

March 22, 2019

NOTICE OF MEETING
OF THE
PORT COMMISSION
OF THE
PORT OF HOUSTON AUTHORITY

In accordance with the official practice of the Port Commission of the Port of Houston Authority, there is attached hereto a copy of the Agenda of the regular meeting to be held on Tuesday, March 26, 2019. The Port Commission will meet at 9:00 a.m., or thereafter, at the Port of Houston Authority Executive Office Building, Fourth Floor Boardroom, 111 East Loop North, Houston, Texas 77029, with the Executive Session convening following the adjournment of the Public Session and the Public Session reconvening following the adjournment of the Executive Session, to consider any items from the Executive Session that may require action and conduct any further business.

PORT OF HOUSTON AUTHORITY
of
HARRIS COUNTY, TEXAS



SECRETARY



Tuesday, March 26, 2019
PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

9:00 a.m.
111 East Loop North
Houston, TX 77029
Fourth Floor Boardroom

A. CALL TO ORDER

B. CHAIRMAN'S REMARKS

1. Governance, legislative, policy, and operational matters

C. APPROVAL OF MINUTES

1. Port Commission Public Meeting - February 26, 2019

D. PORT COMMISSION COMMITTEE UPDATES

1. Procurement and Small Business Development Task Force - March 14, 2019

E. APPEARANCES

1. Jeff Wolverton, District Director for Texas Representative Mary Ann Perez
2. Public Comment

F. EXECUTIVE

Staff Report – Summary of selected financial and operational matters - Roger Guenther, Executive Director

General

1. Continued deliberation, public comment, and possible action regarding measures to address one-way traffic impacts on the Houston Ship Channel.
2. Establish a Compensation Committee of the Port Commission and approve committee and task force chairs and members.
3. Consideration of and possible action to approve the amended Port of Houston Authority Procurement Policy.
4. Amend the Small Business Development Program Policy and Procedures to add the South Central Texas Regional Certification Agency, the Texas Comptroller of Public Accounts, and the Texas Department of Transportation as certifying agencies acceptable to the Port Authority.

5. Deliberation and possible action to authorize the Port Authority to advertise and receive proposals to provide services for a vendor demographics study.
6. Deliberation and possible action to authorize the Port Authority to advertise and receive proposals to provide services for a disparity study.
7. Deliberation and possible action to appoint Commissioner Stephen DonCarlos as a member of the Board of Directors of HAS Development Corporation.

Awards, Amendments & Change Orders

8. Amend the professional services contract with Greenberg Traurig, LLP for state and federal governmental policy consulting and support, in an additional amount of \$56,000.

G. COMMERCIAL

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

Awards, Amendments & Change Orders

1. Award a professional services contract to John C. Martin Associates, LLC for the development of an economic impact study in an amount not to exceed \$65,000.

Leases

2. Approve a lease agreement with Greens Bayou Fleeting, LLC for approximately 2.75 acres of upland and shoreline access, and approximately 13.37 acres of submerged property at Greens Bayou out of Block 7 at the Bulk Materials Handling Plant effective no earlier than April 1, 2019 for a twenty-year term with two five-year mutual options, at an annual rental of \$502,872, subject to an annual 3% increase.
3. Approve a lease agreement with Irvin Schoeneman for approximately 34.35 acres out of Block 4 at Rosa Allen effective June 1, 2019, for a three-year term, at an annual rental of \$858.75.
4. Approve an amendment to the lease agreement with CB&I LLC at the Bayport Container Terminal east of Freight Station Road increasing the leased premises by approximately 14 acres for a total of approximately 57.92 acres effective no earlier than April 1, 2019, at a total annual rental of \$1,702,848 subject to an annual 3% increase.
5. Amend the lease with Watco Transloading, LLC of approximately 5.31 acres at Industrial Park East to extend the term for an additional one-year, effective May 1, 2019, at an annual rental of \$112,381 subject to annual increase of 3%.

H. FINANCE

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

Authority to Obtain Bids, Proposals, or Qualifications

1. Authorize advertisement and receipt of responses for twelve formal procurements.
 - (a) Request for competitive sealed bids for a two-year contract for the purchase of commercial paper products for Turning Basin, Barbours Cut, and Bayport Container Terminals

- (b) Request for competitive sealed bids for a three-year contract for tire repair services for Barbours Cut Terminal, Bayport Container Terminal and Turning Basin Terminal
- (c) Request for competitive sealed bids for a two-year contract for purchase of Cummins diesel engine parts and related services for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal
- (d) Request for competitive sealed bids for purchase of LED lighting for wharf cranes at Bayport Container Terminal
- (e) Request for competitive sealed bids for purchase of electrical repair services to high voltage cables at Bayport Container Terminal
- (f) Request for competitive sealed proposals for bed-leveling the berths at Barbours Cut Terminal
- (g) Request for competitive sealed proposals to install rail and switch replacement at Turning Basin in 2019-2020
- (h) Request for proposals for staff augmentation for qualified Information Technology project management oversight services
- (i) Request for proposals for professional EDI application management, database management, and server monitoring services
- (j) Request for proposals for position detection system
- (k) Request for proposals for the Human Resource Benefits Integration Services Contract
- (l) Request for proposals for financial advisory services relating to channel infrastructure funding strategies

I. 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 contract, in an amount not to exceed \$916,872, for the United States Department of Agriculture APHIS Houston Maritime Lab at Bayport Terminal Complex (remodeling the Gate Services Building at Bayport Container Terminal), to the top-ranked proposers: staff ranking – first, CMC Development & Construction Corporation LLC; second, IKLO Construction; and third, Nash Industries, Inc., subject to United States Department of Agriculture reimbursement of \$678,486 (74% of the original cost); resulting in a net cost to the Port Authority of \$238,386.

2. Authorize a second amendment of the Advanced Funding Agreement with the Texas Department of Transportation to increase the funding for drainage improvements associated with the Southbound Loop 610 Feeder Road at the Turning Basin Terminal in the amount of \$152,093.

Permits/Licenses/Pipeline Easements

3. Issue a pipeline license to ExxonMobil Pipeline Company for one 36-inch crude oil pipeline under and across Scott Bay, Houston Ship Channel, and Upper San Jacinto Bay.

4. Issue a pipeline license to ExxonMobil Pipeline Company for one 20-inch refined products pipeline under and across Scott Bay, Houston Ship Channel, and Upper San Jacinto Bay.

J. OPERATIONS

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

Awards, Amendments & Change Orders

1. Award a two-year contract to United Air Conditioning Supply for purchase of spare and replacement parts for Daikin and Liebert HVAC systems at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$300,000; award a two-year contract to Johnson Supply for purchase of spare and replacement parts for Baird and Friedrich HVAC systems at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$300,000; and award a two-year contract to Insko Distributing, Inc. for purchase of spare and replacement parts for York HVAC systems at Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal in an amount not to exceed \$150,000.

2. Award a two-year contract to ABB, Inc., the sole source provider, for quarterly inspection services for motor control drives on wharf cranes at Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$125,000.

General

3. Enter into an agreement with Harris County, on behalf of the Harris County Tax Office, to use the Texas Registration and Title System to issue vehicle registrations and inspection insignias for Port Authority vehicles.

4. Issue a Stevedore License for a nine-month term commencing April 1, 2019 and expiring December 31, 2019, to Houston Terminal LLC upon applicant's satisfactory completion of all requirements and obligations for license issuance.

K. PEOPLE

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

Awards, Amendments & Change Orders

1. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$283,055 for cleaning services for two years beginning April 1, 2019, for the Executive Office Building, Port Coordination Center, Sam Houston Pavilion restrooms, and ten gatehouses to the top- ranked proposer: staff ranking - first, Maintenance of Houston, Inc.; second, GMW Quality Cleaning Solutions, LLC dba Hospitality Cleaning Solutions; and third, Marfran Cleaning, LLC.

General

2. Adopt the Group Benefits Funding and Insurance Program Policy.

L. PORT SECURITY AND EMERGENCY OPERATIONS

Staff Report – Selected agenda items – Marcus Woodring, Chief Port Security and Emergency Operations Officer

Awards, Amendments & Change Orders

1. Issue a purchase order to Metro Fire Apparatus Specialists, Inc. for the purchase of eleven Self Containing Breathing Apparatus and twelve cylinders, using the Houston-Galveston Area Council's cooperative purchasing program, in an amount not to exceed \$82,390.
2. Issue a purchase order to Motorola Solutions for the purchase of Land Mobile Radio equipment including radios, batteries, chargers, related hardware, and accessories for the Operations and Port Security and Emergency Operations divisions using the Houston-Galveston Area Council's cooperative purchase program, in an amount not to exceed \$100,000.

M. TECHNOLOGY

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

Awards, Amendments & Change Orders

1. Issue a purchase order to Microsoft Corporation for purchase of Microsoft Unified Support Services (formerly known as Microsoft Premier Services), using Texas Department of Information Resources' cooperative purchase program, in an amount not to exceed \$150,000.
2. Issue a purchase order to SHI Government Solutions, Inc. for purchase of Cyberark maintenance and professional services, using Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program, in an amount not to exceed \$70,000.

N. RECESS OPEN MEETING AND CONVENE EXECUTIVE SESSION

1. Consultation with Attorneys (Section 551.071, Texas Open Meetings Act), including consultations regarding Port of Houston Authority v. M/V Global Leader and Global Maritime Ltd., In the United States District Court for the Southern District of Texas, Houston Division
2. Real Estate (Section 551.072, Texas Open Meetings Act)
3. Economic Development Negotiations or Incentives (Section 551.087, Texas Open Meetings Act)
4. Employment and Evaluation of Public 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

O. RECONVENE OPEN MEETING

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

P. ADJOURN MEETING

1. Next Meeting Requested - April 23, 2019
2. Adjourn Port Commission Meeting