

## F. EXECUTIVE

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<b>Subject</b>	<b>1. Adopt the proposed 2024 Incentive Award Plan.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, approve the proposed 2024 Incentive Award Plan, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**  
General

**Department:**  
Corporate Strategy

**Staff Contact:**  
Jessica Shaver

**Background:**  
By Minute No. 2020-0128-50, the Port Commission adopted an Incentive Award Program Policy outlining the roles and responsibilities with respect to the administration and funding of employee incentives. Pursuant to that Policy, staff has prepared a proposed 2024 Incentive Award Plan.

By Minute No. 2023-1113-06, the Port Commission approved the Fiscal Year 2024 Operating and Capital Budget, which includes funds for an employee incentive award program. Incentive awards are cash awards that are intended to motivate employees to produce results that have been pre-defined and communicated to the employees in advance, and to reward them for achieving the stated performance goals.

The proposed 2024 Incentive Award Plan includes four target payout levels for eligible employees based on the Port Authority's net operating cash flow in 2024, its 2024 Strategic Targets and their respective weights, and completion of all mandatory compliance training, among other guidelines.

**Incentive Plan Net Operating Cash Flow Target Payout Levels:**

Below Threshold - below 10% of budget (Less than \$227,520,000)	No award given
Threshold Level - within 10% of budget (\$227,520,000 – 240,159,999.99)	Greater of 1% of annual base salary or \$1,500
Achievement Level – within 5% of budget (\$240,160,000 – 252,799,999.99)	Greater of 2% of annual base salary or \$1,750
Target Level - meeting budget target (\$252,800,000 – 265,439,999.99)	Greater of 3% of annual base salary or \$2,000
Maximum Level - exceeding 5% of budget (\$265,440,000 or More)	Greater of 5% of annual base salary or \$2,500

**2024 Strategic Targets:**

<b>Strategic Goal Alignment</b>	<b>Target(s)</b>	<b>Target Weight</b>
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People	<p><b>1. Foster organizational culture and prepare future leadership:</b></p> <p>A. Develop and roll out employee and executive development programs.</p> <p>B. Improve Recruitment and Retention process.</p>	15%
Infrastructure	<p><b>2. Grow Port capacity through planning and project execution:</b></p> <p>A. Deliver Project 11 elements, improve program to mitigate draft restrictions.</p> <p>B. Develop plans for Terminal 3, Bayport East-End, Interim Capacity, and Intermodal.</p> <p>C. Execute Turning Basin Improvements.</p> <p>D. Update 2025 Strategic Plan and 2050 Comprehensive Long-Range Plan.</p> <p>E. Execute Pillars 1 and 2 of NXGEN Enterprise Resource Planning Project (ERP).</p> <p>F. Rollout Houston Ship Channel User Fee framework.</p>	45%
Partnerships	<p><b>3. Strengthen business equity, customer and community relationships:</b></p> <p>A. Create more opportunities for small, minority- and woman-owned businesses.</p> <p>B. Expand outreach on HSC operation, maintenance, and expansion projects.</p>	20%
Stewardship	<p><b>4. Ensure excellence in Fiscal Responsibility, and Environmental, Social, Safety, Governance (ES2G):</b></p> <p>A. Attain financial measures for key capacity projects.</p> <p>B. Execute 2024 Sustainability Roadmap.</p> <p>C. Expand safety initiatives to support all Port Authority stakeholders.</p>	20%

**Staff Evaluation/Justification:**

The proposed 2024 Incentive Award Plan was prepared and reviewed by members of the Port Authority's People, Finance, and Legal divisions. Staff recommends that the Port Commission adopt the proposed 2024 Strategic Targets and 2024 Incentive Award Plan.

## F. EXECUTIVE

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<b>Subject</b>	<b>2. Approve the Amended and Restated Certificate of Formation of Port Houston Local Government Corporation and Amended and Restated Bylaws of Port Houston Local Government Corporation.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, (i) determine that amending the Certificate of Formation and Bylaws of Port Houston Local Government Corporation is wise, expedient, necessary, and advisable, (ii) approve the Amended and Restated Certificate of Formation of Port Houston Local Government Corporation and Amended and Restated Bylaws of Port Houston Local Government Corporation, and (iii) 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:**

In May 2023, the Port Commission authorized the formation of Port Houston Local Government Corporation as a local government corporation organized under Subchapter D of Chapter 431, Texas Transportation Code, in order to facilitate the acquisition and development of a new office building.

In June 2023, Port Houston Local Government Corporation was authorized to acquire property and take other actions in connection with that acquisition and development process, and on July 7, 2023, the property was purchased and an agreement entered into for development of the building.

Since then, planning and predevelopment activities have proceeded along with other staff work to facilitate that process.

This agenda item proposes various non-substantive changes to the Certificate of Formation and Bylaws of Port Houston Local Government Corporation, to more clearly describe its non-profit status and make other minor corrections and changes. Following approval by the Port Commission and the Board of Directors of Port Houston Local Government Corporation, the Amended and Restated Certificate of Formation would be filed with the Texas Secretary of State.

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission approve the Amended and Restated Certificate of Formation and Amended and Restated Bylaws of Port Houston Local Government Corporation as described above. Approval of these items is required by statute, in the case of the Restated Certification of Formation, and the terms of each instrument also requires such approval.



## G. BUSINESS EQUITY

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<b>Subject</b>	<b>1. Approve the year three funding of a professional services contract with Nurseify, LLC D/B/A Culture Advisors (formerly IMC Culture) for assistance with implementation of a Diversity, Equity, and Inclusion plan initiative in an amount not to exceed \$332,900.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, approve the year three funding of a professional services contract with Nurseify, LLC D/B/A Culture Advisors (formerly IMC Culture) for assistance with implementation of a Diversity, Equity, and Inclusion plan initiative in an amount not to exceed \$332,900, 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:**

Business Equity

**Staff Contact:**

Maxine Buckles

**Background:**

By Minute No. 2020-0128-06, the Port Commission approved and adopted the 2020 Strategic Plan. The Port Authority's 2020 Strategic Plan included the goal to "Be the Best Place to Work," with an objective to foster a culture of diversity and inclusion, innovation, and open communication.

Since that time, numerous efforts have been undertaken by the Port Authority to carry out the diversity, equity, and inclusion (DEI) elements of that objective.

By Minute No. 2021-0521-05, the Port Commission adopted a formal position statement to express the Port Authority's commitment to DEI, and solidify the organization's pledge to foster a culture of diversity and inclusion:

Diversity, Equity, Inclusion. These principles are interwoven with the Port Authority's core values and would become part of our fabric and foundation. We are committed to doing what is right within our organization and throughout our community.

The DEI Position Statement was the first of many steps the Port Authority has taken to achieve the Strategic Plan DEI goals.

By Minute No. 2021-0720-35, the Port Commission approved a professional services contract with Nurseify, LLC D/B/A Culture Advisors (formerly IMC Culture) to perform a DEI assessment and assist staff with the development of a DEI plan. IMC has performed the comprehensive organizational analysis, and the DEI plan which was completed in February 2022.

By Minute No. 2022-0224-09, the Port Commission approved a second professional services contract with the firm to assist Port Authority staff with the implementation of the DEI plan initiatives, and by Minute No. 2022-1206-07, the Port Commission approved renewal of that contract.

The goal of the DEI Plan is to align the Port Authority's internal DEI efforts as well as the external efforts in Business Equity and Community Engagement. This is anticipated to be an ongoing commitment involving 3 to 5 years of focused actions. The requested contract would continue our DEI

efforts by allowing the firm to continue to assist Port Authority staff with the implementation of the DEI Plan, including, but not limited to, additional analyses and organization-wide assessments as may be required.

**Staff Evaluation/Justification:**

Staff believes that based on the firm's experience with DEI plan analyses, development, and implementation, in addition to its familiarity with the Port Authority, that it is the firm best suited to assist Port Authority staff with the continued implementation of the DEI plan. At its October 24, 2023, meeting the Business Equity Committee acted to recommend that the Port Commission approve this renewal option.

Accordingly, staff recommends that the Port Commission approve the exercise of the second renewal option for year three funding for this contract.

## G. BUSINESS EQUITY

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<b>Subject</b>	<b>2. Amend the Minority- and Woman-Owned Business Enterprise Development Policy.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, approve the Amended Minority- and Woman-Owned Business Enterprise Development Policy, 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:**

The Port Commission first adopted the Port Authority Minority- and Woman-Owned Business Enterprise (MWBE) Development Policy in April 2021, in order to include race- and gender-conscious elements in its contracting process when appropriate. The measures provided for in the policy are narrowly tailored to help ameliorate disparities in the participation of minority- and woman-owned business enterprises in Port Authority contracting.

Since that time, the Port Authority has established a program to administer the policy, and made major strides towards achieving its annual aspirational goal for the participation of MWBEs in eligible contracts.

Staff is now proposing various definitional and other changes to the policy. The proposed revisions include changing the threshold amount to which the policy applies, i.e., "formal" procurements, from \$50,000 to \$100,000, to conform to a recent change in the Water Code. Other proposed revisions include removing provisions related to Disadvantaged Business Entities – "DBEs," and removing the "target" scoring method that applies only to small business procurements. The definition of "Minority Person" would be revised to link it to 49 C.F.R. 26 (Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs), so that the Port Authority's definition would update in tandem with the federal regulations.

**Staff Evaluation/Justification:**

At its October 24, 2023 meeting, the Business Equity Committee of the Port Commission acted to recommend that the Port Commission approve the amended MWBE Development Policy. Accordingly, staff recommends that the Port Commission approve this amended policy in the form attached.

## H. CHANNEL INFRASTRUCTURE

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<b>Subject</b>	<b>1. Approve staff's ranking and award a two-year professional services contract in an amount not to exceed \$185,000 for sediment sampling analysis plans, sediment sampling, and analytical reports for the material from maintenance dredging of Port Authority-owned facilities to the top-ranked proposer: staff ranking – first, Lloyd Engineering, Inc.; second, Terracon Consultants, Inc.; and third, Benchmark Ecological Services, Inc.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting: (a) approve staff's ranking of the highest-ranked proposers offering the best value to the Port Authority, based on the selection criteria, in the following order – first, Lloyd Engineering, Inc.; second, Terracon Consultants, Inc.; and third, Benchmark Ecological Services, Inc; (b) award a professional services contract to Lloyd Engineering, Inc. for sediment sampling analysis plans, sediment sampling, and analytical reports for the material from maintenance dredging of Port Authority-owned facilities in an amount not to exceed \$185,000; (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 Order

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan/Leia Wilson

**Background:**

Sediment testing is required by private placement facilities and the U.S. Army Corps of Engineers prior to placement of dredged material into their respective placement areas. Because maintenance dredging of Port Authority berths occurs historically about every 1-3 years depending on the amount of shoaling, and this because dredging is a continuous activity and the testing must be performed within a limited time period prior to dredging events, sediment testing on a regular basis is required.

This project consists of delivery of sediment sampling analysis plans, services to conduct, analyze, and interpret sediment sampling, and delivery of analytical reports of the sediment sampling of dredged material from the maintenance dredging of Port Authority-owned facilities.

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

**Staff Evaluation/Justification:**

On October 25, 2023, three 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 having proposals offering the best value to the Port Authority in providing the required services:



- Lloyd Engineering, Inc.
- Terracon Consultants, Inc.
- Benchmark Ecological Services, Inc.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Lloyd Engineering, Inc., the provider offering the best value, for delivery of sediment sampling analysis plans, sediment sampling, and analytical reports for the dredged material from maintenance dredging of Port Authority-owned facilities, and act as otherwise described above.

## H. CHANNEL INFRASTRUCTURE

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<b>Subject</b>	<b>2. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$538,180 for a sediment sampling analysis plan of Port Authority-owned facilities to the top-ranked proposer: staff ranking – first, Lloyd Engineering, Inc.; second, ANAMAR Environmental Consulting, Inc.; and third, Benchmark Ecological Services, Inc.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting: (a) approve staff's ranking of the highest-ranked proposers offering the best value to the Port Authority, based on the selection criteria, in the following order – first, Lloyd Engineering, Inc.; second, ANAMAR Environmental Consulting, Inc.; and third, Benchmark Ecological Services, Inc.; (b) award a professional services contract to Lloyd Engineering, Inc. for a sediment sampling analysis plan and analytical report of of Port Authority-owned facilities in an amount not to exceed \$538,180; (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 second vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

The project consists of services for execution of a sediment sampling analysis plan, services to conduct, analyze, and interpret sampling, and delivery of an analytical report of Port Authority-owned facilities.

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

**Staff Evaluation/Justification:**

On November 1, 2023, 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 having proposals offering the best value to the Port Authority in providing the required services:

- Lloyd Engineering, Inc.
- ANAMAR Environmental Consulting, Inc.
- Benchmark Ecological Services, Inc.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Lloyd Engineering, Inc., the provider offering best value, and act as otherwise described above.



## H. CHANNEL INFRASTRUCTURE

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**Subject** 3. Approve the change of control of Vopak Moda Houston Holdco LLC under its lease for approximately 50 acres of submerged and filled submerged lands in the George M. Patrick and George Ross Surveys, and Houston Ship Channel remitting from a transfer of Moda Infrastructure LLC's 50% equity interest.

Meeting Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its December 12, 2023 meeting, approve the change of control of Vopak Moda Houston Holdco LLC under its lease for approximately 50 acres of submerged and filled submerged lands in the George M. Patrick and George Ross Surveys, and Houston Ship Channel remitting from a transfer of Moda Infrastructure LLC's 50% equity interest, 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:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

The Port Authority and Vopak Moda Houston Holdco LLC (Tenant) are parties to a Lease Agreement dated as of September 1, 2019, Port Authority File No. 2019-0278.

At the commencement of the lease, 50% of the equity in the Tenant was held by Vopak Terminals North America, Inc. and 50% of the equity in the Tenant was held by Moda Midstream Operating, LLC. Previously, Moda Midstream Operating, LLC transferred its entire 50% equity interest in the Tenant to its wholly-owned subsidiary Moda Infrastructure, LLC, and provided a Notice of Transfer dated September 9, 2021.

Moda Infrastructure, LLC has requested the Port Authority to consent to the transfer of Moda Infrastructure LLC's entire 50% equity interest in the Tenant to CLH America Inc., and proposes to complete the transaction on or around January 1, 2024. This transaction would constitute a change of control and transfer under the lease, which requires the consent of the Landlord.

**Staff Evaluation/Justification:**

Staff has reviewed the terms of the change of control transaction, and recommends the Port Commission approve the change of control of the tenant under this lease.

## H. CHANNEL INFRASTRUCTURE

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<b>Subject</b>	<b>4. Approve renewal of the following expiring Port Authority licenses for new thirty-year terms: Easton Energy Pipelines LLC, Enterprise Texas Pipeline LLC, and Linde Inc.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, authorize the Port Authority to approve renewal of the following expiring Port Authority licenses for new thirty-year terms: Easton Energy Pipelines LLC, Enterprise Texas Pipeline LLC, and Linde 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.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

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

<b>30 Year Term</b>		
<b>Company</b>	<b>File No.</b>	<b>License Fee*</b>
Easton Energy Pipelines LLC	2004-0065	\$107,998
Enterprise Texas Pipeline LLC	2004-0464	\$37,474
Linde Inc.	2003-0400	\$12,788
<b>Total</b>		<b>\$158,260</b>

\*License fee is calculated for the first 10 years of the agreement for the 30-year term licenses.

**Staff Evaluation/Justification:**

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

Staff recommends approval.

## H. CHANNEL INFRASTRUCTURE

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<b>Subject</b>	<b>5. Approve a private adjacency barge fleeting lease agreement with, and issue a marine construction permit to, Kirby Inland Marine, LP for approximately 5.632 acres of submerged land in the San Jacinto River for a minimum amount of \$262,518 for a ten-year term.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, authorize the Port Authority to approve a private adjacency barge fleeting lease agreement with, and issue a marine construction permit to, Kirby Inland Marine, LP for approximately 5.632 acres of submerged land in the San Jacinto River for a minimum amount of \$262,518 for a ten-year term, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Kirby Inland Marine, LP (Kirby), Port Authority File No. 2023-0244 (lease) and Port Authority File No. 2023-0245 (marine construction permit), has applied for a private adjacency barge fleeting lease agreement and a marine construction permit to barge fleet on 5.12 acres of submerged land and use 0.512 acres of fill in the San Jacinto River, adjacent to land in the Nathaniel Lynch Survey, A-44, Harris County, Texas.

Staff is informed that Kirby operates the nation's largest fleet of inland tank barges and towing vessels to transport liquid bulk cargo, petrochemicals, refined products, black oil, and agricultural chemicals from producers to intermediaries to end users, with a service area spanning the Intercoastal Waterway from Brownsville, Texas to St. Marks, Florida, and the Mississippi River and its tributaries.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The lease and permit are subject to the Port Authority's usual terms and conditions, for an initial lease fee of \$2,016 per month, for a minimum amount of \$262,518 for a ten-year term. The \$675 application fee has been paid.

Staff recommends approval.

## H. CHANNEL INFRASTRUCTURE

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<b>Subject</b>	<b>6. Issue a pipeline license to South Texas NGL Pipeline LLC for one 6-inch propylene pipeline crossing the Port Terminal Railroad Association Southside Mainline railroad right-of-way near Rohm and Haas Road and Independence Parkway.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, authorize the Port Authority to issue a pipeline license to South Texas NGL Pipeline LLC for one 6-inch propylene pipeline crossing the Port Terminal Railroad Association Southside Mainline railroad right-of-way near Rohm and Haas Road and Independence Parkway, 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:**

South Texas NGL Pipeline LLC, Port Authority File No. 2023-0358, has applied for a pipeline license for one 6-inch propylene pipeline crossing the Port Terminal Railroad Association Southside Mainline railroad right-of-way near Rohm and Haas Road in the G.M. Patrick Survey, A-624 and near Independence Parkway in the George Ross Survey, A-626.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department and Port Terminal Railroad Association. The license is subject to the Port Authority's usual terms and conditions, for a 30-year term, and at a fee of \$9,544 for the first ten years of the 30-year term. The \$1,000 application fee and the \$10,000 as-built deposit have been paid.

Staff recommends approval.

## H. CHANNEL INFRASTRUCTURE

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<b>Subject</b>	<b>7. Amend a pipeline license issued to HSC Pipeline Partnership, LLC for the addition of a surface site on the Port Authority's Sims Bayou property.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, authorize the Port Authority to amend a pipeline license issued to HSC Pipeline Partnership, LLC for the addition of a surface site on the Port Authority's Sims Bayou property, 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:**

HSC Pipeline Partnership, LLC, Port Authority File No. 2022-0354, has applied to amend a 6-inch pipeline license for the addition of a 5 foot x 20-foot surface site on the Port Authority's Sims Bayou property, in the M.A. Callahan and Allen Vince Survey, A-9, Harris County, Texas.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations and Real Estate departments, and Port Terminal Railroad Association. The license is subject to the Port Authority's usual terms and conditions. A fee of \$7,214, the \$1,000 application fee, and the \$10,000 as-built deposit have been paid.

Staff recommends approval.



## H. CHANNEL INFRASTRUCTURE

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<b>Subject</b>	<b>8. Terminate all existing Beltway 8 property easements and licenses for Kinder Morgan Texas Pipeline LLC and its predecessors, and issue a pipeline easement for a 16-inch pipeline and relocation agreement to Kinder Morgan Texas Pipeline LLC across the Beltway 8 property.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, terminate all existing Beltway 8 property easements and licenses for Kinder Morgan Texas Pipeline LLC and its predecessors, and issue a pipeline easement for a 16-inch pipeline and relocation agreement to Kinder Morgan Texas Pipeline LLC across the Beltway 8 property, 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:**

As part of the Houston Ship Channel Expansion Improvement Project (Project 11), a new one-time use dredged material placement area (DMPA) is planned to be built on the Port Authority's Beltway 8 property. Several pipelines covered under several easements belonging to Kinder Morgan Texas Pipeline, LLC (Kinder Morgan) must be relocated around this new DMPA. The existing easements, which would be terminated and replaced by this new easement, require the Port Authority to provide a new location for the pipelines and the relocations to be at the pipeline owner's expense.

This new easement across the Port Authority's Beltway 8 property for a 16-inch pipeline is to be issued to Kinder Morgan under Port Authority File No. 2023-0321. A similar new easement for an 8-inch pipeline was approved in the September 2023 Port Commission meeting replacing different Kinder Morgan pipelines on a different portion of Beltway 8.

**Staff Evaluation/Justification:**

The relocation has been coordinated with the Port Authority's Channel Operations department. The easement is to be issued with substantially the same terms as the original easements.

Staff recommends approval.

## I. COMMERCIAL

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<b>Subject</b>	<b>1. Award a contract for broker services to Colliers International Houston, Inc. for marketing and leasing of the Greens Bayou Terminal property for a fee of 1% of the base rent over the first initial ten years, paid in three installments based on the lease structure.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, award a contract for broker services to Colliers International Houston, Inc. for marketing and leasing of the Greens Bayou Terminal property for a fee of 1% of the base rent over the first initial ten years, paid in three installments based on the lease structure, 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:**

Real Estate

**Staff Contact:**

Jim Vo

**Background:**

The Greens Bayou Terminal property consists of approximately 339 gross acres which including wetlands, waterfront land, and submerged land. This property was previously under lease with Contanda Terminals LLC which commenced in October 2017, terminated March 2020, and has been vacant since that time.

By Minute No. 2023-0725-17, the Port Commission approved a broker vendor pool from which to select firms to advise and assist with the Port Authority's real estate brokerage and consulting needs.

Staff now proposes to obtain Broker services to market the Greens Bayou Terminal property, procure potential tenants, negotiate, and finalize a lease agreement. A short list of brokers selected from the broker vendor pool went through the bid proposals and interview process prior to final selection. Colliers International Houston, Inc. is part of this vendor pool.

**Staff Evaluation/Justification:**

Staff recommends the Port Commission award a contract for broker services to Colliers International Houston, Inc. as described above.

## I. COMMERCIAL

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<b>Subject</b>	<b>2. Approve a lease for a five-year term with a five-year mutual extension option with Enstructure Richardson I LLC for approximately 12.55 acres out of Blocks 33 and 33A at Industrial Park East, at an annual base rent of approximately \$512,395, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, approve a lease for a five-year term with a five-year mutual extension option with Enstructure Richardson I LLC for approximately 12.55 acres out of Blocks 33 and 33A at Industrial Park East, at an annual base rent of approximately \$512,395, subject to annual base 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.

**Category:**  
Leases

**Department:**  
Real Estate

**Staff Contact:**  
John A. Moseley/Ben Licata

**Background:**  
Enstructure Richardson I LLC (Enstructure) has requested that the Port Authority lease it a total of approximately 12.55 acres out of its Blocks 33 and 33A at Industrial Park East for a five-year term with a five-year mutual extension option. Enstructure (and its predecessor entity, R. Warehousing & Port Services, Inc.) has previously leased a total of approximately 11.83 acres of the property (consisting of a 7.83-acre tract and a 4.00-acre tract) since 2021 on a month-to-month basis, for storage and handling of steel products and general cargo.

In 2023, the Port Authority acquired fee simple interest in an undeveloped public right-of-way of approximately 0.73 acres from the City of Houston through abandonment and sale. Such right-of-way is located between the Port Authority's Blocks 33 and 33A. Now that the Port Authority owns this 0.73-acre tract, Enstructure has requested to lease such tract together with Blocks 33 and 33A for a total of approximately 12.55 acres.

**Staff Evaluation/Justification:**

Staff recommends the Port Commission approve the proposed lease with Enstructure under the terms described above.

## J. FINANCE

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<b>Subject</b>	<b>1. Approve and adopt the proposed Internal Audit 2024 Annual Audit Plan.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, approve and adopt the proposed 2024 Annual Audit Plan, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**  
General

**Department:**  
Internal Audit

**Staff Contact:**  
Shannon Williams

**Background:**  
Section 5007.226(e) of the Texas Special District Local Laws Code requires that the Port Commission "create, approve, and make available on the Port Authority's website a risk-based annual audit plan."

During the fourth quarter of 2023, the Port Authority's Internal Audit group updated the Annual Risk Assessment (ARA) in accordance with applicable professional auditing standards. Based on the ARA results and input from the Audit Committee and Port Authority staff, Internal Audit drafted a proposed Annual Audit Plan to serve as the primary guide to carry out its audit responsibilities in an efficient manner for the 2024 fiscal year.

**Staff Evaluation/Justification:**

The proposed Annual Audit Plan was presented to the Audit Committee at its meeting on October 24, 2023. The plan focuses on the following key areas:

- Infrastructure (e.g., project and construction management);
- Administration and governance (e.g., information security);
- Information Technology (e.g., cybersecurity governance and inventory management);
- Finance and Accounting (e.g., Port of Houston Authority Other Post-Employment Benefits Plan (OPEB Plan), contract compliance, and investments);
- Procurement (e.g., policies and procedures, and interlocal co-op agreements); and
- Entity compliance (e.g., federal regulations, statutes, tariffs, and internal policies).

The plan is a flexible commitment and may be revised during the year with guidance and input from the Audit Committee, input from Port Authority staff based on audit results and findings, and consideration of internal control procedures and assessment of high-risk areas.

Following review of and discussion regarding the draft plan with the Audit Committee, staff recommends the Port Commission approve and adopt the proposed Internal Audit 2024 Annual Audit Plan.

## J. FINANCE

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**Subject**                    **2. Authorize payment to the Harris County Appraisal District for appraisal services to be provided to the Port Authority for fiscal year 2024 in an amount not to exceed \$405,000, and payment to the Harris County Tax Assessor-Collector for collection services for the 2023 tax year in an amount not to exceed \$1,100,000.**

Meeting                    Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its December 12, 2023 meeting, (i) authorize payment to the Harris County Appraisal District for appraisal services to be provided to the Port Authority for fiscal year 2024 in an amount not to exceed \$405,000, (ii) authorize payment to the Harris County Tax Assessor-Collector for tax collection services for the 2023 tax year in an amount not to exceed \$1,100,000, and (iii) 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:**  
Controller

**Staff Contact:**  
Curtis Duncan

**Background:**

The Harris County Appraisal District provides appraisal services to the Port Authority in connection with its ad valorem taxes. As provided in Section 6.06(d), Texas Property Tax Code, "each taxing unit [e.g., the Port Authority] participating in the [appraisal] district is allocated a portion of the amount of the budget equal to the proportion that the total dollar amount of property taxes imposed in the [appraisal] district by the unit for the tax year in which the budget proposal is prepared bears to the sum of the total dollar amount of property taxes imposed in the [appraisal] district by each participating unit for that year."

In addition, pursuant to statute, the Harris County Tax Assessor-Collector is charged with the assessment and collection of taxes levied on behalf of the Port Authority within the Port Authority's jurisdiction, and receives compensation for such services as agreed to by the Port Commission and Harris County Commissioners Court. In July 2007, the Harris County Commissioners Court adopted a fee schedule, which remains in use at the present time, such that each taxing unit is charged property tax collection fees at the rate of \$1.10 per parcel plus \$0.0275 per hundred dollars of taxable valuation.

**Staff Evaluation/Justification:**

The Harris County Appraisal District has indicated that the estimated cost allocation to the Port Authority for appraisal services to be provided for fiscal year 2024 is under \$405,000. Staff recommends that the Port Commission authorize payment of such expense, which is usually invoiced and paid in four quarterly installments, the first of which is due by December 31, 2023, in the not to exceed amount referenced above.

The Harris County Tax Assessor-Collector has notified the Port Authority that the estimated preliminary property tax collection fees for the 2023 tax year is under \$1,100,000. This fee is normally withheld at the rate of 2.5% from all Port Authority tax collections starting July 2023 until the full amount is collected. Staff recommends Port Commission authorization of such collection fees, in the not to exceed amount referenced above.

## K. INFRASTRUCTURE

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<b>Subject</b>	<b>1. Award a contract to C. F. McDonald Electric, Inc. for the purchase and delivery of electrical substation equipment for Container Yard 8 at Bayport Container Terminal in an amount not to exceed \$2,996,469.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, award a contract to C. F. McDonald Electric, Inc. for the purchase and delivery of electrical substation equipment for Container Yard 8 at Bayport Container Terminal in an amount not to exceed \$2,996,469, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This contract would provide for purchase and delivery of electrical substation equipment to the Bayport Terminal by a licensed distributor of the equipment.

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. Twenty vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On November 1, 2023, one RFP response was received and opened. The response was reviewed and evaluated by staff in accordance with the selection criteria published in the RFP.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to C. F. McDonald Electric, Inc. for the purchase and delivery of electrical substation equipment, and act as otherwise described above.

## K. INFRASTRUCTURE

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<b>Subject</b>	<b>2. Award a professional services contract to Burrer Engineering for communication and power layout expansion design at the west end of Barbours Cut Terminal in an amount not to exceed \$201,847.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, authorize award of a professional services contract with Burrer Engineering for communication and power layout expansion design at the west end of Barbours Cut Terminal in an amount not to exceed \$201,847, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project consists of the design of the expansion of the power and communication layout at the west end of Barbours Cut Terminal, to bring fiber and power to select poles, as needed to allow wireless communications in the area.

**Staff Evaluation/Justification:**

Staff has determined that Burrer Engineering is the most highly qualified provider for these professional services, and requests that the Port Commission approve this contract for the communication and power layout expansion at the west end of Barbours Cut Terminal.

## **K. INFRASTRUCTURE**

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<b>Subject</b>	<b>3. Enter into a Pipeline Crossing Agreement with Union Pacific Railroad Company for two proposed waterline crossings at south Turning Basin Terminal and authorize a payment to Union Pacific in an amount not to exceed \$16,440.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, enter into a Pipeline Crossing Agreement with Union Pacific Railroad Company (Union Pacific) for two proposed waterline crossings at south Turning Basin Terminal and authorize a payment to Union Pacific in an amount not to exceed \$16,440, 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:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

The Port Authority intends to rehabilitate the water distribution systems at South Turning Basin Terminal at Wharves 1-4 and Wharves 41-48. Part of the project consists of boring under Union Pacific right-of-way at two separate locations for new waterline installations. The new waterlines would connect to existing City of Houston water meters.

**Staff Evaluation/Justification:**

Port Authority staff has concluded that the pipeline crossing agreement and funding are required to proceed with the waterline rehabilitation project.

Accordingly, staff recommends that the Port Commission authorize the agreement with Union Pacific and funding.



## L. OPERATIONS

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<b>Subject</b>	<b>1. Award a contract to Aries Building Systems, LLC for the purchase of a modular building for Central Maintenance at Turning Basin Terminal, using the Local Government Purchasing Cooperative's BuyBoard Program, in an amount not to exceed \$170,000.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, issue a purchase order to Aries Building Systems, LLC for the purchase of a modular building for Central Maintenance at Turning Basin Terminal, using the Local Government Purchasing Cooperative's BuyBoard Program, in an amount not to exceed \$170,000, 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:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

A twelve-person crew of Port Authority Maintenance employees is responsible for maintaining and repairing marine assets including wharves, fender systems, cleats, and netting, and completing other Facility Inspection and Condition Assessment Program (FICAP) projects. This team currently occupies a 50+ year old building behind the Central Maintenance main office building.

The Port Authority is seeking to obtain a modular building that would adequately accommodate this crew, and provide space for training, uniform storage, offices for foreman and two captains, and a breakroom.

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

**Staff Evaluation/Justification:**

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

The Central Maintenance department has determined that the best availability, price, and contract term for the modular building is provided by Aries Building Systems, LLC under the pricing schedule obtained from that vendor's contract with the Local Government Purchasing Cooperative's BuyBoard Program.

Staff recommends that the Port Commission approve this best value determination and award a contract to Aries Building Systems, LLC for the purchase of a modular building for Central Maintenance at Turning Basin Terminal.

## L. OPERATIONS

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<b>Subject</b>	<b>2. Issue a purchase order to Rush Truck Centers of Texas, LP dba Rush Truck Center, Houston for the purchase of one 2023 Peterbilt truck with a 4,500-gallon fuel tank for Bayport Container Terminal, using the Local Government Purchasing Cooperative's BuyBoard Program, in an amount not to exceed \$330,000.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, issue a purchase order to Rush Truck Centers of Texas, LP dba Rush Truck Center, Houston for the purchase of one 2023 Peterbilt truck with a 4500-gallon fuel tank for Bayport Container Terminal, using the Local Government Purchasing Cooperative's BuyBoard Program, in an amount not to exceed \$330,000, 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:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

The Port Authority currently owns one 2002 2,000-gallon truck and one 2006 4,500-gallon diesel fuel truck operating at Bayport Container Terminal. These units are used daily for dispensing diesel fuel to over 90 container-handling machines across an expanding yard. Each fuel truck has only one dispenser and neither truck is fit for efficient night-time fueling of the various container handling equipment requiring high and low flow rates, and for fueling from both sides of the vehicle. A new mobile truck will allow fueling from both sides, and various filling rates, and outfitting with adequate lighting and markings for safer night operation.

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

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring this item through the BuyBoard Cooperative Purchasing Program is the method that both satisfies competitive purchase requirements and provides the best value to the Port Authority.

The BuyBoard website lists many pre-approved providers of equipment. Bayport Maintenance staff looked at such providers and determined that the 2023 Peterbilt truck with a 4,500-gallon fuel tank is the model that best meets the Port Authority's requirements, and that Rush Truck Centers of Texas, LP dba Rush Truck Center, Houston is the vendor with the best price for that model. Its pricing for the selected model was reviewed and approved by BuyBoard.

Staff recommends that the Port Commission approve this best value determination and issuance of a purchase order to Rush Truck Centers of Texas, LP dba Rush Truck Center, Houston for the purchase of one 2023 Peterbilt truck with a 4,500-gallon fuel tank.

## **L. OPERATIONS**

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<b>Subject</b>	<b>3. Authorize payment to Kalmar, the sole source provider, for annual maintenance services for the marine terminal position detection software system for Barbours Cut Terminal and Bayport Container Terminal in an amount not to exceed \$215,377.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, authorize payment to Kalmar for annual maintenance & support services for the marine terminal position detection software system for Barbours Cut Terminal and Bayport Container Terminal pursuant to the current contract between Kalmar and the Port Authority, for a one-year term beginning January 1, 2024 in an amount not to exceed \$215,377, 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:**

Michael Shaffner

**Background:**

By Minute No. 2019-0924-45, a contract was awarded to Kalmar to provide for the implementation and maintenance of a marine terminal position detection software system for use at both Port Authority container terminals. The position detection software system improves operator efficiency by automating container location position updates, eliminating the need to stop operating the crane and manually input container position updates.

The contract describes the year-to-year maintenance services that are required to be performed and sets forth the maintenance fee for each one-year maintenance term. The maintenance fee for each one-year term is based upon the total amount of cranes using the Position Detection System. The maintenance fee for January 1, 2024 through December 31, 2024 would be in an amount not to exceed \$215,377.

**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 is the sole source for annual maintenance services for the marine terminal position detection software system for Barbours Cut Terminal and Bayport Container Terminal.

Staff recommends the Port Commission authorize payment to Kalmar for annual maintenance services for the marine terminal position detection software system for Barbours Cut Terminal and Bayport Container Terminal.

## L. OPERATIONS

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<b>Subject</b>	<b>4. Award a three-year maintenance and support contract to IdSoftware Identification Management Systems, LLC, for the Transportation Worker Identification Credential reader software application installed at Bayport Container Terminal and Barbours Cut Terminal truck gates in an amount not to exceed \$172,074.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, award a three-year maintenance and support contract to IdSoftware Identification Management Systems, LLC, for the Transportation Worker Identification Credential reader software application installed at Bayport Container Terminal and Barbours Cut Terminal truck gates in an amount not to exceed \$172,074, 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:**

Michael Shaffner

**Background:**

By Minute No. 2018-1030-39, the Port Commission awarded a contract to IdSoftware Identification Management Systems, LLC for a Transportation Worker Identification Credential (TWIC) reader software application to be used at Bayport Container Terminal and Barbours Cut Terminal truck gates. The original contract provided equipment for a total of five truck lanes at Bayport Container Terminal and two at Barbours Cut Terminal.

The Barbours Cut Terminal gate has recently undergone an expansion and additional TWIC reader lane equipment is needed to provide for a total of five lanes utilizing the TWIC reader software at the truck gates.

This application enables the automation of the TWIC verification process and is considered a security enhancement; IdSoftware uses facial matching as the primary biometric, fingerprint as secondary, and remote vetting via live camera feed as a final method.

The renewed maintenance and support agreement would be for a three-year term beginning January 1, 2024, paid annually, and would cover all components and software deployed.

**Staff Evaluation/Justification:**

The use of the TWIC reader software application provides an automated process to validate a TWIC card and/or the ability to manually validate from a remote location, thereby eliminating the need to have a physical guard in each TWIC truck lane. In addition, the software provides additional security checks resulting in an enhanced TWIC screening process.

Staff recommends the Port Commission award a three-year contract to IdSoftware for the TWIC reader application installation at Bayport Container Terminal and Barbours Cut Terminal.

## L. OPERATIONS

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**Subject** 5. Issue Stevedore Licenses for one-year terms commencing January 1, 2024 to Agri American Stevedores, LLC; APS Stevedoring, LLC; BBM Terminals Corp.; SSA Gulf, Inc.; Cooper/Ports America LLC.; CT Stevedoring, Inc.; Gulf Stream Marine, Inc.; Jacintoport International, LLC; Kinder Morgan, Inc.; Empire Stevedoring (Houston), Inc.; Enstructure Richardson II, LLC (previously known as Richardson Stevedoring, and Logistics Services, Inc.); Schroder Marine Service; Suderman Contracting Stevedoring, Inc.; and Terminal Link Texas, upon each applicant's satisfactory completion of all requirements and obligations for license issuance.

Meeting Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission at its December 12, 2023 meeting, grant authority to issue Stevedore Licenses for one-year terms commencing January 1, 2024 to Agri American Stevedores, LLC; APS Stevedoring, LLC; BBM Terminals Corp.; SSA Gulf, Inc.; Cooper/Ports America LLC.; CT Stevedoring, Inc.; Gulf Stream Marine, Inc.; Jacintoport International, LLC; Kinder Morgan, Inc.; Empire Stevedoring (Houston), Inc.; Enstructure Richardson II, LLC (previously known as Richardson Stevedoring, and Logistics Services, Inc.); Schroder Marine Service; Suderman Contracting Stevedoring, Inc.; and Terminal Link Texas, upon each applicant's satisfactory completion of all requirements and obligations for license issuance, 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:**

Operations

**Staff Contact:**

Jeff Davis

**Background:**

By Minute No. 2022-1206-47, the Port Commission awarded certain stevedore licenses for one-year terms expiring December 31, 2023.

Staff is currently receiving stevedore license applications from companies interested in being licensed to work at Port Authority facilities during 2024 as set forth below and is in the process of reviewing those applications.

<b>Stevedores</b>	<b>Location</b>
Agri American Stevedores	HPGE#2
APS Stevedoring, LLC	North Side Turning Basin
BBM Terminals	South Side City Dock 3
SSA Gulf, Inc.	Barbours Cut Terminal, Bayport Container Terminal
Cooper/Ports America LLC.	North Side Turning Basin, Barbours Cut Terminal, Bayport Container Terminal
CT Stevedoring, Inc.	North Side Turning Basin, Barbours Cut Terminal, Bayport Container Terminal
Empire Stevedoring (Houston), Inc.	Empire Stevedoring (Houston), Inc. facility, Care, Jacintoport
Gulf Stream Marine	Care, Jacintoport, Empire Stevedoring (Houston), Inc. facility
Jacintoport International, LLC	Jacintoport, Care, Empire Stevedoring (Houston), Inc. facility
Kinder Morgan	Bulk Plant
Enstructure Richardson II, LLC	North Side Turning Basin, Woodhouse, Barbours Cut Terminal, Bayport Container Terminal
Schroder Marine Services	North Side Turning Basin
Suderman Contracting Stevedoring, Inc.	North Side Turning Basin
Terminal Link Texas	Barbours Cut Terminal and Bayport Container Terminal

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission authorize issuance of stevedore licenses to the applicants as set forth above for the identified Port Authority facilities; provided however, that issuance be conditioned upon the applicant's satisfactory completion of outstanding license requirements and

obligations, if any, and satisfaction of current license requirements.

## L. OPERATIONS

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<b>Subject</b>	<b>6. Authorize a compliance agreement with U.S. Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine program relating to the certification of Port Authority facilities for the handling of refrigerated containers completing cold treatment.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, authorize a compliance agreement with U.S. Department of Agriculture, Animal and Plant Health Inspection Service, Plant Protection and Quarantine program relating to the certification of Port Authority facilities for the handling of refrigerated containers completing cold treatment, 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:**  
Operations

**Staff Contact:**  
Candice Armenoff

**Background:**  
Certain fruits, vegetables, and other articles undergo cold treatment in refrigerated containers during the import process into the United States, as required by the Department of Agriculture, to address the risk of pest infestation. All facilities used for the storage of imported refrigerated fruits or vegetables completing cold treatment must be certified by U.S. Department of Agriculture, Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine program. Recertification of the facility or carrier is required every three years, or as often as APHIS directs.

Staff has sought this certification to allow cargo volumes completing cold treatment to be moved through Port Authority facilities, and therefore more directly to the surrounding region.

Certification requires the execution of a compliance agreement between the facility operator and APHIS. The compliance agreement sets forth the standard operating procedures for cold treatment at Port Authority container terminals. The Port Authority would be obligated to adhere to these standard operating procedures as well as requirements of federal laws and regulations relating to cold treatment facilities.

**Staff Evaluation/Justification:**  
Staff recommends the Port Commission approve the above agreement.



## L. OPERATIONS

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<b>Subject</b>	<b>7. Authorize updates to Tariffs 8, 14, and 15 relating to the handling of refrigerated containers completing cold treatment.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, authorize updates to Tariffs 8, 14, and 15 relating to the handling of refrigerated containers completing cold treatment, 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:**

Operations

**Staff Contact:**

Candice Armenoff

**Background:**

The Port Authority is seeking certification from the Department of Agriculture to become a facility that is certified to handle imported refrigerated fruits or vegetables completing cold treatment. Certification requires the execution of a compliance agreement between the facility operator (Port Authority) and U.S. Department of Agriculture, Animal and Plant Health Inspection Service (APHIS), Plant Protection and Quarantine program that sets forth the standard operating procedures for cold treatment at Port Authority container terminals.

In connection with this compliance agreement, it is appropriate and necessary to enact tariff provisions to require compliance with cold treatment procedures by Port Authority facility users. These procedures include (but are not limited to) the requirement to share data regarding refrigerated container cold treatment status with the Department of Agriculture as required by law and federal regulation. These tariff provisions are intended to promote compliance with the federal regulations and rules relating to cold treatment by facility users.

**Staff Evaluation/Justification:**

Staff recommends the Port Commission approve the described tariff provisions.

## **L. OPERATIONS**

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<b>Subject</b>	<b>8. Authorize updates to Tariff 8 relating to parking rules and violations.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, authorize updates to Tariff 8 relating to parking rules and violations, 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:**  
Operations

**Staff Contact:**  
Jeff Davis

**Background:**  
Port Authority police have observed parking violations and disruptive parking practices at Port Authority facilities, including but not limited to the abandoning of personal vehicles at Port Authority facilities. Although Tariff 8, Subrule 069 currently includes rules related to driving, staff recommends refining and clarifying these rules to address parking that is disruptive to port operations, unsafe, not in designated parking areas, or not otherwise permitted.

**Staff Evaluation/Justification:**  
Staff recommends the Port Commission approve the described tariff provisions related to parking rules and violations.

## L. OPERATIONS

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<b>Subject</b>	<b>9. Authorize updates to Tariff 14 and 15 regarding billing practices, gate operations start time, and extended gate hours.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, authorize updates to Tariffs 14 and 15 regarding billing practices, gate operations start time, and extended gate hours, 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:**

Operations

**Staff Contact:**

Ryan Mariacher

**Background:**

Staff recommends updates in Tariffs 14 and 15, regarding billing users' applicable throughput charges by the vessel sail date and identifying tank loads.

Additionally, staff recommends updated provisions regarding gate operations start time and deadlines for requesting extended gate hours.

Finally, staff also recommends increasing the volume requirements associated with extended gate hours, in consideration of the resources expended.

**Staff Evaluation/Justification:**

Staff recommends the Port Commission approve the described tariff provisions.

## M. PEOPLE

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<b>Subject</b>	<b>1. Authorize funding for calendar year 2024 for payment of claims from the Port Authority's self-funded group medical benefits program for active employees and retirees who are not Medicare-eligible, and eligible dependents, in an amount not to exceed \$17,500,000.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, authorize funding for calendar year 2024 for payment of claims from the Port Authority's self-funded group medical benefits program for active employees and retirees who are not Medicare-eligible, and eligible dependents, in an amount not to exceed \$17,500,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Human Resources

**Staff Contact:**

Roger Walter

**Background:**

By Minute No. 2022-1206-50, the Port Commission awarded a contract to Gallagher Benefits Services, Inc. to provide employee benefits consulting services, including assisting in: development of requests for proposals for group insurance coverages; evaluation of proposals; negotiation of renewal rates; and recommendations on provider selections.

In September 2018, after having reviewed proposals and analyzed the costs of a self-funded program compared to a fully insured medical program, the Port Authority proceeded with the implementation of a self-funded group medical benefits program administered with Aetna as the Third-Party Administrator (TPA).

The Pension and Benefits Committee was given a summary on the status of the 2022 and 2023 medical program at its September 25, 2023 meeting. Gallagher and staff recommended, and the Pension and Benefits Committee concurred, that the Port Authority continue with the self-funded program for calendar year 2024.

**Staff Evaluation/Justification:**

The Port Authority's open enrollment period for calendar year 2024 occurred from October 30 to November 10, 2023. Based upon the enrollment information and the review of historical claims data, staff and Gallagher recommend that \$17,500,000 be reserved for the self-insurance account to pay for all covered medical and pharmaceutical claims expected for calendar year 2024 from the Port Authority's self-funded group medical insurance program for active employees, retirees who are not Medicare-eligible, and their dependents.

The payment of covered claims from the dedicated funds would be administered by Aetna pursuant to its third-party administration services agreement with the Port Authority.

Staff recommends the Port Commission approve the above funding request.

## M. PEOPLE

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<b>Subject</b>	<b>2. Approve a change order with BKJ Global Management Consulting, LLC for additional project management, analysis, and testing services for the Next Generation (NXGEN) Collaboration project for an additional amount not to exceed \$150,000.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, approve a change order with BKJ Global Management Consulting, LLC for additional project management, analysis, and testing services for the Next Generation (NXGEN) Collaboration project for an additional amount not to exceed \$150,000, 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:**

Enterprise Collaboration

**Staff Contact:**

Courtney Sullivan-Ward

**Background:**

By Minute No. 2022-1027-58, the Port Commission approved the award of a contract with BKJ Global Management Consulting, LLC for project management services for the Next Generation (NXGEN) Collaboration initiative.

The Port Authority's NXGEN Collaboration initiative aims to migrate the intranet and Records Center from an on-premise solution into the cloud-based Software as a Service (SaaS) platforms of SharePoint Online and Microsoft Teams, enhancing the Port Authority's ability to communicate and collaborate.

The Port Authority is seeking approval to issue a change order to purchase additional project management services in an amount not to exceed \$150,000, for a total contract amount not to exceed \$320,000.

**Staff Evaluation/Justification:**

Additional project management services are critical to the success of the NXGEN Collaboration effort. Staff has determined that issuing a change order to BKJ Global Management Consulting, LLC is the best value to the Port Authority and therefore recommends the Port Commission approve this purchase.

## **N. SECURITY AND EMERGENCY OPERATIONS**

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<b>Subject</b>	<b>1. 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 Port Operations and Port Security and Emergency Operations Divisions, using the Houston-Galveston Area Council's cooperative purchase program, in an amount not to exceed \$500,000.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, approve a purchase order to Motorola Solutions for purchase of land mobile radio equipment including radios, batteries, chargers, related hardware, and accessories for the Port Operations and Port Security and Emergency Operations Divisions, using the Houston-Galveston Area Council's cooperative purchase program, in an amount not to exceed \$500,000, 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:**

Emergency Management

**Staff Contact:**

Colin Rizzo

**Background:**

Motorola Land Mobile Radio (LMR) equipment, including handheld, mobile, and base stations, are used daily by Port Authority maintenance and operations personnel, crane operators, and clerks to accomplish their tasks in a safe and efficient manner. The Port Security and Emergency Operations Division, including contract security, police, and fire departments, also uses Motorola LMR equipment to maintain security at all terminals and respond to incidents and other emergencies. Authentic Motorola parts and accessories are required to service the LMR equipment which comprise the vast majority of the approximately 1,800 radios in use.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring land mobile radio equipment through the Houston-Galveston Area Council's cooperative purchase program is the method that both satisfies competitive purchase requirements and provides the best value to the Port Authority and staff has determined that the best price for this equipment can be offered in this fashion.

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

## **N. SECURITY AND EMERGENCY OPERATIONS**

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<b>Subject</b>	<b>2. Enter into a three-year governmental services contract with the City of La Porte Emergency Medical Service for emergency medical services in an amount not to exceed \$247,239.75.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, authorize a three-year governmental services contract with the City of La Porte Emergency Medical Service for emergency medical services in an amount not to exceed \$247,239.75, 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:**

Fire

**Staff Contact:**

William Buck

**Background:**

The Port Authority's Fire Department provides first responder medical services at Barbours Cut Terminal and Bayport Container Terminal. The City of La Porte Emergency Medical Service (EMS) currently provides follow-on EMS services as required, including ambulance response, and transport of injured persons to appropriate medical facilities.

The current three-year contract for these services is set to expire on January 31, 2024, and it is in the best interest of the Port Authority to maintain on-call EMS services for the safety of its workforce.

**Staff Evaluation/Justification:**

Due to the continued potential need for emergency medical services at Barbours Cut Terminal and/or Bayport Container Terminal, staff recommends that the Port Commission enter into this contract with the City of La Porte for EMS services.

## O. TECHNOLOGY

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Subject	<b>1. Approve staff's ranking and award services agreements for Next Generation (NXGEN) Enterprise Resource Planning (ERP), Phase III as follows: Aight Solutions, for implementation, consulting, and professional services in an amount not to exceed \$15,000,000 as to Scope 1; TREScope, for implementation, consulting, and professional services in an amount not to exceed \$970,000 as to Scope 1A; and TREScope, for implementation, consulting, and professional services in an amount not to exceed \$3,100,000 as to Scope 2.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting: (a) As to Scope 1: approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order – first, Aight Solutions; and second, Deloitte Consulting, LLP; and (i) award a services agreement for Next Generation (NXGEN) Enterprise Resource Planning (ERP), Phase III to Aight Solutions for implementation, consulting, and professional services based on the scope of work in the request for proposal, in an amount not to exceed \$15,000,000; (b) As to Scope 1A: approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order – first, TREScope; and second, Jones Lang Lassalle Technologies IP LLC; and (i) award a services agreement for NXGEN ERP, Phase III to TREScope for implementation, consulting, and professional services based on the scope of work in the request for proposal in an amount not to exceed \$970,000; (c) As to Scope 2: approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order – first, TREScope; and second, Jones Lang Lassalle Technologies IP, LLC; and (i) award a services agreement for NXGEN ERP, Phase III to TREScope for implementation, consulting and professional services based on the scope of work in the request for proposal in an amount not to exceed \$3,100,000; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Charles Thompson

**Background:**

The Port Authority is seeking to obtain Software Integrator (SI) consultants to assist it in the configuration, testing, and execution of the selected NXGEN ERP and ancillary applications to replace Oracle JD Edwards ERP and the retirement of other existing applications, as appropriate.

The NXGEN ERP Program has already addressed three phases.

- Phase I - requirements captured for features and functions, which were prioritized for importance by individual departments, and implementation strategies investigated.
- Phase II - AS-IS/TO-BE business process mapping independent of software, alignment of business processes to pain points, moments that matter, and the development of demonstration scenarios.



- Phase III - demonstration sessions provided by the leading Software as a Service (SaaS) application platform providers, which led to the selection of Workday as one of selected platforms.

This is only one part of Phase III in the NXGEN ERP Program. Phase III involved the formal procurement process to select appropriate SI consultants, and included an intradepartmental evaluation team comprised of individuals representing the Finance, Human Resources, Asset Management, Maintenance, and Information Technology departments. The process involved solicitation of responses, face-to-face presentations from short listed participants, multiple clarifications, and Best-and-Final-Offers (BAFO) to arrive at the recommendations outlined in this Request for Commission Action.

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. Thirty-one vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

The NXGEN ERP RFP – Phase III – implementation and support services was a divisible RFP, contained three parts and was released May 2023. On October 30, 2023, fifteen RFP responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFP. Part 1 of the RFP had three proposals submitted, Part 1A had six proposals submitted, and Part 2 had six proposals submitted.

The first round of oral presentations was conducted virtually; proposers were then invited to participate in a second round of oral presentations, which were conducted face to face. Through the entire process, clarifications were requested and received.

Evaluations of these procurement phases were gauged against the "Benefit to the Port" criteria provided within the RFP, and the top rated proposers are:

- Scope 1: Alight Solutions
- Scope 1A: TREScope
- Scope 2: TREScope

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Alight Solutions and TREScope as proving best value, for the NXGEN ERP Phase III: implementation and support services, and act as otherwise described above.

## O. TECHNOLOGY

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**Subject**                    **2. Issue a purchase order to World Wide Technology LLC for professional services to perform a network assessment to improve its resiliency and redundancy, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$325,000.**

Meeting                    Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its December 12, 2023 meeting, issue a purchase order to World Wide Technology LLC for professional services to perform a network assessment to improve its resiliency and redundancy, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$325,000, 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 is seeking to purchase professional services to perform a thorough network assessment to review and provide recommendations to improve network resiliency and redundancy. 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 professional services to perform these services 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 services needed is provided by World Wide Technology LLC 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.

## O. TECHNOLOGY

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**Subject**                    **3. Issue a purchase order to SHI Government Solutions for the purchase of Information Technology servers and related hardware, software, subscriptions, maintenance, and support, to replace end of support server hardware, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$1,600,000.**

Meeting                    Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its December 12, 2023 meeting, issue a purchase order to SHI Government Solutions for the purchase of Information Technology servers and related hardware, software, subscriptions, maintenance, and support, to replace end of support server hardware, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$1,600,000, 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.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Ron Farrow

**Background:**

The Port Authority is seeking to purchase Information Technology (IT) server hardware, software, subscriptions, maintenance and support, and associated peripherals, to replace end of support server hardware, as identified in 2023. 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 IT server hardware, software, subscriptions, maintenance and support, and associated peripherals, to replace end of support server hardware as identified in 2023, through the DIR purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The IT department has determined that the best availability, price, and contract term for the items needed is provided by SHI Government Solutions 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.

## O. TECHNOLOGY

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<b>Subject</b>	<b>4. Issue a purchase order to Durian Consultants LLC for purchase of professional advisory services, using the United States General Services Administration, in an amount not to exceed \$3,000,000.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, issue a purchase order to Durian Consultants LLC for purchase of professional advisory services, using the United States General Services Administration, in an amount not to exceed \$3,000,000, 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 professional advisory services for Workday Financials, Human Capital Management, Organizational Change Management, Program/Project Management, and technology aspects as the Port Authority's advocate during implementation of the NXGEN enterprise resource planning project.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring professional advisory services through the United States General Services Administration (GSA), an agency of the United States, is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority. The Port Authority, as a political subdivision of the State of Texas, is authorized to use GSA for the procurement of certain items (primarily technology, security, and fire/police items).

The Information Technology department has determined that the best availability, price, and contract term for the item needed is provided by Durian Consultants LLC under the pricing schedule obtained from that vendor's contract with GSA.

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

## O. TECHNOLOGY

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<b>Subject</b>	<b>5. Issue a purchase order to SHI Government Solutions for Next Generation (NXGEN) INFOSEC End Point Protection anti-virus (EPP/EDR) software for a five-year term, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$275,000.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, issue a purchase order to SHI Government Solutions for Next Generation (NXGEN) INFOSEC End Point Protection anti-virus (EPP/EDR) software for a five-year term, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$275,000, 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 approval, for a five-year term to be invoiced annually, for Next Generation (NXGEN) INFOSEC End Point Protection anti-virus (EPP/EDR) software. 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 NXGEN INFOSEC EPP/EDR software through the Texas DIR purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The demands of a distributed workforce require cloud-based monitoring of devices, no matter where they are in the world. Many EPP products include a technology called Endpoint Detection and Response (EDR). EDR provides Port Authority information security analysts and support desk technicians with the ability to remotely remediate information security events and incidents if the device can connect to the internet for incident detection and response. The purchase of the NXGEN INFOSEC EPP/EDR software was reviewed to ensure the best availability, price, and contract term for the item needed, which is provided by SHI Government Solutions 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.

## O. TECHNOLOGY

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<b>Subject</b>	<b>6. Issue a purchase order to MCA Communications Inc. for purchase of cameras and installation, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$174,000.</b>
Meeting	Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 12, 2023 meeting, issue a purchase order to MCA Communications Inc. for purchase of cameras and installation, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$174,000, 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 implement Next Generation (NXGEN) INFOSEC Advanced Camera Replacement Project Phase 1. 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 items to support the NXGEN INFOSEC Advanced Camera Replacement Project Phase 1 through the DIR purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Information Technology department has determined that the best availability, price, and contract term for the item needed is provided by MCA Communications 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.

## O. TECHNOLOGY

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**Subject**                    **7. Issue a purchase order to Aries Building Systems, LLC for purchase of a dedicated project management office space structure to support the Next Generation (NXGEN) Enterprise Resource Planning (ERP) implementation project, using Harris County Department of Education's Choice Partners, a cooperative purchase program, in an amount not to exceed \$260,000.**

Meeting                    Dec 12, 2023 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its December 12, 2023 meeting, issue a purchase order to Aries Building Systems, LLC for purchase of a dedicated project management office space structure to support the Port Authority's Next Generation (NXGEN) Enterprise Resource Planning (ERP) implementation project, using Harris County Department of Education's Choice Partners, a cooperative purchase program, in an amount not to exceed \$260,000, 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 a dedicated project management office space structure to support the Port Authority's Next Generation (NXGEN) Enterprise Resource Planning (ERP) implementation project. The multi-year project would include numerous intradepartmental resources working closely together to identify, define, plan, implement, and test the new business processes that are expected to be in place at the Port Authority for the next fifteen years, and this space will accommodate that function.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring dedicated project management office space to support the Port Authority's NXGEN ERP implementation project through the Harris County Department of Education's (HCDE) Choice Partners cooperative 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 Aries Building Systems, LLC under the pricing schedule obtained from that vendor's contract with HCDE under its Choice Partners program.

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