, for approximately 1,276 square feet of office space in the Barbours Cut Administrative building, to extend the term for two years effective no earlier than August 1, 2022, at an annual base rent of approximately \$26,282, subject to annual base rent escalation of 3%.

6. Approve an amendment to the lease with BWC Terminals LLC for approximately 2.325 acres out of Southside Property, including approximately 602 linear feet of rail at Upper Level Road across from the guardhouse at Avenue P, to extend the term for five years, effective no earlier than August 1, 2022, at an annual base rent of approximately \$73,976, subject to annual rent escalation of the greater of 3% or the increase in the Consumer Price Index.

I. FINANCE

Staff Report – Selected agenda item – Tim Finley, Chief Financial Officer

Awards, Amendments & Change Orders

1. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$138,000 for development of a formal Enterprise Risk Management program to the top-ranked proposer: staff ranking – first, Deloitte & Touche LLP; second, GHD Inc.; and third, Petrosys Solutions, Inc. (dba psitechnology Inc.).

J. INFRASTRUCTURE

Staff Report – Selected agenda items – Rich Byrnes, Chief Infrastructure Officer

Awards, Amendments & Change Orders

1. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$615,475 for the planning and design of water supply and fire protection systems at Barbours Cut Terminal to the top-ranked proposer: staff ranking – first, RPS Group; second, Lockwood, Andrews & Newnam, Inc.; and third, KIT Professionals.
2. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$10,078,950 for the rehabilitation and repair of Wharf No. 8 at Turning Basin Terminal to the top-ranked proposer: staff ranking - first, McCarthy Building Companies, Inc.; and second, Orion Construction, LP.
3. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$60,000 to perform construction material testing for the rehabilitation and repair of Wharf No. 8 at Turning Basin Terminal to the top- ranked proposer: staff ranking - first, HVJ Associates, Inc.; second, Ninyo & Moore; and third, Terracon Consultants, Inc.
4. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$688,000 for the facility inspection and condition assessment program (FICAP) of marine structures for 2022 to the top-ranked proposer: staff ranking – first, Wiss, Janey, Elstner Associates, Inc.; second, Moffatt and Nichol; and third, AECOM Technical Services, Inc. and WSP USA, Inc. (tied ranking).
5. Amend the professional services contract with Moffatt & Nichol to perform additional services for analysis and design for the rehabilitation and repair of Wharf 8 at Turning Basin Terminal in an amount not to exceed \$68,000.
6. Amend the professional services contract with AECOM Technical Services, Inc. to perform services for the planning and design for reconstruction of eighty-seven acres of container yard at Barbours Cut Terminal in an amount not to exceed \$182,650.
7. Approve a change order with Harper Brothers Construction, LLC to perform additional work associated with Port Road expansion and drainage at Bayport Container Terminal in a net amount of \$167,940.
8. Approve a change order with R & T Ellis Excavating, Inc. to perform additional work associated with site preparation at the Beltway 8 property in an amount not to exceed \$120,000.
9. Approve a change order with Jerdon Enterprise, L.P. to perform additional work associated with the annual pavement replacement at Barbours Cut Terminal and Bayport Container Terminal 2021-2022 in an amount not to exceed \$618,666.56.

Permits/Licenses/Pipeline Easements

10. Issue (i) three pipeline licenses for a sanitary sewer line, two potable water lines, and one water line and a valve site, (ii) a distribution/transmission line license for a telephone line, and (iii) a private road crossing, to Sasol Chemicals (USA) LLC under, across, and over the Port Terminal Railroad Association Northside Mainline railroad right-of-way west of Haden Road.

11. Issue a pipeline license to Air Products, LLC for one 10-inch hydrogen pipeline crossing under Cedar Bayou north of Interstate 10.

12. Issue a transmission line license to City of Houston for installation of new traffic signal loops adjacent to Clinton Drive and across from Port Houston Gate 8, leading into the Port Terminal Railroad Association North Rail Yard.

Leases

13. Approve a ten-year private adjacency barge fleeting lease agreement to Campbell Transportation Company, Inc. for approximately 5.03 acres of submerged lands in Old River, at an initial monthly base rent of \$1,509 subject to an annual increase of the greater of 3% or the increase in the Consumer Price Index.

K. OPERATIONS

Staff Report – Selected agenda items – Jeff Davis, Chief Port Operations Officer

Awards, Amendments & Change Orders

1. Award a two-year contract to EVCO Partners, LP dba Burgoon Company for the purchase of miscellaneous shop supplies for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal, using the Texas Comptroller of Public Accounts, Texas Multiple Award Schedule, in an amount not to exceed \$600,000.

2. Award a contract to Kalmar USA Inc. Bromma Americas, the sole source provider, for the purchase of replacement parts for one spreader bar at Bayport Container Terminal in an amount not to exceed \$75,000.

3. Ratify emergency chassis lease with Milestone Equipment Company LLC as lessor for a five-year term for 700 chassis and annual base rent not to exceed \$2,184,525 per year.

L. PEOPLE

Staff Report – Selected agenda items – Jessica Shaver, Chief People Officer

Awards, Amendments & Change Orders

1. Award agreements with Hartford Life and Accident Insurance Company for employee leave management services for the remainder of 2022 and calendar year 2023, and for group insurance coverage for long-term disability (LTD) and short-term disability (STD) for 2023, for a total amount not to exceed \$472,915.

2. Approve staff’s ranking of vendors and award a professional services contract in an amount not to exceed \$74,500 for design and implementation of an incentive pay (variable pay) structure and review of the performance management program to the top-ranked proposer: staff ranking - first, Gallagher Benefits Services, Inc.; second, EZ Business Consulting, LLC; and third, Mercer (US) Inc.

General

3. Authorize the Community Relations Committee to review staff recommendations and approve awards under the Port Authority’s East Harris County parks and greenspace initiative.

4. Authorize the Community Relations Committee to review staff recommendations and rank and approve awards under the Community Grants Program.

5. Hearing and possible action to amend and restate the Port Authority's 401(a) Defined Contribution Plan in accordance with the IRS's "Cycle 3" restatement requirements.

M. SECURITY AND EMERGENCY OPERATIONS

1. No items.

N. TECHNOLOGY

Staff Report – Selected agenda items – Charles Thompson, Chief Information Officer

Awards, Amendments & Change Orders

1. Award a three-year contract, invoiced annually, to Insight Public Sector, Inc. for renewal of the Adobe Enterprise Term License Agreement for subscriptions for Adobe Acrobat, Adobe Sign, and Adobe Sign Notarize, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$220,000.

2. Issue a purchase order to SHI Government Solutions, Inc. for purchase of annual software subscription and support services for ManageEngine Service Desk ticketing software, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$60,000.

3. Award a three-year contract, invoiced annually, to Microsoft Corporation for purchase of Microsoft Unified Support Services, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$620,000.

O. RECESS OPEN MEETING AND CONVENE EXECUTIVE SESSION

1. Consultation with Attorneys (Section 551.071, Texas Open Meetings Act), including consultations regarding (i) Foreign Trade Zone No. 84, (ii) assessment of City of Houston drainage fees for certain Port Authority properties, and (iii) proposed amendment to the agreement for legal services with Andrews Myers, P.C.

2. Real Estate (Section 551.072, Texas Open Meeting Act), including deliberation regarding (i) possible acquisition of Houston Ship Channel property west of Mayo Shell Road, and (ii) leasing of Morgan's Point property

3. Economic Development Negotiations or Incentives (Section 551.087, Texas Open Meetings Act)

4. Employment and Evaluation of Public Officers and Employees (Section 551.074, Texas Open Meetings Act), including deliberations regarding public employees

5. Security-Related Matters (Sections 418.175-418.183 of the Texas Government Code, and Section 551.076, Texas Open Meetings Act)

6. Adjourn Executive Session

P. RECONVENE OPEN MEETING

1. Announce any items from Executive Session requiring Port Commission action

Q. CLOSING REMARKS BY CHAIRMAN AND COMMISSIONERS

1. Governance, legislative, policy, operational, and community matters

R. ADJOURN MEETING

1. Next Meeting Requested - August 2, 2022 (July Meeting)
2. Adjourn Port Commission Meeting

F. EXECUTIVE

Subject	1. Award a professional services contract to Pendulum Strategies, LLC for federal governmental policy consulting and support in an amount not to exceed \$120,000.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, award a professional services contract to Pendulum Strategies, LLC, for federal governmental policy consulting and support, in an amount not to exceed \$120,000, for a one-year term effective July 1, 2022, and further authorize the Executive Director to do any and all things in his opinion reasonable for necessary to give effect to the foregoing.

Category:

Awards, Amendments, & Change Orders

Department:

Government Relations

Staff Contact:

Cam Spencer/Kerrick Henny

Background:

The Port Authority currently contracts with Pendulum Strategies, LLC to consult on federal policy priorities, assist in developing strategic plans and objectives, and facilitate effective communication with government officials and their staffs.

Staff Evaluation/Justification:

Staff recommends that the Port Commission authorize a twelve-month contract with Pendulum Strategies, LLC for continued federal consulting and support services.

F. EXECUTIVE

Subject 2. Award a professional services contract to Cassidy and Associates for federal governmental policy consulting and support in an amount not to exceed \$260,000.

Meeting Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its June 28, 2022 meeting, award a professional services contract to Cassidy and Associates for federal governmental policy consulting and support, in an amount not to exceed \$260,000 for a one-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:

Awards, Amendments & Change Orders

Department:

Government Relations

Staff Contact:

Cam Spencer/Kerrick Henny

Background:

In order to advance the project to widen and deepen the Houston Ship Channel, Port Authority staff has sought additional support to assist in its work with the U.S. Army Corps of Engineers regarding the Houston Ship Channel Expansion Improvement Project (Project 11) and moving forward, with staff's efforts to obtain funding for Project 11.

Staff Evaluation/Justification:

Staff recommends that the Port Commission authorize a twelve-month contract with Cassidy and Associates for continued federal consulting and support services.

F. EXECUTIVE

Subject	3. Enter into an Interlocal Agreement regarding the City of Houston New Home Development Program to provide city-wide affordable housing.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its meeting of June 28, 2022, authorize the Port Authority to enter into an Interlocal Agreement regarding the City of Houston New Home Development Program to provide city-wide affordable housing, 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:

General

Department:

Legal

Staff Contact:

Erik Eriksson

Background:

In 2002, the Port Commission approved an Urban Redevelopment Interlocal Agreement with the City of Houston, Harris County, Harris County Flood Control District, Harris County Hospital District, Houston Independent School District (HISD), Houston Community College System, Harris County Department of Education, and the Land Assemblage Redevelopment Authority (LARA, now known as the Houston Land Bank). The agreement established a procedure to permit LARA to redevelop certain tax delinquent properties within the City of Houston as affordable housing.

- The agreement became effective in 2003.
- A 2005 amendment to the agreement added additional properties for redevelopment under its terms.
- The 2009 amendment extended the agreement and clarified that it was applicable only to properties LARA acquired by strikeoff at a tax foreclosure sale, i.e. where no consideration is paid, and delinquent taxes are relinquished by the affected taxing units.
- A restated agreement in 2015 extended its term and removed properties.
- The restated agreement expired in 2017.

A representative of the City of Houston Housing and Community Development Department has now informed staff that Harris County (including the flood control and hospital districts), HISD, and the Harris County Department of Education have approved another renewal of the agreement covering 83 properties.

Under the new agreement, the city would credit HISD \$124,500 for its interest in these properties, and the city's New Home Development Program, in partnership with the Houston Land Bank, would develop new homes on them for sale to homebuyers with incomes at and below 80% of the area median income. Forty-one homes have been completed to date, with another nineteen under construction.

Staff Evaluation/Justification:

Staff recommends that the Port Commission authorize the Port Authority to enter into the renewed Interlocal Agreement.

F. EXECUTIVE

Subject	4. Order Partially Exempting Certain Residential Homesteads from Ad Valorem Taxes.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, approve and adopt the attached "Order Approving Amounts of Appraised Values of Certain Residential Homesteads Exempt from Ad Valorem Taxes for Tax Year 2022 and all Future Years, Unless Revised", 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:
General

Department:
Executive

Staff Contact:
Erik Eriksson

Background:

Pursuant to the Texas Tax Code §11.13, taxing units, including the Port Authority, must adopt the amount of their tax exemptions for the 2022 tax year before July 1, 2022. Tax Code §§11.13(d)(1) and (e) also authorizes the Port Commission to exempt from property taxation no less than \$3,000 of the appraised value of the residence homestead of an individual who is disabled or is 65 years old or older.

For eligible taxpayers, the Port Authority currently provides a homestead exemption equal to 20% of the value of a home plus a \$229,000 exemption for eligible homeowners who are age 65 or over, or disabled.

Staff is informed by the Harris County Office of Budget Management that in 2021, about 77,000 homeowners who were 65 or older or disabled had a portion of their property subject to county property taxes, after all exemptions were applied. The office further estimates that due to rising appraisals, 15,000 more of those homeowners would have to pay county taxes in 2022 if the exemptions remained the same; however, raising the exemption to \$250,000 would result in about only 2,000 additional homeowners paying such county taxes.

Staff Evaluation/Justification:

Port Authority staff recommends that the Port Commission adopt an order in the form attached as Exhibit "A," whereby it will exercise its authority to exempt from property taxes portions of the appraised value of certain residence homesteads for the Tax Year 2022 and thereafter, as follows:

- \$5,000 or 20% of the appraised value, whichever is greater, of an adult's residence homestead; and
- \$250,000 of the appraised value of residence homestead of an individual who is disabled; or
- \$250,000 of the appraised value of residence homestead of an individual who is 65 years old or older.

As in the past, including in connection with the Port Commission action on this matter at its June 2020 meeting, these exemptions will be in accord with Harris County practice, which was most recently amended at its June 14, 2022 meeting.

**ORDER APPROVING AMOUNTS OF APPRAISED VALUES
OF CERTAIN RESIDENTIAL HOMESTEADS
EXEMPT FROM AD VALOREM TAXES
FOR TAX YEAR 2022 AND ALL FUTURE YEARS,
UNLESS REVISED**

THE STATE OF TEXAS §
COUNTY OF HARRIS §
PORT OF HOUSTON AUTHORITY §

Texas Tax Code §11.13(d)(1) and (e) authorizes the Port Commission of the Port of Houston Authority of Harris County, Texas, to exempt from property taxation \$3,000 of the appraised value of the residence homestead of an individual who is disabled or is 65 years old or older, unless a larger amount is specified by the Port Commission.

The Port Commission desires to approve certain larger appraised value amounts of exemptions to be granted for certain residence homesteads.

ORDER

Pursuant to Texas Tax Code §11.13(d)(1) and (e), as amended, the Port Commission of the Port of Houston Authority of Harris County, Texas exempts from ad valorem taxation for tax year 2022 and all future years, unless revised, the following amounts of the appraised value of a residence homestead:

- a. \$5,000 or 20% of the appraised value, whichever is greater, of an adult's residence homestead; and
- b. \$250,000 of the appraised value of the residence homestead of an individual who is disabled; or
- c. \$250,000 of the appraised value of the residence homestead of an individual who is 65 years old or older.

PASSED AND APPROVED this June 28, 2022.

Ric Campo
Chairman, Port Commission
Port of Houston Authority of Harris County, Texas

ATTEST:

Erik Eriksson
Secretary

F. EXECUTIVE

Subject	5. Approve an additional fifteen full-time positions to the 2022 Operating Budget headcount, associated with record container business and development of the Port Authority Business Equity program.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, approve an additional fifteen full-time positions to the 2022 Operating Budget headcount, associated with record container business and development of the Port Authority Business Equity program, 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:
General

Department:
Executive

Staff Contact:
Tom Heidt

Background:
By Minute No. 2021-1026-15, the Port Commission approved the 2022 Operating Budget, which included a headcount increase of twenty-two positions, taking the approved positions from 744 to 766.

Due in large part to the unprecedented 20% volume increase at the container terminals, and starting of Saturday gates, staff has identified a need for additional headcount outside the normal budgetary process. These positions would include thirteen in container operations, one in Information Technology, and one in Business Equity.

The increased volume and the additional gate hours have impacted our staff utilization and staff believes that the current workforce cannot be expected to continue to perform at required service levels without these added positions.

Staff Evaluation/Justification:
Staff recommends that the Port Commission approve the request to increase the Operating Budget headcount by an additional fifteen full-time positions.

H. COMMERCIAL

Subject	1. Approve two one-year contract extensions each not to exceed \$60,000, for professional photography and videography services, with CK Productions and Drew Donovan Photography.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, approve two one-year contract extensions each not to exceed \$60,000, for professional photography and videography services, with CK Productions and Drew Donovan Photography, 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 - PARTNERSHIPS (Develop and Strengthen External Partnerships) Strategic Objective 3b. - Demonstrate transparency and accountability STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region) Strategic Objective 4d. - Support sustainable growth of Port Houston and the greater Port

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.

Both vendors have provided exemplary work in their two-year contract terms and fulfill the Port Authority's photography and videography needs.

Staff Evaluation/Justification:

Staff recommends that the Port Commission approve one-year contract extensions with both CK Productions and Drew Donovan Photography in an amount not to exceed \$60,000 each.

H. COMMERCIAL

Subject 2. Approve two one-year contract extensions, each not to exceed \$83,333, for promotional item ordering services, with STS Brand LLC and World of Promotions, Inc.

Meeting Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its June 28, 2022 meeting, award two one-year contract extensions, each not to exceed \$83,333, for promotional item ordering services, with STS Brand LLC and World of Promotions, Inc., 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 (Be the Best Place to Work)
Strategic Objective 1a. - Retain, engage, develop, and attract talent
STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region)
Strategic Objective 4c. - Support development of a robust Regional maritime workforce
Strategic Objective 4d. - Support sustainable growth of Port Houston and the greater Port

Category:

Awards, Amendments & Change Orders

Department:

Commercial

Staff Contact:

Christine Abbruscato

Background:

The Port Authority regularly uses vendors to supply promotional items and apparel services to support the various internal departments in the organization conducting outreach and participating in external events.

Staff Evaluation/Justification:

Both vendors have provided satisfactory work during their two-year contract terms supporting the Port Authority's promotional item ordering needs and meeting branding guidelines provided by the Marketing, Branding, and External Communications department.

Staff recommends the Port Commission approve one-year contract extensions with both STS Brand LLC and World of Promotions, Inc. in an amount not to exceed \$83,333 each.

H. COMMERCIAL

Subject	3. Approve a grazing lease for a three-year term with Calvin Hearne Jr. for approximately 34.35 acres out of Block 4 at Rosa Allen, effective no earlier than July 1, 2022, at an annual base rent of approximately \$687.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, approve a grazing lease for a three-year term with Calvin Hearne Jr. for approximately 34.35 acres out of Block 4 at Rosa Allen, effective no earlier than July 1, 2022, at an annual base rent of approximately \$687, 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 - PARTNERSHIPS (Develop and Strengthen External Partnerships) Strategic Objective 3a. - Cultivate key relationships to accomplish common goals STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region) Strategic Objective 4d. - Support sustainable growth of Port Houston and the greater Port

Category:

Leases

Department:

Real Estate

Staff Contact:

R. D. Tanner

Background:

Calvin Hearne Jr. has requested that the Port Authority lease approximately 34.35 acres out of Block 4 at Rosa Allen for a three-year term. Calvin Hearne Jr. plans to use the property solely for the grazing of livestock.

Prior to the proposed lease with Calvin Hearne Jr., by Minute No. 2019-0326-21, the Port Authority leased the 34.35-acre property to Mr. Schoeneman under a three-year term grazing lease, which expired May 31, 2022. Mr. Schoeneman had been on the property since 2000 and has also used the property solely for the grazing of livestock.

Grazing leases provide the Port Authority the benefits of a tenant in possession of its properties, decreasing the risk of activities such as illegal dumping and trespassing, and other helpful management of these properties.

Staff Evaluation/Justification:

Staff recommends the Port Commission approve the proposed lease with Calvin Hearne Jr. under the terms described above.

H. COMMERCIAL

Subject	4. Ratify the extended term of a month-to-month lease with Hansen-Mueller Co., commencing August 1, 2022 for approximately 1.39 acres out of Block 17B at Turning Basin, at an annual base rent of approximately \$58,263.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, ratify the extended term of a month-to-month lease with Hansen-Mueller Co., commencing August 1, 2022 for approximately 1.39 acres out of Block 17B at Turning Basin, at an annual base rent of approximately \$58,263, 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 - PARTNERSHIPS (Develop and Strengthen External Partnerships) Strategic Objective 3a. - Cultivate key relationships to accomplish common goals STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region) Strategic Objective 4d. - Support sustainable growth of Port Houston and the greater Port

Category:
Leases

Department:
Real Estate

Staff Contact:
R. D. Tanner

Background:
The Port Authority currently has a month-to-month lease with Hansen-Mueller Co. (Hansen-Mueller) for 1.39 acres out of Block 17B at Turning Basin that will have been in effect for more than one year after August 1, 2022. Hansen-Mueller's current annual base rent is approximately \$58,263 and is based upon the current premium rate for a month-to-month lease agreement. Hansen-Mueller uses the leased premises for container truck storage and a truck queue area.

An amendment to the Texas Water Code adopted in the 2011 State of Texas legislative session requires that the Port Commission authorize month-to-month lease agreements in effect for more than one year.

Staff Evaluation/Justification:
Staff recommends the Port Commission ratify the extended term of a month-to-month lease with Hansen-Mueller under the terms described above.

H. COMMERCIAL

Subject **5. Approve an amendment to the lease with Texas Stevedoring Services, LLC, for approximately 1,276 square feet of office space in the Barbours Cut Administrative building, to extend the term for two years effective no earlier than August 1, 2022, at an annual base rent of approximately \$26,282, subject to annual base rent escalation of 3%.**

Meeting Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its June 28, 2022 meeting, approve an amendment to the lease with Texas Stevedoring Services, LLC, for approximately 1,276 square feet of office space in the Barbours Cut Administration building, to extend the term for two years effective no earlier than August 1, 2022, at an annual base rent of approximately \$26,282 subject to annual base rent escalation of 3%, 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 - PARTNERSHIPS (Develop and Strengthen External Partnerships)
Strategic Objective 3a. - Cultivate key relationships to accomplish common goals
STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region)
Strategic Objective 4d. - Support sustainable growth of Port Houston and the greater Port

Category:
Leases

Department:
Real Estate

Staff Contact:
R. D. Tanner

Background:
By Minute No. 2017-0627-06, the Port Commission approved a two-year lease with Hapag-Lloyd (America) LLC for approximately 1,276 square feet of office space in the Barbours Cut Administration building to use for general office purposes.

By Minute No. 2019-0521-11, the Port Commission approved an assignment of the lease described above from Hapag-Lloyd (America) LLC to Texas Stevedoring Services, LLC (Texas Stevedoring) and an amendment to such lease to extend the term for an additional three years, to terminate July 31, 2022.

Texas Stevedoring has requested that the Port Authority extend the term of the lease for an additional two years, and intends to continue to use the property for the purpose described above.

Staff Evaluation/Justification:
Staff recommends the Port Commission approve the proposed lease amendment under the terms described above.

H. COMMERCIAL

Subject	6. Approve an amendment to the lease with BWC Terminals LLC for approximately 2.325 acres out of Southside Property, including approximately 602 linear feet of rail at Upper Level Road across from the guardhouse at Avenue P, to extend the term for five years, effective no earlier than August 1, 2022, at an annual base rent of approximately \$73,976, subject to annual rent escalation of the greater of 3% or the increase in the Consumer Price Index.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, approve an amendment to the lease with BWC Terminals LLC for approximately 2.325 acres out of Southside Property, including approximately 602 linear feet of rail at Upper Level Road across from the guardhouse at Avenue P, to extend the term for five years, effective no earlier than August 1, 2022, at an annual base rent of approximately \$73,976, subject to annual rent escalation of the greater of 3% or the increase in the 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 #3 - PARTNERSHIPS (Develop and Strengthen External Partnerships) Strategic Objective 3a. - Cultivate key relationships to accomplish common goals STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region) Strategic Objective 4d. - Support sustainable growth of Port Houston and the greater Port

Category:

Leases

Department:

Real Estate

Staff Contact:

R.D. Tanner

Background:

By Minute No. 2017-0131-15, the Port Commission authorized a five-year lease with Contanda Terminals LLC (now known as BWC Terminals LLC) for approximately 1.891 acres out of Southside Property, including approximately 640 linear feet of rail at Upper Level Road across from the guardhouse at Avenue P. The property is used for bulk liquid storage operations and rail operation.

By Minute No. 2017-0725-09, the Port Commission authorized an amendment to the lease with Contanda Terminals LLC to amend the leased premises from 1.891 acres to 2.325 acres, including approximately 602 linear feet of rail at Upper Level Road across from the guardhouse at Avenue P.

On or around July 22, 2020, Contanda Terminals LLC changed its legal name to BWC Terminals LLC. This name change did not constitute a "Transfer" under the lease.

BWC Terminals LLC has now requested that the Port Authority extend the term of the lease for an additional five years. It intends to continue to use the property for the purpose described above.

Staff Evaluation/Justification:

Staff recommends the Port Commission approve the proposed lease amendment on the terms described above.

I. FINANCE

Subject 1. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$138,000 for development of a formal Enterprise Risk Management program to the top-ranked proposer: staff ranking – first, Deloitte & Touche LLP; second, GHD Inc.; and third, Petrosys Solutions, Inc. (dba psitechnology Inc.).

Meeting Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its June 28, 2022 meeting:
(a) approve staff's ranking of the proposers offering the best value to the Port Authority, based on the selection criteria, in the following order – first, Deloitte & Touche LLP; second, GHD Inc.; and third, Petrosys Solutions, Inc. (dba psitechnology Inc.);
(b) award a professional services contract to Deloitte & Touche LLP for development of a formal Enterprise Risk Management (ERM) program in an amount not to exceed \$138,000;
(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 #4 - STEWARDSHIP (Create Greater Value for the Region)

Category:

Awards, Amendments & Change Orders

Department:

Risk Management

Staff Contact:

Norma Essary

Background:

The proposed project consists of development of a formal Enterprise Risk Management (ERM) program to include proposed risk framework modeling and governance action plans surrounding strategic risks and business continuity.

The services under this scope would prepare for development of a holistic enterprise risk model for managing organizational risk and opportunities that have the potential of affecting strategic objectives and operations.

The Port Authority notified vendors regarding its request for proposals (RFP) for sample analytical plans and reports using the Port Authority's BuySpeed Eprocurement System and advertised on the Port Authority's website and in a local newspaper. Twenty-four vendors downloaded the project materials from BuySpeed.

Staff Evaluation/Justification:

On June 7, 2022, 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 providing best value for the required services:

- Deloitte & Touche LLP
- GHD Inc.
- Petrosys Solutions, Inc. (dba psitechnology Inc.)

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Deloitte & Touche LLP for the development of a formal ERM program to include proposed risk framework modeling and governance action plans surrounding strategic risks and business continuity and act as otherwise described above.

J. INFRASTRUCTURE

Subject	1. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$615,475 for the planning and design of water supply and fire protection systems at Barbours Cut Terminal to the top-ranked proposer: staff ranking – first, RPS Group; second, Lockwood, Andrews & Newnam, Inc.; and third, KIT Professionals.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting: (a) approve staff's ranking of the most qualified vendor, based on the selection criteria, in the following order – first, RPS Group; second, Lockwood, Andrews & Newnam, Inc.; and third, KIT Professionals; (b) award a professional services contract to RPS Group for the planning and design of water supply and fire protection systems at Barbours Cut Terminal in an amount not to exceed \$615,475; (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 #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

Category:

Awards, Amendments & Change Orders

Department:

Project and Construction Management

Staff Contact:

Roger H. Hoh, P.E.

Background:

The proposed scope of work for this project includes:

- Data collection, hydraulic modeling, selection of storage tank location and planning studies to determine power and telecommunication requirements;
- Surveying, geotechnical, and utility investigations to support engineering analysis and design of a ground storage tank and pumping station; and
- Other specialized tasks to support the design effort to achieve adequate potable water services and fire protection flows at the wharves.

Staff may request Port Commission authorization at a later date to amend this contract to include construction phase services.

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

Staff Evaluation/Justification:

On February 9, 2022, nine 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 analysis and design services:

- RPS Group
- Lockwood, Andrews & Newnam, Inc.
- KIT Professionals, Inc.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to RPS Group for the planning and design of water supply and fire protection systems at Barbours Cut Terminal and act as otherwise described above.

J. INFRASTRUCTURE

Subject	2. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$10,078,950 for the rehabilitation and repair of Wharf No. 8 at Turning Basin Terminal to the top-ranked proposer: staff ranking - first, McCarthy Building Companies, Inc.; and second, Orion Construction, LP.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting: (a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order – first, McCarthy Building Companies, Inc.; and second, Orion Construction, LP; (b) award a contract to McCarthy Building Companies, Inc. for the rehabilitation and repair of Wharf No. 8 at Turning Basin Terminal, in an amount not to exceed \$10,078,950; (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:

The proposed scope of work for this project includes:

- Repair of approximately sixty-seven piles, both above and below the water,
- Installing four new piles to replace two broken piles that cannot be repaired,
- Repair of spalled areas on the top of the deck,
- Repair of beams located under the deck,
- Patching the steel bulkhead,
- New fender installation, and
- Repair of backland pavement.

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

Staff Evaluation/Justification:

On March 23, 2022, three CSPs were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria; one vendor was deemed non-responsive. Staff identified the following vendors, listed in order of ranking, as providing the best value for the required services:

- McCarthy Building Companies, Inc.
- Orion Construction, LP

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

J. INFRASTRUCTURE

Subject	3. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$60,000 to perform construction material testing for the rehabilitation and repair of Wharf No. 8 at Turning Basin Terminal to the top-ranked proposer: staff ranking - first, HVJ Associates, Inc.; second, Ninyo & Moore; and third, Terracon Consultants, Inc.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting: (a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order – first, HVJ Associates, Inc.; second, Ninyo & Moore; and third, Terracon Consultants, Inc.; (b) award a professional services contract to HVJ Associates, Inc. to perform construction material testing for the rehabilitation and repair of Wharf No. 8 at Turning Basin Terminal, in an amount not to exceed \$60,000; (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 during the proposed construction of rehabilitation and repair of Wharf No. 8 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 materials installed by the contractor. This procurement would provide such third-party inspection services.

The Port Authority notified vendors regarding its request for qualifications (RFQ) 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 23, 2022, 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. Staff identified the following vendors, listed in order of ranking, as most qualified to provide the required services:

- HVJ Associates, Inc.
- Ninyo & Moore
- Terracon Consultants, 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.

J. INFRASTRUCTURE

Subject	4. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$688,000 for the facility inspection and condition assessment program (FICAP) of marine structures for 2022 to the top-ranked proposer: staff ranking – first, Wiss, Janey, Elstner Associates, Inc.; second, Moffatt and Nichol; and third, AECOM Technical Services, Inc. and WSP USA, Inc. (tied ranking).
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting: (a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order – first, Wiss, Janey, Elstner Associates, Inc.; second, Moffatt and Nichol; and third, AECOM Technical Services, Inc. and WSP USA, Inc. (tied ranking); (b) award a professional services contract to Wiss, Janey, Elstner Associates, Inc. for the facility inspection and condition assessment program (FICAP) of marine structures for 2022, in an amount not to exceed \$688,000; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendors and proceed to the next vendors 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:

The scope of this project is to conduct facility inspection and condition assessment of a selected number of marine structures.

The Port Authority notified vendors regarding its request for qualifications (RFQ) 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-four vendors downloaded the project materials from BuySpeed.

Staff Evaluation/Justification:

On Nov 17, 2021, seven 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:

- Wiss, Janney, Elstner Associates, Inc.
- Moffatt and Nichol
- AECOM and WSP USA, Inc. (tied ranking)

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

J. INFRASTRUCTURE

Subject	5. Amend the professional services contract with Moffatt & Nichol to perform additional services for analysis and design for the rehabilitation and repair of Wharf 8 at Turning Basin Terminal in an amount not to exceed \$68,000.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, amend the professional services contract with Moffatt & Nichol to perform additional services for analysis and design for the rehabilitation and repair of Wharf 8 at Turning Basin Terminal in an amount not to exceed \$68,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Category:

Awards, Amendments & Change Orders

Department:

Project and Construction Management

Staff Contact:

Roger H. Hoh, P.E.

Background:

By Minute No. 2020-0520-18, the Port Commission awarded a professional services contract to Moffatt & Nichol for analysis and design for the rehabilitation and repair of Wharf 8 at Turning Basin Terminal.

This proposed amendment would consist of the following:

- Determination of the impact dredging of the channel at Wharf 8, and
- Dive inspection in the Construction Support Phase of the project.

Staff Evaluation/Justification:

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

J. INFRASTRUCTURE

Subject	6. Amend the professional services contract with AECOM Technical Services, Inc. to perform services for the planning and design for reconstruction of eighty-seven acres of container yard at Barbours Cut Terminal in an amount not to exceed \$182,650.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, approve an amendment to the professional services contract with AECOM Technical Services, Inc. to perform services for planning and design for reconstruction of eighty-seven acres of container yard at Barbours Cut Terminal in an amount not to exceed \$182,650, 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. 2021-0525-16, the Port Commission awarded a professional services contract to AECOM Technical Services, Inc. for planning and design for reconstruction of eighty-seven acres of container yard at Barbours Cut Terminal. The original contract, totaling \$1,095,381, did not contemplate this amendment to complete additional design work.

This proposed amendment would consist of the following:

- Additional Project Management cost needed for the design of the new reefer rack system, and
- Additional geotechnical and design services associated for the design of the new reefer rack system, to increase reefer storage capacity.

Staff Evaluation/Justification:

Staff has reviewed AECOM Technical Services, Inc.'s proposal and found it to be fair and reasonable and recommends that the Port Commission approve the proposed amendment.

J. INFRASTRUCTURE

Subject	7. Approve a change order with Harper Brothers Construction, LLC to perform additional work associated with Port Road expansion and drainage at Bayport Container Terminal in a net amount of \$167,940.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, approve a change order with Harper Brothers Construction, LLC to perform additional work associated with Port Road expansion and drainage at Bayport Container Terminal in a net amount of \$167,940, 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. 2020-0623-21, the Port Commission awarded a construction contract for Port Road expansion and drainage at Bayport Container Terminal.

This proposed change order addresses quantity overruns and underruns, along with addition pipeline work needed to resolve utility conflicts, and payment for Union Pacific flagmen needed for work within the railroad easement.

This is the first change order to this contract, for a total change order value to date of \$167,940, which is a .889% increase of the total contract value.

Staff Evaluation/Justification:

Port Authority staff has reviewed the proposal submitted by Harper Brothers Construction, LLC and found it to be fair and reasonable, and therefore staff recommends that the Port Commission authorize this change order.

J. INFRASTRUCTURE

Subject	8. Approve a change order with R & T Ellis Excavating, Inc. to perform additional work associated with site preparation at the Beltway 8 property in an amount not to exceed \$120,000.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, approve a change order with R & T Ellis Excavating, Inc. to perform additional work associated with site preparation at the Beltway 8 property in an amount not to exceed \$120,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Category:

Awards, Amendments & Change Orders

Department:

Channel Improvement

Staff Contact:

Lori Brownell

Background:

By Minute No. 2022-0427-22, the Port Commission awarded a construction contract to R & T Ellis Excavating, Inc. for site preparation of the Port Authority's Beltway 8 property for a not to exceed value of \$5,950,000.

The project is preparing the Port Authority's Beltway 8 property for use as a one-time dredged materials placement area to support deepening and widening of the Houston Ship Channel Expansion Channel Improvement Project (Project 11). The project includes construction of a temporary access road, clearing and grubbing of vegetative materials, and demolition of existing concrete structures and roadways.

This proposed change order addresses demolition of additional quantities discovered during clearing activities.

This is the first change order to this contract, for a total change order value to date of \$120,000, which is 2% of the total contract value.

Staff Evaluation/Justification:

Port Authority staff has reviewed the proposal submitted by R & T Ellis Excavating, Inc. and found it to be fair and reasonable, and therefore staff recommends that the Port Commission authorize this change order.

J. INFRASTRUCTURE

Subject	9. Approve a change order with Jerdon Enterprise, L.P. to perform additional work associated with the annual pavement replacement at Barbours Cut Terminal and Bayport Container Terminal 2021-2022 in an amount not to exceed \$618,666.56.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, approve a change order with Jerdon Enterprise, L.P. to perform additional work associated with the annual pavement replacement at Barbours Cut Terminal and Bayport Container Terminal, in an amount not to exceed \$618,666.56, 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 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

Category:

Awards, Amendments & Change Orders

Department:

Project and Construction Management

Staff Contact:

Roger H. Hoh, P.E.

Background:

The Port Commission, at its December 7, 2021 meeting, previously awarded a contract to Jerdon Enterprise, L.P. in an amount not to exceed \$2,700,000 for annual pavement replacement at Barbours Cut Terminal and Bayport Container Terminal for 2021 and 2022. Subsequently, at its April 26, 2022 meeting, the Port Commission approved a change order in the amount of \$604,120 to address overtime and a scope increase for Task Order No. 6.

This change order would immediately permit additional and expedited concrete work at Barbours Cut Container Terminal to address a safety concern at this location: damage in the area has resulted in rubber-tired gantry travel over asphalt instead of concrete.

This second change order would result in a total change order value to date of \$1,227,786.56, which is approximately 45% of the original contract value.

Staff Evaluation/Justification:

Port Authority staff has reviewed the proposal submitted by Jerdon Enterprise, L.P. for this work and found it to be fair and reasonable.

Therefore, staff recommends that the Port Commission authorize this change order.

J. INFRASTRUCTURE

Subject	10. Issue (i) three pipeline licenses for a sanitary sewer line, two potable water lines, and one water line and a valve site, (ii) a distribution/transmission line license for a telephone line, and (iii) a private road crossing, to Sasol Chemicals (USA) LLC under, across, and over the Port Terminal Railroad Association Northside Mainline railroad right-of-way west of Haden Road.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, authorize the Port Authority to issue (i) three pipeline licenses for a sanitary sewer line, two potable water lines, and one water line and a valve site, (ii) a distribution/transmission line license for a telephone line, and (iii) a private road crossing, to Sasol Chemicals (USA) LLC under, across, and over the Port Terminal Railroad Association Northside Mainline railroad right-of-way west of Haden Road, 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:

Sasol Chemicals (USA) LLC, has applied for the following, Port Authority File No. 2022-0164, for one 2-inch sanitary sewer pipeline, Port Authority File No. 2022-0165, for one 6-inch potable water line and one 2-inch potable water line, Port Authority File No. 2022-0166 (formerly 1995-0119), for one 8-inch water line and a 12-foot by 16-foot valve site, Port Authority File No. 2022-0167 (formerly MO-P-0062), for a telephone line crossing, and Port Authority File No. 2022-0168 (formerly MO-P-0062-A), for a private road crossing. These lines and private road crossing are under, across, and over the Port Terminal Railroad Association Northside Mainline railroad right-of-way west of Haden Road in the Richard & Robert Vince Survey, A-76.

Staff Evaluation/Justification:

The application was reviewed and approved by the Port Authority's Channel Operations department and the Port Terminal Railroad Association. The licenses are subject to the Port Authority's usual terms and conditions and at a fee of \$92,802. The \$675 application fee for each license has been paid.

Staff recommends approval.

J. INFRASTRUCTURE

Subject	11. Issue a pipeline license to Air Products, LLC for one 10-inch hydrogen pipeline crossing under Cedar Bayou north of Interstate 10.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, authorize the Port Authority to issue a pipeline license to Air Products, LLC for one 10-inch hydrogen pipeline crossing under Cedar Bayou north of Interstate 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.

Category:

Permits/Licenses/Pipeline Easements

Department:

Channel Operations

Staff Contact:

Garry McMahan

Background:

Air Products, LLC, Port Authority File No. 2022-0146, has applied for a pipeline license for one 10-inch hydrogen pipeline crossing under Cedar Bayou north of Interstate 10 in the William Bloodgood League, A-4.

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.

J. INFRASTRUCTURE

Subject **12. Issue a transmission line license to City of Houston for installation of new traffic signal loops adjacent to Clinton Drive and across from Port Houston Gate 8, leading into the Port Terminal Railroad Association North Rail Yard.**

Meeting Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its June 28, 2022 meeting, authorize a transmission line license to City of Houston for installation of new traffic signal loops adjacent to Clinton Drive and across from Port Houston Gate 8, leading into the Port Terminal Railroad Association North Rail Yard, 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:

City of Houston, Port Authority File No. 2022-0117, has applied for a transmission line license for the installation of new traffic signal loops adjacent to Clinton Drive and across from Port Houston Gate 8, leading into the Port Terminal Railroad Association North Rail Yard, in the William P Harris & Robert Wilson Survey, A-32.

Staff Evaluation/Justification:

The application was reviewed and approved by the Port Authority's Channel Operations department and the Port Terminal Railroad Association. Staff recommends the license fee be waived. The \$675 application fee has been paid.

Staff recommends approval.

J. INFRASTRUCTURE

Subject	13. Approve a ten-year private adjacency barge fleeting lease agreement to Campbell Transportation Company, Inc. for approximately 5.03 acres of submerged lands in Old River, at an initial monthly base rent of \$1,509 subject to an annual increase of the greater of 3% or the increase in the Consumer Price Index.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, authorize the Port Authority to approve a ten-year private adjacency barge fleeting lease agreement to Campbell Transportation Company, Inc. for approximately 5.03 acres of submerged lands in Old River, at an initial monthly base rent of \$1,509 subject to an annual increase of the greater of 3% or the increase in the 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.

Category:
Leases

Department:
Channel Operations

Staff Contact:
Garry McMahan

Background:
Campbell Transportation Company, Inc., Port Authority File No. 2022-0113, submitted a proposal for a private adjacency submerged lands lease for approximately 5.03 acres of submerged land for barge fleeting in Old River.

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 \$1,509 per month for a ten-year term. The fee schedule for private adjacency submerged land leases have been set by the Port Commission, and the lease agreement would be issued subject to the Port Authority's usual terms and conditions.

Staff recommends approval.

K. OPERATIONS

Subject	1. Award a two-year contract to EVCO Partners, LP dba Burgoon Company for the purchase of miscellaneous shop supplies for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal, using the Texas Comptroller of Public Accounts, Texas Multiple Award Schedule, in an amount not to exceed \$600,000.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, issue a purchase order to EVCO Partners, LP dba Burgoon Company for the purchase of miscellaneous shop supplies for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal, using the Texas Comptroller of Public Accounts, Texas Multiple Award Schedule, in an amount not to exceed \$600,000, 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 GOAL #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

Category:

Award, Amendments & Change Orders

Department:

Maintenance

Staff Contact:

Paulo Soares

Background:

By Minute No. 2020-0730-44, the Port Authority awarded a two-year contract to EVCO Partners, LP dba Burgoon Company for the purchase of miscellaneous shop supplies for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in the amount of \$300,000, using the Texas Comptroller of Public Accounts, Texas Multiple Award Schedule (TXMAS). These funds have been depleted.

The Port Authority operates a total of fourteen maintenance shops at these facilities. These shops provide daily support to the Port Operations Division by maintaining equipment and facilities, and supplies such as plumbing, electrical, and hydraulic components, pumps, small motors, and valves are needed to properly maintain Port Authority assets.

Staff Evaluation/Justification:

The Director of Procurement Services has determined that procuring the two-year purchase agreement for miscellaneous shop supplies through the TXMAS is the method that both satisfies competitive purchase requirements and provides the best value to the Port Authority.

The Maintenance Department has determined that the best availability, price, and contract term for the items needed are provided by EVCO Partners, LP dba Burgoon Company under the pricing schedule obtained from that vendor's contract with TXMAS and is therefore recommending this purchase.

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

K. OPERATIONS

Subject	2. Award a contract to Kalmar USA Inc. Bromma Americas, the sole source provider, for the purchase of replacement parts for one spreader bar at Bayport Container Terminal in an amount not to exceed \$75,000.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, award a contract to Kalmar USA Inc. Bromma Americas, the sole source provider, for the purchase of replacement parts for one spreader bar at Bayport Container Terminal in an amount not to exceed \$75,000, 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 #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

Category:

Awards, Amendments & Change Orders

Department:

Maintenance

Staff Contact:

Paulo Soares

Background:

The Port Authority currently owns a total of twenty-one spreader bars assigned to wharf cranes at Bayport Container Terminal. These units were manufactured by Bromma.

On March 17, 2022, bar#29 sustained damages when it collided with an on-deck container during vessel operations. As a result, the waterside flippers, access ladder, flipper cylinder, internal beam, and other components such as tension rods, bearing plate, guide plates, and hydraulic manifolds, were damaged. The ability to provide spreader bars in good working condition is critical to daily terminal operations. Therefore, replacement parts are needed to conclude repairs and recommission this unit.

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 Kalmar USA Inc. Bromma Americas is the sole source for replacement parts for Bromma spreaders in the United States.

Staff recommends that the Port Commission award a contract to Kalmar USA Inc. Bromma Americas for the purchase of replacement parts for one spreader bar at Bayport Container Terminal.

K. OPERATIONS

Subject	3. Ratify emergency chassis lease with Milestone Equipment Company LLC as lessor for a five-year term for 700 chassis and annual base rent not to exceed \$2,184,525 per year.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, ratify the emergency chassis lease with Milestone Equipment Company LLC as lessor for a five-year term for 700 chassis and annual base rent not to exceed \$2,184,525 per year, 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:

Operations

Staff Contact:

Jeff Davis

Background:

Among the dramatic disruptions and delays experienced by the supply chain and the maritime transport industry in the wake of the COVID-19 pandemic has been a shortage of chassis at the Port Authority and across the nation. Accordingly, Port Authority staff has concluded that it is in the best interests of the Port Authority and the region it serves to add to chassis supplies through emergency procurements for chassis leases.

Water Code Section 60.4035 permits the Executive Director and authorized officers to make emergency purchases and contracts in amounts that exceed \$50,000 without the customary competitive procedures or prior to Port Commission approval if necessary to, among other things, (1) preserve or protect the public health and safety of the residents of the district; (2) preserve the property of the district in the case of a public calamity; or (3) repair unforeseen damage to the property of the district, provided that staff has endeavored to notify the Port Commission within forty-eight hours of such purchases as required.

Staff Evaluation/Justification:

Staff has previously informed the Port Commission that the Port Authority entered into a lease with Milestone Equipment Company LLC as lessor for a five-year term for 700 chassis and annual base rent not to exceed \$2,184,525 per year of the term, in accordance with Water Code Section 60.4035, and hereby requests that the Port Commission ratify such action.

L. PEOPLE

Subject	1. Award agreements with Hartford Life and Accident Insurance Company for employee leave management services for the remainder of 2022 and calendar year 2023, and for group insurance coverage for long-term disability (LTD) and short-term disability (STD) for 2023, for a total amount not to exceed \$472,915.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022, meeting: (i) award agreements with Hartford Life and Accident Insurance Company for a total amount not to exceed \$472,915: (a) for long-term disability (LTD) coverage for calendar year 2023, in an amount not to exceed \$295,406; (b) for short-term disability (STD) coverage for calendar year 2023, in an amount not to exceed \$153,364; and (c) for employee leave management services for the remainder of 2022 and calendar year 2023, in an amount not to exceed \$39,145; (ii) authorize the Port Authority to continue to pay 100% of the cost of LTD and STD premiums for eligible active employees; (iii) authorize contract renewal negotiations with Hartford Life and Accident Insurance Company prior to contract expiration; and (iv) further authorize the Executive Director to do any and all things in his opinion reasonable and necessary to give effect to all of the foregoing.
Goals	STRATEGIC GOAL #1 - PEOPLE AND ORGANIZATION (Be the Best Place to Work)

Category:

Awards, Amendments & Change Orders

Department:

Human Resources

Staff Contact:

Roger Walter

Background:

By Minute No. 2018-0130-43, the Port Commission awarded a contract to Lockton Companies LLC (Lockton) to provide employee benefits consulting services, including assisting in: development of requests for proposals for benefits and group insurance coverages; evaluation of proposals; negotiation of renewal rates; and recommendations on provider selections.

By Minute No. 2021-0928-56, the Port Commission awarded agreements for calendar year 2022 to Hartford Life and Accident Insurance Company for LTD and STD coverage.

On March 4, 2022, the Port Authority, through its Broker of Record, Lockton, issued a request for proposals for employee leave management services for the remainder of 2022 and calendar year 2023, and for group insurance coverage for LTD and STD for calendar year 2023.

Staff Evaluation/Justification:

Lockton and Port Authority staff reviewed and evaluated the proposals for these items and determined that Hartford Life and Accident Insurance Company, the incumbent carrier for LTD coverage and STD coverage, offers the best value to the Port Authority for continuing to provide those coverages and providing employee leave management services.

The award to Hartford Life and Accident Insurance Company was discussed at the Pension and Benefits Committee meeting on April 19, 2022. Staff recommends the selection of Hartford Life and Accident Insurance Company for employee leave management services for the remainder of 2022 and calendar year 2023, and for group insurance coverage for LTD and STD for calendar year 2023.

The individual not-to-exceed amounts are based on current participant levels and some anticipated increase in participation in 2022 and 2023, but may be subject to amendment in order to account for actual participation levels.

L. PEOPLE

Subject	2. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$74,500 for design and implementation of an incentive pay (variable pay) structure and review of the performance management program to the top-ranked proposer: staff ranking - first, Gallagher Benefits Services, Inc.; second, EZ Business Consulting, LLC; and third, Mercer (US) Inc.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting: (a) approve staff's ranking of vendors whose proposals offer the best value to the Port Authority, based on the selection criteria, in the following order – first, Gallagher Benefits Services, Inc.; second, EZ Business Consulting, LLC; and third, Mercer (US) Inc.; (b) award a professional services contract to Gallagher Benefits Services, Inc. for design and implementation of an incentive pay (variable pay) structure and review of the performance management program in an amount not to exceed \$74,500; (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 #1 - PEOPLE AND ORGANIZATION (Be the Best Place to Work) Strategic Objective 1c. - Deliver excellence and continuous improvement in all core functions Strategic Objective 1a. - Retain, engage, develop, and attract talent

Category:

Awards, Amendments & Change Orders

Department:

Human Resources

Staff Contact:

Roger Walter

Background:

The Port Authority's strategic plan includes a focus on its people and becoming a best place to work by retaining, engaging, developing, and attracting key talent. In support of this objective, the Port Authority is seeking to obtain professional services to assist with the design and implementation of an incentive pay (variable pay) structure and review its performance management program for best practices and streamlined design.

The Port Authority is looking to implement a competitive variable pay structure aligning with market competitiveness, while driving the Port Authority's strategic goals. Additionally, the Port Authority is looking to review its performance management solution to enhance and streamline it as well as drive talent effectiveness. This would involve study of the current systems in place, identification of gaps, design of an enhanced program to deliver key outcomes, and the desired features.

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. Six vendors downloaded the project materials from BuySpeed.

Staff Evaluation/Justification:

On April 13, 2022, five 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:

- Gallagher Benefits Services, Inc.
- EZ Business Consulting, LLC
- Mercer (US) Inc.

The recommended firm has the necessary expertise, experience, capabilities, and knowledge in these areas. Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Gallagher Benefits Services, Inc.

L. PEOPLE

Subject	3. Authorize the Community Relations Committee to review staff recommendations and approve awards under the Port Authority's East Harris County parks and greenspace initiative.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, authorize the Community Relations Committee to review staff recommendations and approve awards under the Port Authority's East Harris County parks and greenspace initiative, 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 (Create Greater Value for the Region) STRATEGIC GOAL #3 - PARTNERSHIPS (Develop and Strengthen External Partnerships)

Category:
General

Department:
Community Relations

Staff Contact:
Maria Aguirre

Background:

Guided by the 2020 Strategic Plan, the Port Authority is committed to strengthening partnerships with surrounding communities and stakeholders and exploring opportunities to work closely with them as a responsible neighbor. The Port Authority is particularly interested in supporting programs or services that align with its current outreach priorities, including parks and green spaces in targeted neighborhoods within close proximity to the Houston Ship Channel.

By Minute No. 2021-0720-36, the Port Commission approved a multi-year program and funding for the development and improvement of parks and green spaces in East Harris County in a total amount not to exceed \$1,000,000. As a result, beginning in 2021, the Port Authority budget approved by the Port Commission has included funding under the East Harris County parks and greenspace program. The Port Commission Community Relations Committee, a "committee of the whole" tasked with advising on community matters, approves the annual program and priorities.

Since that time, members of the Community Relations and Events Department and other staff have reached out to many of these targeted communities and requested proposals for projects that align with this program and ready to be implemented. Additionally, proposals have been submitted through the 2022 Community Grants Program that align with this initiative.

Staff Evaluation/Justification:

The Amended and Restated Bylaws of the Port Authority provides that Port Commission committees may supervise or control Port Authority matters, if delegated by the Port Commission to do so.

Accordingly, in order to provide a focused "workshop" opportunity to review these recommendations and facilitate community participation in the process, staff proposes that the Port Commission formally delegate to the Community Relations Committee the authority to review staff's recommendations, and rank and approve awards (including those greater than \$50,000), related to the East Harris County parks and greenspace program.

2022 Greenspace Grant Requests

SPARK School Park Program

Four new SPARK Parks in Ship Channel Neighborhoods

East Harris County \$20,000

- Crenshaw Elementary – Channelview (92% Economically Disadvantaged)
- Hamblen Elementary – Channelview (81% Economically Disadvantaged)
- Jensen Elementary – Pasadena (86% Economically Disadvantaged)
- South Shaver Elementary – Pasadena (92% Economically Disadvantaged)

City of Jacinto City

Turkey Run Park Benches and Trash Barrels

\$24,000

This project increases access to greenspace by providing benches on a green corridor which will allow the public to sit facing about one square mile of habitat.

It is common to see various birds including Rosetta, spoonbills, ducks, egrets, hawks, osprey and owls along with the usual robins, dove, mockingbirds, blue jays, and others. Occasionally, turtles, racoons, gar, and other critters can be spotted.

By providing the trash barrels, we are confident that there will be a significant reduction in pollution entering the waterway. It has been suggested that we could add signage such as “Protect the Bay” on the barrels or the mounting hardware.

Shoreacres Community Pavilion

New covered pavilion in Circle Park, the city’s largest park

\$360,000

Waiting on timeline to determine funding schedule

L. PEOPLE

Subject 4. Authorize the Community Relations Committee to review staff recommendations and rank and approve awards under the Community Grants Program.

Meeting Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its June 28, 2022 meeting, authorize the Community Relations Committee to review staff recommendations and rank and approve awards under the Community Grants Program, 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:

General

Department:

Community Relations

Staff Contact:

Maria Aguirre

Background:

In 2020, the Port Authority launched the Port Houston Community Grants Program, an outreach initiative focused on investing resources into meaningful projects and programs to enhance local communities while advancing the Port Authority's mission and vision as a part of the 2020 Strategic Plan. Program grants are intended to develop and strengthen community partnerships and create greater value for the region.

- Beginning in 2020, the Port Authority budget approved by the Port Commission has included funding under the Community Grants Program.
- The Port Commission Community Relations Committee, a "committee of the whole" tasked with advising on community matters, approves the annual program (including priorities, procedures, and schedules) in advance of each Community Grants Program cycle.
- Each Community Grants Program cycle includes a two-step application process. The applications are subsequently reviewed and ranked by a staff-level committee for possible awards that would total substantially all the allocated budget funds.
- The recommendations area is also reviewed by staff leadership prior to going before the Community Relations Committee for award, and are attached as Exhibit A.

Staff Evaluation/Justification:

The Amended and Restated Bylaws of the Port Authority provides that Port Commission committees may supervise or control Port Authority matters, if delegated by the Port Commission to do so.

Accordingly, in order to provide a focused "workshop" opportunity to review these recommendations and facilitate community participation in the process, staff proposes that the Port Commission formally delegate to the Community Relations Committee the authority to review staff's recommendations, and rank and approve awards (including those greater than \$50,000), under the 2022 and future Community Grants Program cycles.

2022 Community Grants Program Recommendations

- | | |
|---|-----------------|
| 1. Rebuilding Together Houston | \$50,000 |
| <i>Community Revitalization Program</i> | |
| <i>Magnolia Park, Manchester</i> | |
| 2. Association for the Advancement of Mexican Americans | \$20,000 |
| <i>Transitional Career and Technical Academy</i> | |
| <i>Houston & Harris County</i> | |
| 3. Capital Idea Houston | \$20,000 |
| <i>Workforce Development Program in Maritime & Logistics</i> | |
| <i>Houston & Harris County</i> | |
| 4. Target Hunger | \$30,000 |
| <i>Target Hunger Shotwell Container Garden Program</i> | |
| <i>East End Communities</i> | |
| 5. Achieving Community Tasks Successfully | \$22,000 |
| <i>Supporting STEAM Scholars – Holland Middle School</i> | |
| <i>Pleasantville</i> | |
| 6. Houston Community College | \$25,000 |
| <i>HCC Logistics Career Prep Program: Setting Sails for Success</i> | |
| <i>Houston & Harris County</i> | |
| 7. Houston Botanic Garden | \$17,000 |
| <i>Educational School Field Trips to Houston Botanic Garden</i> | |
| <i>Park Place</i> | |
| 8. City of Pasadena | \$30,000 |
| <i>Floatable Capture Gates and Work Force Training</i> | |
| <i>Pasadena</i> | |
| 9. Children's Environmental Literacy Foundation | \$17,500 |
| <i>Civic Science and Workforce Readiness Skills Program</i> | |
| <i>Houston ISD, Galena Park ISD, Pasadena ISD, La Porte ISD</i> | |

2022 Community Grants Program Recommendations

- | | |
|---|-----------------|
| 10. Pasadena Public Library | \$1,500 |
| <i>Environmental Awareness Programs</i> | |
| <i>Pasadena</i> | |
| 11. Clothed by Faith | \$10,000 |
| <i>School Partnership Programs</i> | |
| <i>Galena Park ISD, Goose Creek ISD, Houston ISD, Pasadena ISD, Deer Park ISD</i> | |
| 12. Houston Community Toolbank | \$30,000 |
| <i>School Beautification and Tool Lending</i> | |
| <i>Harris County</i> | |
| 13. Native Plant Society of Texas | \$3,000 |
| <i>Shoreacres Native Prairie & Monarch Way Station</i> | |
| <i>Shoreacres</i> | |
| 14. College of the Mainland Foundation | \$20,000 |
| <i>State-of-the-Art Curriculum in Maritime Sciences</i> | |
| <i>Texas City & East Harris County</i> | |
| 15. Precint2gether | \$29,000 |
| <i>Workforce Development Program</i> | |
| <i>Galena Park, Jacinto City, Pasadena, Deer Park, La Porte, Channelview</i> | |

L. PEOPLE

Subject	5. Hearing and possible action to amend and restate the Port Authority's 401(a) Defined Contribution Plan in accordance with the IRS's "Cycle 3" restatement requirements.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission conduct a hearing at its meeting on June 28, 2022, and take action to amend and restate the Port Authority's 401(a) Defined Contribution Plan in accordance with the IRS's "Cycle 3" restatement requirements, 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 (Be the Best Place to Work)

Category:
General

Department:
Human Resources

Staff Contact:
Roger W. 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 and after August 1, 2012, with a sliding scale for Port Authority contributions, based on percentages of base salary; such contributions vest after three years of service.

In order to maintain the tax advantages of the Plan, the Internal Revenue Service (IRS) and Department of Labor (DOL) require plan sponsors to restate their pre-approved plan documents approximately every six years to incorporate law changes, procedural changes, and any discretionary amendments that have been adopted since the last restatement.

Based on IRS instructions, the Port Authority must adopt a Plan restatement for the IRS's current restatement cycle, Cycle 3, by July 31, 2022. The restatement is intended only to put the Plan on a new form that has been pre-approved by the IRS. The restatement is not intended to substantively amend the Plan.

Staff Evaluation/Justification:

Staff recommends that the Port Authority amend and restate the Plan in accordance with the IRS's Cycle 3 restatement requirements.

Port Authority staff, working with Nationwide Retirement Systems and the Port Authority's benefits counsel, Haynes & Boone, have prepared the required restatement of the Plan.

Texas Water Code Sec. 60.011 provides that the Port Commission may change the Plan after notice to employees and a hearing. On June 24, 2022, notice was given to employees regarding (i) the recommendation to amend and restate the Plan as described, and (ii) the Port Commission hearing on the matter scheduled for June 28, 2022.

Staff recommends that the Port Commission conduct a hearing on this matter and adopt the restatement as described above.

N. TECHNOLOGY

Subject	1. Award a three-year contract, invoiced annually, to Insight Public Sector, Inc. for renewal of the Adobe Enterprise Term License Agreement for subscriptions for Adobe Acrobat, Adobe Sign, and Adobe Sign Notarize, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$220,000.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, award a three-year contract, invoiced annually, to Insight Public Sector, Inc. for renewal of the Adobe Enterprise Term License Agreement (ETLA) for subscriptions for Adobe Acrobat, Adobe Sign, and Adobe Sign Notarize, using Texas Department of Information Resources cooperative purchase program, beginning July 11, 2022, in an amount not to exceed \$220,000, 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 renew its Adobe Enterprise Term License Agreement (ETLA). This is a three-year agreement to be paid annually to ensure license compliance with Adobe for the Acrobat DC Professional and Adobe Sign and Adobe Sign Notarize subscription services.

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 Adobe ETLA through the Texas 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 Insight Public Sector, Inc. under the pricing schedule obtained from that vendor's contract with DIR in an amount not to exceed \$220,000 for the Adobe ETLA.

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

N. TECHNOLOGY

Subject	2. Issue a purchase order to SHI Government Solutions, Inc. for purchase of annual software subscription and support services for ManageEngine Service Desk ticketing software, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$60,000.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, issue a purchase order to SHI Government Solutions, Inc. for purchase of annual software subscription and support services for ManageEngine Service Desk ticketing software, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$60,000, 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:

Ron Farrow

Background:

The Port Authority uses ManageEngine software as a tool for tracking Information Technology Service Desk tickets as well as for the tracking and reporting of technology assets. Annual renewals offer support services to provide for software revision upgrades and technical support.

Port Authority staff is seeking approval to secure these support services using the Texas Department of Information Resources, a department of the State of Texas with cooperative purchasing programs available to the Port Authority.

Staff Evaluation/Justification:

The Director of Procurement Services has determined that procuring Manage Engine software annual subscription and support services through the Texas Department of Information Resources (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 SHI Government Solutions, Inc. under the pricing schedule obtained from that vendor's contract with DIR.

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

N. TECHNOLOGY

Subject	3. Award a three-year contract, invoiced annually, to Microsoft Corporation for purchase of Microsoft Unified Support Services, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$620,000.
Meeting	Jun 28, 2022 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its June 28, 2022 meeting, award a three-year contract, invoiced annually, to Microsoft Corporation for purchase of Microsoft Unified Support Services for unlimited Microsoft reactive support, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$620,000, 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 Microsoft Premier Support Services for reactive support needs for all Microsoft technologies, including Microsoft 365, Microsoft Teams, Power BI, Windows, Windows Server, and SQL Server. These services allow for direct contact with senior Microsoft engineers who provide immediate reactive assistance to troubleshoot critical business applications and provide proactive assistance to plan for the implementation of new functionality.

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 Microsoft Premier Unified Support 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 division 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.

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

