



# PORT COMMISSION MEETING

**December 10, 2024 – AGENDA**





**Tuesday, December 10, 2024**  
**PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY**

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

**A. CALL TO ORDER**

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**B. OPENING REMARKS BY CHAIRMAN AND COMMISSIONERS**

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

**C. APPROVAL OF MINUTES**

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1. Port Commission Public Meeting - October 22, 2024

**D. STAFF REPORTS**

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1. Summary of selected financial and operational matters

**E. APPEARANCES**

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1. Captain Keith M. Donohue, Commanding Officer, U.S. Coast Guard Sector Houston-Galveston
2. Public Comment

**F. EXECUTIVE**

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1. No items.

**G. BUSINESS EQUITY**

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1. No items.

**H. CHANNEL INFRASTRUCTURE**

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**Staff Report** – Selected agenda items – Lori Brownell, Chief Channel Infrastructure Officer

***Awards, Amendments & Change Orders***

1. Amend the professional engineering and auditing services contract with Freese & Nichols, Inc. to (i) extend the term of the contract beyond December 31, 2026, and (ii) expand the scope of services at no additional cost to include the proposed Bayport Container Terminal East End project development.

**Permits/Licenses/Pipeline Easements**

2. Approve the renewal of expiring Port Authority pipeline and transmission line licenses for thirty-year terms for the following entities: ETP Crude LLC and INEOS Chocolate Bayou Pipeline LLC.
3. Issue a marine construction permit to the Buffalo Bayou Partnership for the relocation of an existing floating dock and the construction of new related structures located in Buffalo Bayou.
4. Issue a marine construction permit to the Texas General Land Office for construction of a Texas Coastal Ocean Observation Network station in the San Jacinto River.

**I. COMMERCIAL**

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

**Leases**

1. Approve an amendment to the lease with the Port Terminal Railroad Association for approximately 0.457 acres at Clinton Drive and Dorsett Street, Houston, Texas to extend the term for five years, at an annual base rent of \$11,614.53, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index.
2. Approve an amendment to the lease with AllTrans Port Services LLC for approximately 4.23 acres out of Block 23C at Industrial Park East to extend the term for five years, at an annual base rent of \$186,832.08, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index

**Awards, Amendments & Change Orders**

3. Approve the contract for services to host the 2025 Houston International Maritime Conference at the Hilton Americas Hotel in an amount not to exceed \$350,000.

**Project 11**

4. Approve an amendment to extend the term of the existing license agreement or, alternatively, a new license agreement, with Harris County, Texas, granting the Port Authority access over approximately 0.426 acres within its property located adjacent to the Beltway 8 property.
5. Approve an amendment to extend the term of the existing license agreement or, alternatively, a new license agreement, with Union Pacific Railroad Company, granting the Port Authority access over Union Pacific Railroad Company’s right-of-way located adjacent to the Beltway 8 property.
6. Approve an amendment to extend the term of the existing license agreement or, alternatively, a new license agreement, with Port Terminal Railroad Association, granting the Port Authority access over Port Terminal Railroad Association’s rail crossing located adjacent to the Beltway 8 property.

**J. FINANCE**

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

**General**

1. Authorize payment to the Harris County Appraisal District for appraisal services for fiscal year 2025 in an amount not to exceed \$405,000, and to the Harris County Tax Assessor-Collector for collection services for the 2024 tax year in an amount not to exceed \$1,100,000.

## **K. INFRASTRUCTURE**

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

### ***Awards, Amendments & Change Orders***

1. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$80,298,233 for the construction of Container Yard 8 at Bayport Container Terminal, to the top-ranked proposer Satterfield & Pontikes Construction, Inc.
2. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$600,000, for construction material testing services for construction of Container Yard 8 at Bayport Container Terminal, to the top-ranked proposer Ninyo & Moore Geotechnical and Environmental Sciences.
3. Amend the professional services contract with Lockwood, Andrews & Newnam, Inc., to perform construction-phase services for the construction of Container Yard 8 at Bayport Container Terminal, in an amount not to exceed \$504,871.
4. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$1,576,469 for the communication and power layout expansion at the west end of Barbours Cut Terminal, to the top-ranked proposer McDonald Municipal and Industrial - a Division of C.F. McDonald Electric, Inc.
5. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$9,281,420 for the repair of the Wharves 20 and 21 bulkheads at Turning Basin Terminal, to the top-ranked proposer Orion Construction, LLC.
6. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$7,859,779 for the construction of Container Yard 1 South Phase 1 at Bayport Container Terminal, to the top-ranked proposer Satterfield & Pontikes Construction, Inc.
7. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$490,000 for the 2025 annual fender maintenance at Barbours Cut Terminal and Bayport Container Terminal, to the top-ranked proposer Taylor Marine Construction, Inc.
8. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$900,000 for the 2025 annual wharf and rubber-tired gantry (RTG) crane painting at Barbours Cut Terminal and Bayport Container Terminal, to the top-ranked proposer Blastco Texas, Inc.
9. Amend the professional services contract with RDLR Architects, Inc. to perform work associated with the additional scope and redesign of the maintenance building annex at Bayport Container Terminal in an amount not to exceed \$162,106.
10. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$4,996,697 for Greens Bayou property clearing and grubbing, to the top-ranked proposer MitRes Services, LLC dba Mitigation Resources of North America.

11. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$2,227,413 for the 2025 annual pavement replacement at Barbours Cut Terminal and Bayport Container Terminal, to the top-ranked proposer Forde Construction Company, Inc.

12. Approve staff's ranking of vendors and award a construction contract in an amount not to exceed \$1,000,000 for the 2025 annual pavement replacement at Turning Basin Terminal, to the top-ranked proposer Roman Emperors Road, LLC.

13. Amend the professional services contract with Woolpert, Inc. to perform construction phase services associated with the 2024 design of (i) annual pavement replacement at Barbours Cut Terminal and Bayport Container Terminal, (ii) annual concrete replacement, and (iii) pavement, drainage improvement, and dust control work at Turning Basin Terminal, in an amount not to exceed \$22,300.

14. Approve a change order with Satterfield & Pontikes Construction, Inc. to perform additional work associated with the expansion of exit gate facilities at Bayport Container Terminal in an amount not to exceed \$238,496.

15. Approve a change order with McCarthy Building Services, Inc. to perform additional work associated with Container Yards 6 and 7 at Barbours Cut Terminal in an amount not to exceed \$212,584.

**General**

16. Assign the professional services contract with PRD Land Development Services, LLC to Dunaway Associates, LLC for the predevelopment design on Memorial Tract property.

**L. MAINTENANCE**

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**Staff Report** – Selected agenda item – Paulo Soares, Chief Port Maintenance Officer

**Awards, Amendments & Change Orders**

1. Award a contract to Briggs Equipment, using the Local Government Purchasing Cooperative's BuyBoard program, a cooperative purchase program, for the purchase of two manlift: one Genie Telescopic Boom Model S85XC for Bayport Container Terminal, in an amount not to exceed \$170,000, and one Genie Self-Propelled Articulated Boom Model X-80/60 for Turning Basin Terminal, in an amount not to exceed \$170,000, for a total contract amount not to exceed \$340,000.

**M. OPERATIONS**

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**Staff Report** – Selected agenda items – Ryan Mariacher, Chief Port Operations Officer

**General**

1. Issue Stevedore Licenses for one-year terms commencing January 1, 2025 to Agri American Stevedores, LLC; APS Stevedoring, LLC; BBM Terminals Corp.; Cooper/Ports America, LLC.; CT Stevedoring, Inc.; Enstructure Richardson II, LLC; Gulf Stream Marine, Inc.; Jacintoport International, LLC; Kinder Morgan, Inc.; QSL (previously Empire Stevedoring); Schroder Marine Service; SSA Gulf, Inc.; Suderman Contracting Stevedoring, Inc.; and Terminal Link Texas, upon each applicant's satisfactory completion of all requirements and obligations for license issuance.

**Leases**

2. Approve amendments to the following chassis leases with the Port Authority as lessee: (i) with Interpool, Inc. dba TRAC Intermodal to increase the total base rent by \$69,571, and (ii) with Milestone Equipment Company LLC to increase the total base rent amount by \$293,436.

**N. PEOPLE**

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

**Awards, Amendments & Change Orders**

1. Authorize funding for calendar year 2025 for the payment of claims from the Port Authority’s self-funded group medical benefits program for active employees, retirees who are not Medicare-eligible, and eligible dependents, in an amount not to exceed \$17,000,000.

2. Award a three-year contract with LinkedIn Corporation, the sole source provider, for recruiting and trade marketing access and services, in a total amount not to exceed \$119,373.

3. Issue a purchase order to Office and Furniture Companies of Texas LLC DBA Greater Houston Office Products for the purchase of office supplies, toner cartridges, and copy machine paper, using OMNIA Partners, Public Sector (FKA National Intergovernmental Purchasing Alliance), a cooperative purchase program, in an amount not to exceed \$192,000.

**General**

4. Adopt the proposed 2025 Incentive Award Plan.

**O. SECURITY AND EMERGENCY OPERATIONS**

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1. No items.

**P. TECHNOLOGY**

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

**Awards, Amendments & Change Orders**

1. Approve staff’s ranking of vendors and authorize a five-year Cisco SmartNet and Enterprise agreement in an amount not to exceed \$3,800,000 with the top-ranked proposer CDW-G, LLC.

2. Award a contract to SDI Presence, LLC for the implementation and subscription licensing of ServiceNow using the Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$800,000 over a three-year period including a three-year service subscription agreement.

3. Issue a purchase order to TanChes Global Management Inc. for the purchase of Information Technology network hardware, software, subscriptions, maintenance and support, and associated peripherals, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$1,800,000.

**Q. RECESS OPEN MEETING AND CONVENE EXECUTIVE SESSION**

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1. Consultation with Attorneys (Section 551.071, Texas Open Meetings Act), including consultations regarding (i) claims of Curtin Maritime Corp., and (ii) the Memorandum of Settlement Agreement with the City of Seabrook, Texas

2. Real Estate (Section 551.072, Texas Open Meetings Act)
3. Economic Development Negotiations or Incentives (Section 551.087, Texas Open Meetings Act)
4. Employment and Evaluation of Public Officers and Employees (Section 551.074, Texas Open Meetings Act)
5. Security-Related Matters (Sections 418.175-418.183 of the Texas Government Code, and Section 551.076, Texas Open Meetings Act)
6. Adjourn Executive Session

**R. RECONVENE OPEN MEETING**

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

**S. CLOSING REMARKS BY CHAIRMAN AND COMMISSIONERS**

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

**T. ADJOURN MEETING**

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1. Next Meeting Requested - January 23, 2025
2. Adjourn Port Commission Meeting



## H. CHANNEL INFRASTRUCTURE

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<b>Subject</b>	<b>1. Amend the professional engineering and auditing services contract with Freese &amp; Nichols, Inc. to (i) extend the term of the contract beyond December 31, 2026, and (ii) expand the scope of services at no additional cost to include the proposed Bayport Container Terminal East End project development.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, authorize staff to amend the professional engineering and auditing services contract with Freese & Nichols, Inc. to (i) extend the term of the contract beyond December 31, 2026, and (ii) expand the scope of services at no additional cost to include the proposed Bayport Container Terminal East End project development, and further authorize the Chief Executive Officer 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 Infrastructure Operations

**Staff Contact:**

Lori Brownell/Leia Wilson

**Background:**

The Port Authority is currently carrying out Project 11, the eleventh major Houston Ship Channel (HSC) improvement project referred to as the Houston Ship Channel Expansion Channel Improvement Project (HSC-ECIP), which would widen the channel by 170 feet (from 530 feet to 700 feet) along its Galveston Bay reach, deepen and widen upstream segments, make other safety and efficiency improvements, and craft new environmental features. The work of the HSC-ECIP is divided into segments, and procurement of the pre-construction, engineering, design, construction, and other general services required for each segment is divided into divisible construction packages.

With the Port Authority completing its Port Authority-led portion of Project 11 by the end of 2025, six construction packages remain to be completed by the U.S. Army Corps of Engineers:

1. Segment 3, Package 7, Barbours Cut Channel
2. Segment 4, Package 8A, East 2 Clinton placement area
3. Segment 4, Package 8B, Beltway 8 placement area
4. Segment 4, Package 9, Boggy Bayou to Sims Bayou
5. Segments 5/6, Package 10/11, Glendale and Filterbed placement areas
6. Segment 5/6, Package 12, Sims Bayou to Turning Basin

By Minute Nos. 2020-0428-39, 2020-0730-25, and 2022-0617-04, the Port Commission awarded Freese & Nichols, Inc. (FNI) contract amendments to provide continued engineering and auditing services for items (1) through (6) of the list above for a total amount of \$1,400,000. Port Authority staff authorized three no-cost amendments to extend the contract term through December 31, 2026.

Portions of the proposed Bayport Container Terminal East End project development were originally included in the Project 11 Feasibility Study evaluation. Key members of the FNI team were involved in the Project 11 Feasibility Study and therefore have intimate knowledge of Project 11, HSC, Bayport

Ship Channel, and the proposed Bayport Container Terminal East End project development.

The proposed amendment would be the sixth amendment to the contract. It would extend the term of the contract beyond December 31, 2026. It would also authorize FNI to provide engineering and auditing services for the proposed Bayport Container Terminal East End project development at no additional cost to the Port Authority.

**Staff Evaluation/Justification:**

Port Authority staff has determined that FNI is the most highly qualified firm to provide continued engineering and auditing support services to complete Project 11 and support the proposed Bayport Container Terminal East End project development.

Staff recommends that the Port Commission authorize an amendment to the professional services contract with FNI as described above.

## H. CHANNEL INFRASTRUCTURE

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<b>Subject</b>	<b>2. Approve the renewal of expiring Port Authority pipeline and transmission line licenses for thirty-year terms for the following entities: ETP Crude LLC and INEOS Chocolate Bayou Pipeline LLC.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, authorize the Port Authority to renew expiring Port Authority pipeline and transmission line licenses for thirty-year terms for the following entities: ETP Crude LLC and INEOS Chocolate Bayou Pipeline LLC, and further authorize the Chief Executive Officer 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 Infrastructure Real Property

**Staff Contact:**  
Garry McMahan/Mollie Powell/Chris Gossett

**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>
ETP Crude LLC	2013-0344	\$46,346
INEOS Chocolate Bayou Pipeline LC	2004-0283	\$27,615
<b>Total</b>		<b>\$73,961</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 Infrastructure Real Property 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>3. Issue a marine construction permit to the Buffalo Bayou Partnership for the relocation of an existing floating dock and the construction of new related structures located in Buffalo Bayou.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, authorize the Port Authority to issue a marine construction permit to the Buffalo Bayou Partnership for the relocation of an existing floating dock and construction of new related structures located in Buffalo Bayou, and further authorize the Chief Executive Officer 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 Infrastructure Real Property

**Staff Contact:**  
Garry McMahan/Mollie Powell

**Background:**  
The Buffalo Bayou Partnership, Port Authority File No. 2024-0313, has applied for a marine construction permit for the relocation of an existing floating dock and construction of a platform, gangway, and three pilings located in Buffalo Bayou is adjacent to the Samuel M Williams Survey, A-87.

The new location of the floating dock and the new structures would improve access and efficiency for operation and maintenance.

**Staff Evaluation/Justification:**  
The application was reviewed and approved by the Port Authority's Channel Infrastructure Real Property department. 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>4. Issue a marine construction permit to the Texas General Land Office for construction of a Texas Coastal Ocean Observation Network station in the San Jacinto River.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, authorize the Port Authority to issue a marine construction permit to the Texas General Land Office for construction of a Texas Coastal Ocean Observation Network station in the San Jacinto River, and further authorize the Chief Executive Officer 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 Infrastructure Real Property

**Staff Contact:**

Garry McMahan/Mollie Powell

**Background:**

The Texas General Land Office (TGLO), Port Authority File No. 2024-0283, has applied for a marine construction permit for construction of a Texas Coastal Ocean Observation Network (TCOON) station, i.e., a wooden data collection platform in the San Jacinto River, adjacent to the Nathaniel Lynch Survey, A-44.

The TCOON is a collection of high-level coastal data stations that provide real-time measurements of oceanic and meteorological conditions along the entire length of the Texas coast. Staff is informed that these measurements provide the foundational data by which the junction between ocean and land is computed, marine navigation is supported, and emergency storm preparedness models are developed.

The Lynchburg TCOON Station was first installed in 1995 to collect water level data with the intent of producing water level datums in support of TGLO surveying activities in the region. The structure was later rebuilt as a wooden four-pile platform in 2010 near the proposed location. This station provided critical water level and metrological data to private and public entities until it was destroyed during the passage of Hurricane Harvey in 2017. The TGLO has informed staff that proposed location is critical due to the historical collection of data at this site as well as the established benchmark network of five deep rod benchmarks installed on the adjacent property. In addition to the water level and meteorological data, this platform would also house a current data meter to collect water currents near the area.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Infrastructure Real Property department. The application fee and as-built deposit have been waived.

Staff recommends approval.





## I. COMMERCIAL

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<b>Subject</b>	<b>1. Approve an amendment to the lease with the Port Terminal Railroad Association for approximately 0.457 acres at Clinton Drive and Dorsett Street, Houston, Texas to extend the term for five years, at an annual base rent of \$11,614.53, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve an amendment to the lease with the Port Terminal Railroad Association for approximately 0.457 acres at Clinton Drive and Dorsett Street, Houston, Texas to extend the term for five years, at an annual base rent of \$11,614.53, subject to annual base rent escalation of 3% or the increase in the Consumer Price Index, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CHANNEL Advocate for the Houston Ship Channel</a> <a href="#">Strategic Objective PARTNERSHIPS - COMMUNITY Champion Local Opportunities</a> <a href="#">PARTNERSHIPS Expand regional maritime opportunities and enhance collaboration with stakeholders.</a>

**Category:**

Leases

**Department:**

Real Estate

**Staff Contact:**

Isaac Kyle/Diana Sechler

**Background:**

By Minute No. 2020-0128-13, the Port Commission approved a five-year lease with the Port Terminal Railroad Association (PTRA) for approximately 0.457 acres at Clinton Drive at Dorsett Street, Houston, Texas. The property is used for the storage of rail cars. PTRA has leased the property under multiple leases since 1999.

The PTRA has now requested that the Port Authority extend the lease term for an additional five years, and intends to continue to use the property for the purpose described above.

**Staff Evaluation/Justification:**

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



## I. COMMERCIAL

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<b>Subject</b>	<b>2. Approve an amendment to the lease with AllTrans Port Services LLC for approximately 4.23 acres out of Block 23C at Industrial Park East to extend the term for five years, at an annual base rent of \$186,832.08, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve an amendment to the lease with AllTrans Port Services LLC for approximately 4.23 acres out of Block 23C at Industrial Park East to extend the term for five years, at an annual base rent of \$186,832.08, subject to annual base rent escalation of the greater of 3% or the increase in the Consumer Price Index, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective PARTNERSHIPS - CONNECTION Drive Regional Impact Projects</a> <a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CHANNEL Advocate for the Houston Ship Channel</a> <a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a> <a href="#">MARITIME ECONOMIC DEVELOPMENT Facilitate safe navigation and grow maritime commerce within the Houston Ship Channel complex.</a>

**Category:**

Leases

**Department:**

Real Estate

**Staff Contact:**

Isaac Kyle/Diana Sechler

**Background:**

By Minute No. 2014-1028-48, the Port Commission approved a five-year lease with AllTrans Port Services LLC (formerly, AllTrans Port Services, Inc.) (AllTrans) for approximately 3.79 acres out of Block 23C at Industrial Park East. The property is used for storage and handling of OTC drill pipe.

By Minute No. 2015-0127-34, the Port Commission approved a lease amendment to increase the acreage from 3.79 acres to approximately 4.23 acres. By Minute No. 2020-0128-08, the Port Commission approved a lease amendment with AllTrans to extend the lease term for five years. The lease is due to expire on January 31, 2025.

AllTrans has now requested that the Port Authority extend the lease term for an additional five years and intends to continue to use the property for the purpose described above.

**Staff Evaluation/Justification:**

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



## I. COMMERCIAL

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<b>Subject</b>	<b>3. Approve the contract for services to host the 2025 Houston International Maritime Conference at the Hilton Americas Hotel in an amount not to exceed \$350,000.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve a contract for services to host the 2025 Houston International Maritime Conference in fall 2025 at the Hilton Americas Hotel in an amount not to exceed \$350,000, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**  
Awards, Amendments & Change Orders

**Department:**  
Commercial

**Staff Contact:**  
Christine Abbruscato

**Background:**  
The Houston International Maritime Conference is a Port Authority event promoting maritime trade, commerce in the region, import and export container trade, project cargo and breakbulk, sustainability, infrastructure, warehousing/distribution, and the Houston Ship Channel. The event supports partnerships with customers, trade partners, elected officials, labor, and maritime education partners to advocate for the maritime industry. The fall of 2025 event would mark the fourth consecutive year for this conference.

**Staff Evaluation/Justification:**  
Staff recommends the Port Commission approve entering into contract services with the Hilton Americas Hotel to host the Houston International Maritime Conference in 2025.



## I. COMMERCIAL

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<b>Subject</b>	<b>4. Approve an amendment to extend the term of the existing license agreement or, alternatively, a new license agreement, with Harris County, Texas, granting the Port Authority access over approximately 0.426 acres within its property located adjacent to the Beltway 8 property.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve an amendment to extend the term of the existing license agreement or, alternatively, a new license agreement, with Harris County, Texas, granting the Port Authority access over approximately 0.426 acres within its property located adjacent to the Beltway 8 property, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Project 11

**Department:**

Real Estate

**Staff Contact:**

Isaac Kyle

**Background:**

On April 28, 2020, the Port Commission approved a no-fee license agreement between the Port Authority, as licensee, and Harris County, Texas (Harris County) to provide the Port Authority with access to its Beltway 8 property over approximately 0.426 acres owned by Harris County. The license agreement will expire in 2025.

In connection with Project 11, the Port Authority now desires to either extend the term of the existing license agreement or enter into a new license agreement with Harris County for similar purposes.

This access route has assisted, and would continue to assist, with activities directly in support of construction work relating to Project 11. Such activities would include ingress and egress of vehicles and other equipment for clearing and grubbing and site preparation work at the Port Authority's Beltway 8 property, to permit its use as a non-permanent dredged material placement area.

**Staff Evaluation/Justification:**

Staff recommends the Port Commission approve the extension of the term of the existing license agreement or, alternatively, a new license agreement on the terms described above.





## I. COMMERCIAL

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<b>Subject</b>	<b>5. Approve an amendment to extend the term of the existing license agreement or, alternatively, a new license agreement, with Union Pacific Railroad Company, granting the Port Authority access over Union Pacific Railroad Company's right-of-way located adjacent to the Beltway 8 property.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve an amendment to extend the term of the existing license agreement or, alternatively, a new license agreement, with Union Pacific Railroad Company, granting the Port Authority access over Union Pacific Railroad Company's right-of-way, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Project 11

**Department:**

Real Estate

**Staff Contact:**

Isaac Kyle

**Background:**

On April 28, 2020, the Port Commission approved a license agreement between the Port Authority, as licensee, and Union Pacific Railroad Company (UP) to provide the Port Authority with access to its Beltway 8 property over UP's right-of-way, DOT 869848S at Mile Post 8.39 on the North Shore (PTRA) Subdivision. The license agreement included a one-time payment by the Port Authority of \$5,000, and the term will expire in 2025.

In connection with Project 11, the Port Authority now desires to either extend the term of the existing license agreement or enter into a new license agreement with UP for similar purposes.

This access route has assisted, and would continue to assist, with activities directly in support of construction work relating to Project 11. Such activities would include ingress and egress of vehicles and other equipment for clearing and grubbing and site preparation work at the Port Authority's Beltway 8 property, to permit its use as a non-permanent dredged material placement area.

**Staff Evaluation/Justification:**

Staff recommends the Port Commission approve the extension of the term of the existing license agreement or, alternatively, a new license agreement on the terms described above.



## I. COMMERCIAL

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<b>Subject</b>	<b>6. Approve an amendment to extend the term of the existing license agreement or, alternatively, a new license agreement, with Port Terminal Railroad Association, granting the Port Authority access over Port Terminal Railroad Association's rail crossing located adjacent to the Beltway 8 property.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve an amendment to extend the term of the existing license agreement or, alternatively, a new license agreement, with Port Terminal Railroad Association, granting the Port Authority access over Port Terminal Railroad Association's rail crossing, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Project 11

**Department:**

Real Estate

**Staff Contact:**

Isaac Kyle

**Background:**

On April 28, 2020, the Port Commission approved a no-fee license agreement between the Port Authority, as licensee, and Port Terminal Railroad Association (PTRA) to provide the Port Authority with access to its Beltway 8 property over PTRA's rail crossing, Industry Lead Track to Deepwater, south of Jacinto Port Road, located on a right-of-way owned by Union Pacific Railroad Company, DOT 869848S at Mile Post 8.39 on the North Shore (PTRA) Subdivision. The license agreement will expire in 2025.

In connection with Project 11, the Port Authority now desires to either extend the term of the existing license agreement or enter into a new license agreement with PTRA for similar purposes.

This access route has assisted, and would continue to assist, with activities directly in support of construction work relating to Project 11. Such activities would include ingress and egress of vehicles and other equipment for clearing and grubbing and site preparation work at the Port Authority's Beltway 8 property, to permit its use as a non-permanent dredged material placement area.

**Staff Evaluation/Justification:**

Staff recommends the Port Commission approve the extension of the term of the existing license agreement or, alternatively, a new license agreement on the terms described above.



## J. FINANCE

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<b>Subject</b>	<b>1. Authorize payment to the Harris County Appraisal District for appraisal services for fiscal year 2025 in an amount not to exceed \$405,000, and to the Harris County Tax Assessor-Collector for collection services for the 2024 tax year in an amount not to exceed \$1,100,000.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, authorize payment to the Harris County Appraisal District for appraisal services for fiscal year 2025 in an amount not to exceed \$405,000, and to the Harris County Tax Assessor-Collector for tax collection services for the 2024 tax year in an amount not to exceed \$1,100,000, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective PEOPLE AND ORGANIZATION - CAPITAL Ensure Fiscal Responsibility</a>

**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 the 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 present, 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 2025 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, 2024, in the not-to-exceed amount referenced above.

The Harris County Tax Assessor-Collector notified the Port Authority that the total estimated preliminary property tax collection fees for the 2024 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 2024 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. Approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$80,298,233 for the construction of Container Yard 8 at Bayport Container Terminal, to the top-ranked proposer Satterfield &amp; Pontikes Construction, Inc.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$80,298,233 for the Construction of Container Yard 8 at Bayport Container Terminal, to the top-ranked proposer Satterfield & Pontikes Construction, Inc., and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project would consist of the development of a 37.2-acre container yard with remediation of approximately 35 acres directly south of the container yard footprint. The project features include associated utilities, earthwork, drainage and storm water controls, electrical distribution, lighting, striping, telecommunications, security, signage, pavement, grading, fencing, and other work necessary for a complete and functional facility.

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

**Staff Evaluation/Justification:**

On October 30, 2024, three CSP responses were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Satterfield & Pontikes Construction, Inc. the proposer providing best value for the construction of Container Yard 8 at Bayport Container Terminal, and act as otherwise described above.





## K. 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 \$600,000, for construction material testing services for construction of Container Yard 8 at Bayport Container Terminal, to the top-ranked proposer Ninyo &amp; Moore Geotechnical and Environmental Sciences.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$600,000, for construction material testing services for construction of Container Yard 8 at Bayport Container Terminal, to the top-ranked proposer Ninyo & Moore Geotechnical and Environmental Sciences, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

Per Section 60.463(c) of the Texas Water Code, the district shall hire a third-party inspection firm to independently test the acceptability of construction material used in projects procured through the competitive sealed proposals method. To comply with this requirement, this contract would consist of all third-party construction material testing related to the construction of Container Yard 8 at Bayport Container Terminal. Major testing and inspection services would include the properties of placed concrete, compaction of stabilized soils, and any specialty testing services required for utility or reinforcing steel.

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

**Staff Evaluation/Justification:**

On August 28, 2024, twelve RFQ responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFQ.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Ninyo & Moore Geotechnical and Environmental Sciences, the most highly qualified provider, for the construction material testing services for the construction of Container Yard 8 at Bayport Container Terminal, and act as otherwise described above.



## K. INFRASTRUCTURE

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<b>Subject</b>	<b>3. Amend the professional services contract with Lockwood, Andrews &amp; Newnam, Inc., to perform construction-phase services for the construction of Container Yard 8 at Bayport Container Terminal, in an amount not to exceed \$504,871.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve an amendment to the professional services contract with Lockwood, Andrews & Newnam, Inc., to perform construction-phase services for the construction of Container Yard 8 at Bayport Container Terminal, in an amount not to exceed \$504,871, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">MARITIME ECONOMIC DEVELOPMENT Facilitate safe navigation and grow maritime commerce within the Houston Ship Channel complex.</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

By Minute No. 2023-0221-15, the Port Commission awarded a professional services contract to Lockwood, Andrews & Newnam, Inc. for the design of Container Yard 8 at Bayport Container Terminal.

This proposed amendment would consist of incorporating funds for construction-phase services, including responding to submittals and inquiries from the contractor, attendance at preconstruction meetings, construction site visits, and preparation of record drawings at project close-out.

**Staff Evaluation/Justification:**

Staff has reviewed Lockwood, Andrew & Newnam, Inc.'s proposal and found it to be fair and reasonable and recommends that the Port Commission approve the proposed amendment.



## K. INFRASTRUCTURE

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<b>Subject</b>	<b>4. Approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$1,576,469 for the communication and power layout expansion at the west end of Barbours Cut Terminal, to the top-ranked proposer McDonald Municipal and Industrial - a Division of C.F. McDonald Electric, Inc.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$1,576,469 for the communication and power layout expansion at the west end of Barbours Cut Terminal, to the top-ranked proposer McDonald Municipal and Industrial - a Division of C.F. McDonald Electric, Inc., and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project & Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project would bring permanent fiber to access points necessary to bring wireless coverage to the west end of Barbours Cut Terminal. The project would also install the necessary lighting and security infrastructure to allow the neighboring future International Longshoremen's Association parking lot to function safely.

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

**Staff Evaluation/Justification:**

On October 30, 2024, two CSP responses were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to McDonald Municipal and Industrial - a Division of C.F. McDonald Electric, Inc., the proposer providing best value for the communication and power layout expansion at the west end of Barbours Cut Terminal, and act as otherwise described above.



## K. INFRASTRUCTURE

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<b>Subject</b>	<b>5. Approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$9,281,420 for the repair of the Wharves 20 and 21 bulkheads at Turning Basin Terminal, to the top-ranked proposer Orion Construction, LLC.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$9,281,420 for the repairs of the Wharves 20 and 21 bulkheads at Turning Basin Terminal, to the top-ranked proposer Orion Construction, LLC, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project & Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project would consist of the repair of approximately 693 linear feet of steel bulkhead system, including improvements to the fender system.

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

**Staff Evaluation/Justification:**

On October 30, 2024, three CSP responses were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Orion Construction, LLC, the proposer providing best value for the repairs of Wharves 20 and 21 bulkheads at Turning Basin Terminal, and act as otherwise described above.





## K. INFRASTRUCTURE

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<b>Subject</b>	<b>6. Approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$7,859,779 for the construction of Container Yard 1 South Phase 1 at Bayport Container Terminal, to the top-ranked proposer Satterfield &amp; Pontikes Construction, Inc.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$7,859,779 for the construction of Container Yard 1 South Phase 1 at Bayport Container Terminal, to the top-ranked proposer Satterfield & Pontikes Construction, Inc., and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project & Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project would consist of the development of a five-acre container yard parcel within the future Container Yard 1 South. The long-term purpose of the site is to serve as an active container yard, and in the short-term as the relocated International Longshoremen's Association personal vehicle parking lot. The project features include associated utilities, earthwork, drainage and stormwater controls, electrical distribution, lighting, striping, telecommunications, security, signage, pavement, grading, fencing, and other work necessary for a complete and functional facility.

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

**Staff Evaluation/Justification:**

On October 30, 2024, three CSP responses were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Satterfield & Pontikes Construction, Inc., the proposer providing best value for the construction of Container Yard 1 South Phase 1 at Bayport Container Terminal, and act as otherwise described above.



## K. INFRASTRUCTURE

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<b>Subject</b>	<b>7. Approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$490,000 for the 2025 annual fender maintenance at Barbours Cut Terminal and Bayport Container Terminal, to the top-ranked proposer Taylor Marine Construction, Inc.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$490,000 for the 2025 annual fender maintenance at Barbours Cut Terminal and Bayport Container Terminal, to the top-ranked proposer Taylor Marine Construction, Inc., and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project & Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project includes surface preparation, repainting, repair, and replacement of various fender system elements at Barbours Cut Terminal and Bayport Container Terminal for the year 2025. This year the effort would also include the foam fenders at the old Bayport cruise ship terminal.

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

**Staff Evaluation/Justification:**

On October 16, 2024, two CSP responses were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Taylor Marine Construction, Inc., the proposer providing best value for the 2025 annual fender maintenance at Barbours Cut and Bayport Container Terminals, and act as otherwise described above.



## K. INFRASTRUCTURE

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<b>Subject</b>	<b>8. Approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$900,000 for the 2025 annual wharf and rubber-tired gantry (RTG) crane painting at Barbours Cut Terminal and Bayport Container Terminal, to the top-ranked proposer Blastco Texas, Inc.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$900,000 for the 2025 annual wharf and rubber-tired gantry (RTG) crane painting at Barbours Cut Terminal and Bayport Container Terminal, to the top-ranked proposer Blastco Texas, Inc., and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project & Construction Management

**Staff Contact:**

Roger H. Hoh, P.E

**Background:**

This construction contract would provide for the annual maintenance work associated with painting of Port Authority wharf and rubber-tire gantry (RTG) cranes at Barbours Cut Terminal and Bayport Container Terminal.

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

**Staff Evaluation/Justification:**

On October 16, 2024, two CSP responses were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Blastco Texas, Inc., the proposer providing best value for the 2025 annual wharf and RTG crane painting at Barbours Cut Terminal and Bayport Container Terminal, and act as otherwise described above.



## K. INFRASTRUCTURE

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<b>Subject</b>	<b>9. Amend the professional services contract with RDLR Architects, Inc. to perform work associated with the additional scope and redesign of the maintenance building annex at Bayport Container Terminal in an amount not to exceed \$162,106.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve an amendment to the professional services contract with RDLR Architects, Inc. to perform work associated with the additional scope and redesign of the maintenance building annex at Bayport Container Terminal in an amount not to exceed \$162,106, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project & Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

By Minute No. 2023-0926-27, the Port Commission awarded a professional services contract to RDLR Architects, Inc. for programming and optional design of the maintenance building annex at Bayport Container Terminal.

This amendment revises the project scope to include ship-to-shore crane repair spaces, and additional shop and personnel spaces. This requires revisions to the schematic design progress and adds scope to the future phases of design.

**Staff Evaluation/Justification:**

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





## K. INFRASTRUCTURE

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<b>Subject</b>	<b>10. Approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$4,996,697 for Greens Bayou property clearing and grubbing, to the top-ranked proposer MitRes Services, LLC dba Mitigation Resources of North America.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$4,996,697 for Greens Bayou property clearing and grubbing, to the top-ranked proposer MitRes Services, LLC dba Mitigation Resources of North America, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project & Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

Greens Bayou is a unique property in its shape and access to the waterfront and has been slated for predevelopment for potential tenants through real estate. The project site includes approximately 250 acres of heavy woods, two federally protected streams, and approximately twelve acres of wetlands that are permitted to be filled. This project would consist of clearing and grubbing of approximately 346 acres of vegetation, filling wetlands as permitted, grading to promote positive drainage, and setting up temporary stormwater and erosion control measures.

This project is currently permitted for wetlands mitigation through the U.S. Army Corps of Engineers. This permit expires on December 31, 2025, making this project schedule and completion important to act under the existing permit.

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

**Staff Evaluation/Justification:**

On October 16, 2024, four CSPs responses were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to MitRes Services, LLC dba Mitigation Resources of North America, the proposer providing best value for the Greens Bayou property clearing and grubbing, and act as otherwise described above.



## K. INFRASTRUCTURE

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<b>Subject</b>	<b>11. Approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$2,227,413 for the 2025 annual pavement replacement at Barbours Cut Terminal and Bayport Container Terminal, to the top-ranked proposer Forde Construction Company, Inc.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$2,227,413 for the 2025 annual pavement replacement at Barbours Cut Terminal and Bayport Container Terminal, to the top-ranked proposer Forde Construction Company, Inc., and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project & Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project would consist of the removal and replacement of damaged and/or deteriorating pavement throughout Barbours Cut Terminal and Bayport Container Terminal.

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

**Staff Evaluation/Justification:**

On October 30, 2024, two CSP responses were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Forde Construction Company, Inc., the proposer providing best value for the 2025 annual pavement replacement at Barbours Cut and Bayport Container Terminals, and act as otherwise described above.



## K. INFRASTRUCTURE

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<b>Subject</b>	<b>12. Approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$1,000,000 for the 2025 annual pavement replacement at Turning Basin Terminal, to the top-ranked proposer Roman Emperors Road, LLC.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve staff’s ranking of vendors and award a construction contract in an amount not to exceed \$1,000,000 for the 2025 annual pavement replacement at Turning Basin Terminal, to the top-ranked proposer Roman Emperors Road, LLC, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project & Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project would consist of the removal and replacement of damaged and/or deteriorating pavement throughout Turning Basin Terminal.

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

**Staff Evaluation/Justification:**

On October 30, 2024, three CSP responses were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Roman Emperors Road, LLC, the proposer providing best value for the 2025 annual pavement replacement at Turning Basin Terminal, and act as otherwise described above.



## K. INFRASTRUCTURE

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<b>Subject</b>	<b>13. Amend the professional services contract with Woolpert, Inc. to perform construction phase services associated with the 2024 design of (i) annual pavement replacement at Barbours Cut Terminal and Bayport Container Terminal, (ii) annual concrete replacement, and (iii) pavement, drainage improvement, and dust control work at Turning Basin Terminal, in an amount not to exceed \$22,300.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve an amendment to the professional services contract with Woolpert, Inc. to perform construction phase services associated with the 2024 design of (i) annual pavement replacement at Barbours Cut Terminal and Bayport Container Terminal, (ii) annual concrete replacement, and (iii) pavement, drainage improvement, and dust control work at Turning Basin Terminal, in an amount not to exceed \$22,300, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project & Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

By Minute No. 2023-0627-21, the Port Commission awarded Woolpert, Inc. \$225,089 for providing professional engineering services associated with the annual pavement replacement, drainage, and dust control work for 2023 and 2024 for the following projects:

- Annual pavement, drainage, and dust control work at Industrial Park East 2023 and 2024;
- Annual pavement replacement at Turning Basin Terminal: Fiscal Year 2023; and
- Annual pavement replacement at Bayport Container Terminal and Barbours Cut Terminal: Fiscal Year 2023.

The proposed scope of services consists of the professional services contract for the additional design work to perform construction plans for drainage and pavement improvements on Container Yards 27 and 28 at East Industrial Park, revision of current specifications, and development of a price exhibit.

Staff-authorized amendments to this contract have previously totaled \$94,045; accordingly, this increase is being brought to the Port Commission.

**Staff Evaluation/Justification:**

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





## K. INFRASTRUCTURE

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<b>Subject</b>	<b>14. Approve a change order with Satterfield &amp; Pontikes Construction, Inc. to perform additional work associated with the expansion of exit gate facilities at Bayport Container Terminal in an amount not to exceed \$238,496.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve a change order with Satterfield & Pontikes Construction, Inc. to perform additional work associated with the expansion of exit gate facilities at Bayport Container Terminal in an amount not to exceed \$238,496, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

By Minute No. 2024-0423-20, the Port Commission awarded a contract to Satterfield & Pontikes Construction, Inc. for expansion of exit gate facilities at Bayport Container Terminal.

This proposed change order addresses the following:

- Additional saw cut, due to utility conflict;
- Removal of existing radiation portal monitors protective bollards;
- Installation of additional protective bollards;
- Drill shaft couplers; and
- Existing pier damage repairs.

This is the first change order to this contract, for a total of \$238,495.14, which is 4.2% of the total contract value.

**Staff Evaluation/Justification:**

Staff has reviewed the proposal submitted by Satterfield & Pontikes Construction, Inc. and found it to be fair and reasonable and recommends that the Port Commission authorize this change order.



## K. INFRASTRUCTURE

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<b>Subject</b>	<b>15. Approve a change order with McCarthy Building Services, Inc. to perform additional work associated with Container Yards 6 and 7 at Barbours Cut Terminal in an amount not to exceed \$212,584.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve a change order with McCarthy Building Companies, Inc. to perform additional work associated with Container Yards 6 and 7 at Barbours Cut Terminal in an amount not to exceed \$212,584, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

By Minute No. 2024-0521-27, the Port Commission awarded McCarthy Building Companies, Inc. a contract for the construction of Container Yards 6 and 7.

This proposed change order addresses the following:

- Relocating utilities due to conflict with existing underground facilities;
- Furnishing and installing Type D manholes instead of Type A manholes;
- Demolition of an additional high mast light pole;
- Adding additional conduits to new substation 6-1; and
- Demolishing existing ductbank in conflict with re-routed telecommunications to C6 building.

This is the second change order to this contract, for a total change order value to date of \$212,584, which is .16% of the total contract value.

**Staff Evaluation/Justification:**

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



## K. INFRASTRUCTURE

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<b>Subject</b>	<b>16. Assign the professional services contract with PRD Land Development Services, LLC to Dunaway Associates, LLC for the predevelopment design on Memorial Tract property.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve the assignment of the professional services contract with PRD Land Development Services, LLC to Dunaway Associates, LLC for the predevelopment design on Memorial Tract property, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">Strategic Objective MARITIME ECONOMIC DEVELOPMENT - CARGO Maximize Capacity and Regional Competitiveness</a>

**Category:**

General

**Department:**

Project & Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

By Minute No. 2024-0123-16, the Port Commission awarded a professional services contract to PRD Land Development Services, LLC for the predevelopment design of the Memorial Track property in the amount not to exceed \$188,167.

On October 2, 2024, PRD Land Development Services, LLC (PRD) and Dunaway Associates, LLC (Dunaway) informed Port Authority staff that effective August 19, 2024, Dunaway purchased one hundred percent of the ownership interests in PRD and that as of August 19, 2024, PRD's operations were fully integrated into Dunaway's including the assets and staff required to serve the Port Authority under its above-described agreement with PRD.

**Staff Evaluation/Justification:**

Staff recommends that PRD, Dunaway, and the Port Authority enter into an Assignment and Consent to Assignment for PRD to assign and delegate the interests, rights, duties, obligations, and titles held by PRD in the Agreements to Dunaway. This Assignment would reflect a business reality between PRD's and Dunaway's assets and staff and would help ensure the continuity of service to the Port Authority under the Agreement.

Staff recommends the Port Commission approve the Assignment under the terms described above.



## L. MAINTENANCE

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<b>Subject</b>	<b>1. Award a contract to Briggs Equipment, using the Local Government Purchasing Cooperative's BuyBoard program, a cooperative purchase program, for the purchase of two manlift: one Genie Telescopic Boom Model S85XC for Bayport Container Terminal, in an amount not to exceed \$170,000, and one Genie Self-Propelled Articulated Boom Model X-80/60 for Turning Basin Terminal, in an amount not to exceed \$170,000, for a total contract amount not to exceed \$340,000.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, award a contract to Briggs Equipment, using the Local Government Purchasing Cooperative's BuyBoard program, a cooperative purchase program, for the purchase of two manlifts: one Genie Telescopic Boom Model S85XC for Bayport Container Terminal, in an amount not to exceed \$170,000, and one Genie Self-Propelled Articulated Boom Model X-80/60 for Turning Basin Terminal, in an amount not to exceed \$170,000, for a total contract amount not to exceed \$340,000, determine that this procurement method provides best value to the Port Authority, and further authorize the Chief Executive Officer 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 two telescopic boom manlifts in operation at its Bayport Container Terminal, and one at its Turning Basin Terminal. These units are utilized daily by Maintenance department personnel to service and maintain terminal lighting, buildings, gates, eighteen wharf cranes, and seventy-eight rubber-tired gantry (RTG) cranes. The manlift at Turning Basin Terminal lacks the articulating capabilities needed to meet the high demand for such equipment. As a result, the Port Authority has rented articulated boom manlifts from various rental companies for approximately one year. Staff has determined that in lieu of rental, that an articulated boom manlift be purchased for Turning Basin Terminal. Additionally, twelve RTG cranes were recently delivered to Bayport Container Terminal, increasing the fleet from sixty-six to seventy-eight units, resulting in the increased demand for an additional manlift at Bayport Container Terminal.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring both the telescopic boom and self-propelled articulated boom manlifts through the BuyBoard program is the method that both satisfies competitive purchase requirements and provides the best value to the Port Authority.

The Maintenance department has determined that the best availability, price, and contract term for the manlifts needed are provided by Briggs Equipment under the pricing schedule obtained from that vendor's contract with BuyBoard Program and is therefore recommending this purchase.

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





## M. OPERATIONS

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<b>Subject</b>	<b>1. Issue Stevedore Licenses for one-year terms commencing January 1, 2025 to Agri American Stevedores, LLC; APS Stevedoring, LLC; BBM Terminals Corp.; Cooper/Ports America, LLC.; CT Stevedoring, Inc.; Enstructure Richardson II, LLC; Gulf Stream Marine, Inc.; Jacintoport International, LLC; Kinder Morgan, Inc.; QSL (previously Empire Stevedoring); Schroder Marine Service; SSA Gulf, Inc.; Suderman Contracting Stevedoring, Inc.; and Terminal Link Texas, upon each applicant's satisfactory completion of all requirements and obligations for license issuance.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission at its December 10, 2024 meeting, grant authority to issue Stevedore Licenses for one-year terms commencing January 1, 2025 to Agri American Stevedores, LLC; APS Stevedoring, LLC; BBM Terminals Corp.; Cooper/Ports America, LLC.; CT Stevedoring, Inc.; Enstructure Richardson II, LLC; Gulf Stream Marine, Inc.; Jacintoport International, LLC (JILLC); Kinder Morgan, Inc.; QSL (previously Empire Stevedoring); Schroder Marine Service; SSA Gulf, Inc.; 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 Chief Executive Officer 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:**

By Minute No. 2023-1212-34, the Port Commission awarded certain stevedore licenses for one-year terms expiring December 31, 2024.

Staff is receiving stevedore license applications from companies interested in being licensed to work at Port Authority facilities during 2025 as set forth above and is reviewing those applications.

**Staff Evaluation/Justification:**

Staff recommends that the Port Commission authorize the issuance of stevedore licenses to the applicants; however, issuance should be conditioned upon the applicant's satisfactory completion of outstanding license requirements and obligations, if any, and satisfaction of current license requirements.



**M. OPERATIONS**

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**Subject**                    **2. Approve amendments to the following chassis leases with the Port Authority as lessee: (i) with Interpool, Inc. dba TRAC Intermodal to increase the total base rent by \$69,571, and (ii) with Milestone Equipment Company LLC to increase the total base rent amount by \$293,436.**

Meeting                    Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action                    The Port Commission, at its December 10, 2024 meeting, approve amendments to the following chassis leases with the Port Authority as lessee: (i) with Interpool, Inc. dba TRAC Intermodal to increase the total base rent by \$69,571, and (ii) with Milestone Equipment Company LLC to increase the total base rent amount by \$293,436, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**  
Leases

**Department:**  
Operations

**Staff Contact:**  
Candice Armenoff

**Background:**  
The Port Commission, at its August 2, 2022 meeting, approved a chassis lease with Interpool, Inc. dba TRAC Intermodal as lessor for a two-year term for 213 chassis with a total base rent not to exceed \$699,705, each pursuant to Water Code Section 60.4035 as an emergency procurement and Local Government Code Section 271.005. The Port Authority also entered into a chassis lease as of June 21, 2022, with Milestone Equipment Company LLC, as lessor, for a five-year term for 700 chassis with annual base rent not to exceed \$2,184,525 pursuant to Water Code Section 60.4035 as an emergency procurement and Local Government Code Section 271.005.

Port Authority staff approved the original purchase order amounts for these leases contemplating that all chassis for each lease would be delivered in one batch. However, the chassis for each lease was provided incrementally, leading to unanticipated partial payments paid by the Port Authority in the months leading up to full receipt of the entire chassis pool for each lease. As a result, staff now requests additional funding for these leases.

Staff requests to increase the purchase order for the lease with (i) Interpool, Inc. dba TRAC Intermodal by \$69,571 for a new total of \$769,276, and (ii) increase the purchase order for the lease with Milestone Equipment Company LLC by \$293,436 for a new total of \$11,216,061.

Staff increased the purchase order for the TRAC lease in November 2024 by \$47,165 for charges incurred in October and November 2024. Staff is now requesting to increase the purchase order for the TRAC lease by an additional \$58,310 for the remainder of the lease.

**Staff Evaluation/Justification:**  
Staff requests that the Port Commission approve amendments of the leases with Interpool, Inc. dba TRAC Intermodal, and Milestone Equipment Company LLC as described above.



## N. PEOPLE

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<b>Subject</b>	<b>1. Authorize funding for calendar year 2025 for the payment of claims from the Port Authority's self-funded group medical benefits program for active employees, retirees who are not Medicare-eligible, and eligible dependents, in an amount not to exceed \$17,000,000.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, authorize funding for calendar year 2025 for the payment of claims from the Port Authority's self-funded group medical benefits program for active employees, retirees who are not Medicare-eligible, and eligible dependents, in an amount not to exceed \$17,000,000, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">MARITIME ECONOMIC DEVELOPMENT Facilitate safe navigation and grow maritime commerce within the Houston Ship Channel complex.</a>

**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: the 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 of the status of the 2023 medical program at its September 24, 2024 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 2025.

**Staff Evaluation/Justification:**

The Port Authority's open enrollment period for calendar year 2025 occurred from November 18 to December 3, 2024. Based upon the enrollment information and the review of historical claims data, staff, and Gallagher recommend that \$17,000,000 be reserved for the self-insurance account to pay for all covered medical and pharmaceutical claims for calendar year 2025 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.

## N. PEOPLE

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<b>Subject</b>	<b>2. Award a three-year contract with LinkedIn Corporation, the sole source provider, for recruiting and trade marketing access and services, in a total amount not to exceed \$119,373.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, award a three-year contract to LinkedIn Corporation, the sole source provider, for recruiting and trade marketing access and services, in a total amount not to exceed \$119,373, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the forgoing.
Goals	<a href="#">MARITIME ECONOMIC DEVELOPMENT Facilitate safe navigation and grow maritime commerce within the Houston Ship Channel complex.</a>

### **Category:**

Awards, Amendments & Change Orders

### **Department:**

Human Resources

### **Staff Contact:**

Roger Walter

### **Background:**

By Minute No. 2017-1023-48, the Port Commission authorized a two-year agreement with LinkedIn Corporation (LinkedIn) for recruiting and trade marketing access and services.

By Minute Nos. 2020-0128-49 and 2021-1207-54, the Port Commission authorized respectively additional two- and three-year agreements with LinkedIn.

LinkedIn provides visibility to what it claims to be the world's largest professional network, with over 1 billion members worldwide. The Port Authority has utilized LinkedIn for the past eight years as a personnel outreach and recruitment tool and has received thousands of applications through LinkedIn, resulting in approximately 42% of its professional hires through this network.

The Port Authority's existing agreement with LinkedIn allows the Port Authority to post seven jobs at a time, customize the content on the Port Authority's LinkedIn webpage, and use recruiting tools for finding, connecting with, and managing candidates. The Port Authority currently has over 45,000 LinkedIn followers.

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 LinkedIn confirming that it is the sole source for access to LinkedIn's professional network.

### **Staff Evaluation/Justification:**

LinkedIn Corporation is offering through its platform and services Career Pages (Enterprise Basic Package) custom content on the LinkedIn profile page and preferred placement on company page, seven preferred Job Slots at a time, and Corporate Recruiter, which allows for 150 InMails per month and unlimited network searches.

In comparing LinkedIn results with the results of other recruiting sites, staff believes LinkedIn has performed very well and is well worth the investment.

Staff recommends the Port Commission approve this contract with LinkedIn Corporation.



## N. PEOPLE

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<b>Subject</b>	<b>3. Issue a purchase order to Office and Furniture Companies of Texas LLC DBA Greater Houston Office Products for the purchase of office supplies, toner cartridges, and copy machine paper, using OMNIA Partners, Public Sector (FKA National Intergovernmental Purchasing Alliance), a cooperative purchase program, in an amount not to exceed \$192,000.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, issue a purchase order to Office and Furniture Companies of Texas LLC DBA Greater Houston Office Products for the purchase of office supplies, toner cartridges, and copy machine paper, using the OMNIA Partners, Public Sector (FKA National Intergovernmental Purchasing Alliance), a cooperative purchase program, in an amount not to exceed \$192,000, determine that this procurement method provides the best value to the Port Authority, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	<a href="#">PEOPLE AND ORGANIZATION Foster a collaborative, results-oriented organization and culture of shared leadership.</a>

### **Category:**

Awards, Amendments & Change Orders

### **Department:**

Office & Building Services

### **Staff Contact:**

Jessica Shaver

### **Background:**

The Port Authority is seeking to obtain office supplies, toner cartridges, and copy machine paper. Standard office supplies are essential for port-wide day-to-day operations at the Port Authority. Combining these products eliminates the need for three different purchase orders and ensures competitive pricing.

OMNIA Partners, Public Sector (OMNIA) is a corporate purchasing program that the Port Authority is authorized to use. It was formerly known as the National Intergovernmental Purchasing Alliance. Texas Region 4 Education Service Center (ESC) is the local sponsor of OMNIA. ESC has a cooperative purchase contract with Epic Business Essentials (Epic) as the primary vendor. The ESC contract with Epic authorizes Epic to designate one or more third parties to fulfill customers' purchase orders pursuant to conditions set out in the ESC contract; each such third party is defined in the ESC contract as an authorized distributor. Office and Furniture Companies of Texas LLC, doing business as Greater Houston Office Products (OFC), is one such identified third party under the contract between ESC and Epic.

### **Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring office supplies, toner cartridges, and copy machine paper through OMNIA is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Office Services department has determined that the best availability, price, and contract terms for the items needed are provided by OFC under the pricing schedule obtained from the contract with OMNIA, and is therefore recommending this purchase.

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

**N. PEOPLE**

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<b>Subject</b>	<b>4. Adopt the proposed 2025 Incentive Award Plan.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve the proposed 2025 Incentive Award Plan, and further authorize the Chief Executive Officer 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. 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. Pursuant to that Policy, staff has prepared a proposed 2025 Incentive Award Plan that aligns with the recently approved Strategic Plan - 2025 Update.

By Minute No. 2024-1112-05, the Port Commission approved the Fiscal Year 2025 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 2025 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.

<b>Incentive Plan Net Operating Cash Flow</b>	<b>Target Payout Levels</b>
Below Threshold - below 10% of budget (Less than \$278,739,900)	No award given
Threshold Level - within 10% of budget (\$278,739,900 – 294,225,449)	Greater of 1% of annual base salary or \$1,500
Achievement Level – within 5% of budget (\$294,225,450 – 309,710,999)	Greater of 2% of annual base salary or \$1,750

**Incentive Plan Net Operating Cash Flow**

**Target Payout Levels**

Target Level - meeting budget target (\$309,711,000 – 325,196,549)	Greater of 3% of annual base salary or \$2,000
Maximum Level - exceeding 5% of budget (\$325,196,550 or More)	Greater of 5% of annual base salary or \$2,500

**2025 Strategic Targets:**

<b>Strategic Goal Alignment</b>	<b>Targets</b>
MARITIME ECONOMIC DEVELOPMENT - Facilitate safe navigation and grow maritime commerce within the Houston Ship Channel complex.	<p>CHANNEL</p> <ol style="list-style-type: none"> <li>1. Support U.S. Army Corps of Engineers-led portions of Project-11 towards completion and implement Houston Ship Channel user fee</li> <li>2. Kickoff Bayport East End and Project 12 Feasibility Study</li> </ol> <p>CARGO</p> <ol style="list-style-type: none"> <li>1. Continue execution of masterplan to grow container capacity</li> <li>2. Advance masterplan, execute improvements, and develop plans to reconfigure Turning Basin.</li> </ol> <p>CHANGE</p> <ol style="list-style-type: none"> <li>1. Identify high-priority enterprise risks, develop key risk indicators, and deploy mitigation for material risks</li> </ol>
PARTNERSHIPS - Expand regional maritime opportunities and enhance meaningful collaboration with stakeholders.	<p>CONNECTION</p> <ol style="list-style-type: none"> <li>1. Advocate for project approval and funding to improve freight mobility for public terminals and greater port complex</li> </ol> <p>COMMUNITY</p> <ol style="list-style-type: none"> <li>1. Conduct greater Port industry and community needs assessment to inform community investments</li> </ol>
PEOPLE and ORGANIZATION - Foster a collaborative, results-oriented organization and a culture of shared leadership	<p>CULTURE</p> <ol style="list-style-type: none"> <li>1. Enhance organizational culture through employee experience and change management initiatives</li> <li>2. Go live for NXGEN ERP</li> <li>3. Enhance safety and security readiness</li> </ol> <p>CAPITAL</p> <ol style="list-style-type: none"> <li>1. Develop financing strategies and ensure liquidity position is sufficient to sustain the Strategic Initiatives</li> <li>2. Achieve the CIP and Net Operating Cash Flow metrics set forth in the 2025 Operating and Capital Budget approved by the Port Commission</li> </ol>

**Staff Evaluation/Justification:**

The proposed 2025 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 2025 Strategic Targets and 2025 Incentive Award Plan.

## P. TECHNOLOGY

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<b>Subject</b>	<b>1. Approve staff's ranking of vendors and authorize a five-year Cisco SmartNet and Enterprise agreement in an amount not to exceed \$3,800,000 with the top-ranked proposer CDW-G, LLC.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, approve staff's ranking of vendors and authorize a five-year Cisco SmartNet and Enterprise agreement in an amount not to exceed \$3,800,000 with the top-ranked proposer CDW-G, LLC., and further authorize the Chief Executive Officer 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 Information Technology (IT) infrastructure is primarily made up of Cisco hardware, software, subscriptions, and licensing. Cisco SmartNet ensures network reliability by providing prompt technical support and hardware replacement services, minimizing downtime. The Cisco Smart Net and enterprise agreement simplifies software procurement and management through a single contract, offering cost predictability and streamlined license administration.

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. Fifteen vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On December 10, 2024, two RFP responses were received, opened, and publicly read. The responses were reviewed and evaluated by staff in accordance with the published selection criteria.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to CDW-G, LLC. the proposer providing best value for the purchase of a Cisco SmartNet and Enterprise agreement, and act as otherwise described above.



## P. TECHNOLOGY

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<b>Subject</b>	<b>2. Award a contract to SDI Presence, LLC for the implementation and subscription licensing of ServiceNow using the Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$800,000 over a three-year period including a three-year service subscription agreement.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, award a contract to SDI Presence, LLC for the implementation and subscription licensing of ServiceNow using the Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$800,000 over a three-year period including a three-year service subscription agreement, determine that this method provides the best value to the Port Authority, and further authorize the Chief Executive Officer to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Technology Division

**Staff Contact:**

Charles Thompson/Courtney Sullivan-Ward/Chris Brown

**Background:**

In alignment with the Information Technology Master Plan (ITMP) 2024 – 2028, the Port Authority is seeking to obtain subscription-based licensing and implementation services for ServiceNow.

ServiceNow is a cloud-based platform designed to help organizations streamline digital operations, empower end users through self-service and knowledge management, workflow optimization and management, and integrate with other core systems. ServiceNow provides core tools for Information Technology service management (ITSM) and Information Technology asset management (ITAM). Both form the backbone of the Information Technology (IT) service offered at the Port Authority. Efficient business processes in incident management, change management, and asset management help streamline the process of resolving IT issues and managing changes while minimizing risk, which is critical to the successful operation of technology at the Port Authority. The implementation of ServiceNow is designed to help the Port Authority accomplish these goals.

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 ServiceNow subscription-based licensing and implementation 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 IT department has determined that the best availability, price, and contract term for the items needed is provided by SDI Presence, LLC under the pricing schedule obtained from Texas DIR and is therefore recommending this purchase.

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





## P. TECHNOLOGY

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<b>Subject</b>	<b>3. Issue a purchase order to TanChes Global Management Inc. for the purchase of Information Technology network hardware, software, subscriptions, maintenance and support, and associated peripherals, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$1,800,000.</b>
Meeting	Dec 10, 2024 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its December 10, 2024 meeting, issue a purchase order to TanChes Global Management Inc. for the purchase of Information Technology network hardware, software, subscriptions, maintenance and support, and associated peripherals, using Texas Department of Information Resources cooperative purchase program, in an amount not to exceed \$1,800,000, determine that this procurement method provides the best value to the Port Authority, and further authorize the Chief Executive Officer 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) network hardware, software, subscriptions, maintenance and support, and associated peripherals, to replace network hardware as identified in 2024. 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 network hardware, software, subscriptions, maintenance, and support through the Texas 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 TanChes Global Management Inc. under the pricing schedule obtained from that vendor's contract with DIR and is therefore recommending this purchase.

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

