



**Tuesday, May 25, 2021**  
**PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY**

**9:15 a.m.**  
**111 East Loop North**  
**Houston, TX 77029**

**A. CALL TO ORDER**

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**B. CHAIRMAN'S REMARKS**

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1. Governance, legislative, policy, and operational matters

**C. APPROVAL OF MINUTES**

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1. Port Commission Public Meeting - April 27, 2021

**D. STAFF REPORTS**

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1. Summary of selected financial and operational matters

**E. APPEARANCES**

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1. Public Comment

**F. EXECUTIVE**

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***General***

1. Approve and adopt the proposed Position Statement on Diversity, Equity, and Inclusion to foster a culture of diversity and inclusion, innovation, and open communication.

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

2. Approve staff's selection of eleven law firms from which to select teams to advise and assist with future debt financing arrangements and public finance legal needs over the next five years.

**G. COMMERCIAL**

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***General***

1. Review and amend the Memorandum of Understanding between the Panama Canal Authority and the Port Authority.

***Leases***

2. Authorize the extended term of a month-to-month lease commencing June 1, 2021 with WATCO Transloading L.L.C. for approximately 5.31 acres out of Block 28 in Industrial Park East with a 3% annual rent increase.

3. Approve a lease agreement for a 3-year term with VersaCold Logistics, L.L.C., for approximately 1.16- acres out of Block 11 at Barbours Cut Terminal effective no earlier than June 1, 2021, at an annual base rent of \$66,594.60 with a 3% annual increase.

## **H. FINANCE**

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

1. Award a five-year contract with McGriff Insurance Service, Inc. to serve as the Port Authority's Property and Casualty Insurance Broker of Record in an amount not to exceed \$697,500.
2. Approve staff's selection of twenty-six investment banking and debt underwriting firms from which to select teams to assist with the Port Authority's future debt financing requirements over the next five years.

## **I. INFRASTRUCTURE**

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

1. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$1,095,381 for the planning and design for reconstruction of 87 acres of container yards at Barbours Cut Terminal to the top-ranked proposers: staff ranking – first, AECOM Technical Services, Inc.; second, Hatch Associates Consultants, Inc.; and third, RPS Group.
2. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$1,116,275 for the design for the rehabilitation of Wharves 4, 5, and 6 at Barbours Cut Terminal to the top- ranked proposers: staff ranking – first, Hatch Associates Consultants, Inc.; second, Jacobs Engineering Group, Inc.; and third, AECOM Technical Services, Inc.
3. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$498,300 for the 2021 electrical and communications Facility Inspection and Condition Assessment Program at Bayport Container Terminal (FICAP) to the top-ranked proposer: staff ranking – first, Hatch Associates Consultants, Inc.; and second, Jacobs Engineering Group, Inc.
4. Amend the professional services contract with HDR Engineering, Inc. to perform additional design services for the management of placement areas at Bayport Container Terminal in an amount not to exceed \$163,514.
5. Approve a change order with Satterfield & Pontikes Construction, Inc. to perform additional work associated with the construction of Container Yard 2 South at Bayport Container Terminal in an amount not to exceed \$81,322.

### ***General***

6. Enter into a Memorandum of Agreement with the U.S. Army Corps of Engineers for maintenance dredging of berths at the Bayport Container Terminal and Auto Terminal and Barbours Cut Terminal in an amount not to exceed \$5,000,000.
7. Enter into a Memorandum of Agreement with the U.S. Army Corps of Engineers for maintenance dredging of berths at Woodhouse Terminal and Sims Terminal in an amount not to exceed \$2,000,000.

8. Enter into a Memorandum of Agreement with the U.S. Army Corps of Engineers for maintenance dredging of berths at the Jacintoport Terminal and CARE Terminal in an amount not to exceed \$1,500,000.

***Permits/Licenses/Pipeline Easements***

9. Approve renewal of the following expiring Port Authority licenses for new ten-year terms: Air Products, LLC, Chevron Phillips Chemical Company LP, City of Galena Park, Enterprise Products Operating LLC, Equistar Chemicals, LP, Ethyl Corporation, INEOS Chocolate Bayou Pipeline, LLC, Lone Star NGL Mont Belvieu LP, Targa Downstream LLC, and Valero Refining-Texas, LP.

10. Issue a pipeline license to Intercontinental Terminals Company LLC for one 12-inch methanol pipeline under and across the Port Terminal Railroad Association’s Southside Mainline railroad right-of-way.

11. Issue a pipeline license to Pasadena Performance Products, LLC for one 8-inch NGL pipeline under and across the Port Terminal Railroad Association’s Pasadena Cut-Off railroad right-of-way.

12. Issue a transmission line license to Southwestern Bell Telephone Company for one fiber optic cable over and along the road at Sims Bayou.

13. Issue a private road-rail grade crossing license to Watco Companies, LLC over the Northside Mainline railroad right-of-way near Greensport.

14. Amend a pipeline license issued to Enterprise TE Products Pipeline Company LLC to remove the existing pipeline and relocate a new pipeline adjacent to the original location and to a greater depth across Cedar Bayou.

15. Amend an open drainage channel (ditch) license agreement with PCI Nitrogen, LLC to extend the term for an additional ten years for the continued use of a concrete splash pad near the Southside Mainline railroad right-of-way.

**J. OPERATIONS**

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

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1. Award a three-year contract to Home Depot U.S.A., Inc. for the purchase of miscellaneous hardware and construction supplies for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal, using the U.S. Communities Government Purchasing Alliance, in an amount not to exceed \$350,000.

2. Issue a purchase order to Altec Industries, Inc. for purchase of a articulating telescopic aerial device "bucket truck", using a Sourcewell cooperative purchase program contract, in an amount not to exceed \$110,000.

3. Issue a purchase order to Rush Bus Centers for the purchase of one 26-passenger bus for Bayport Container Terminal, using the Houston-Galveston Area Council Cooperative Purchase Program, in an amount not to exceed \$101,000.

4. Issue a purchase order to Caldwell Country Chevrolet for purchase of two Chevy 4500 heavy duty cargo trucks for Barbours Cut Terminal, using Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program, in a total amount not to exceed \$92,500.

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**K. PEOPLE*****Awards, Amendments & Change Orders***

1. Renew a five-year contract with PayFactors Group LLC, for compensation technology software and data management, at \$15,000 per year, with a total amount not to exceed \$75,000.

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**L. PORT SECURITY AND EMERGENCY OPERATIONS**

1. No items.

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**M. TECHNOLOGY*****Awards, Amendments & Change Orders***

1. Approve a purchase order to HP, Inc. for purchase of laptops and associated peripherals for the first phase of telecommuters coming back on site, using the Texas Department of Information Resources' cooperative purchase program, in an amount not to exceed \$80,000.

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

1. Consultation with Attorneys (Section 551.071, Texas Open Meetings Act), including consultations regarding (a) Kozlowski, et al v. Buck et al, and (b) proposed amendments to the agreements for legal services with Best Best & Krieger LLP and Lynette Fons
2. Real Estate (Section 551.072, Texas Open Meetings Act)
3. Economic Development Negotiations or Incentives (Section 551.087, Texas Open Meetings Act)
4. Employment and Evaluation of Public Employees (Section 551.074, Texas Open Meetings Act)
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

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**O. RECONVENE OPEN MEETING**

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

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**P. ADJOURN MEETING**

1. Next Meeting Requested - June 22, 2021
2. Adjourn Port Commission Meeting

## F. EXECUTIVE

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**Subject** 1. Approve and adopt the proposed Position Statement on Diversity, Equity, and Inclusion to foster a culture of diversity and inclusion, innovation, and open communication.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting, approve and adopt the proposed Position Statement on Diversity, Equity, and Inclusion to foster a culture of diversity and inclusion, innovation, and open communication, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals STRATEGIC GOAL #1 - PEOPLE AND ORGANIZATION (Be the Best Place to Work)  
Strategic Objective 1b. - Foster a culture of diversity and inclusion, innovation, and open communication

**Category:**

General

**Department:**

Executive

**Staff Contact:**

Jessica Shaver

**Background:**

At its January 28, 2020 meeting, the Port Commission approved and adopted the 2020 Strategic Plan, and further authorized the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing. This plan included a strategic goal to Be the Best Place to Work, with an objective to foster a culture of diversity and inclusion, innovation, and open communication.

Subsequently, an internal cross functional Action Plan Team was formed to develop a comprehensive Diversity, Equity, and Inclusion (DEI) Plan. The proposed DEI Position Statement is the first step in the formation of the DEI Plan.

**Staff Evaluation/Justification:**

The DEI Action Plan Team, in consultation with the Chief Officers, has drafted the Position Statement to express the Port Authority's commitment to DEI. The DEI Position Statement solidifies the Port Authority's pledge to foster a culture of diversity and inclusion, as set forth in the 2020 Strategic Plan:

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

The DEI Position Statement is only the first of many steps the Port Authority intends to take to achieve the Strategic Plan DEI goals, which also includes the development of a comprehensive DEI plan. The goal of the DEI Plan is to align our internal DEI efforts as well as the external efforts in Business Equity and Community Engagement. The DEI Action Plan Team is in the process of interviewing consultants to do a deep institutional analysis and work with the DEI team in development of that plan. Staff anticipates it may request Port Commission approval of that consultant at a subsequent Port Commission meeting.

Staff recommends that the Port Commission approve and adopt the proposed DEI Position Statement on behalf of the Port Authority.

## F. EXECUTIVE

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**Subject** 2. Approve staff's selection of eleven law firms from which to select teams to advise and assist with future debt financing arrangements and public finance legal needs over the next five years.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting:

(a) approve staff's selection of eleven law firms from which to select teams to advise and assist with the Port Authority's future debt financing arrangements and public finance legal needs over the next five years:

- Baker Williams Mattiesen LLP
- Bracewell LLP
- Greenberg Traurig, LLP
- Hardwick Law Firm, LLC
- Haynes and Boone, LLP
- Holland & Knight LLP
- Hunton Andrews Kurth LLP
- McCall, Parkhurst & Horton L.L.P.
- Norton Rose Fulbright US LLP
- Orrick, Herrington & Sutcliffe LLP
- West and Associates, L.L.P.

(b) authorize staff to negotiate agreements for public finance legal services, subject to possible future approval by the Port Commission, with one or more of these firms under terms and conditions deemed reasonable, customary, and advisable; and

(c) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Legal

**Staff Contact:**

Dave McNamara

**Background:**

Staff anticipates that the Port Commission may authorize and approve the issuance of debt to finance construction and other related costs associated with Project 11 and other potential Port Authority funding needs, including those for capital equipment, port facility improvements, channel improvement projects, and potential bond defeasance and refunding opportunities. Staff further anticipates the need to engage one or more law firms to assist with its public finance needs.

The Port Authority notified vendors regarding a request for qualifications (RFQs) for public finance and bond counsel services using the Port Authority's BuySpeed Eprocurement System and the request was advertised on the Port Authority's website and in a local newspaper. Eighteen vendors downloaded the solicitation materials from BuySpeed.

**Staff Evaluation/Justification:**

On January 27, 2021, fourteen RFQ responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the evaluation criteria published in the RFQ.

Staff reviewed the responses and determined that eleven law firms are most qualified to be included in a pool from which to select firms to assist the Port Authority with its public finance legal needs.

Staff recommends that the Port Commission approve these eleven law firms.



## G. COMMERCIAL

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<b>Subject</b>	<b>1. Review and amend the Memorandum of Understanding between the Panama Canal Authority and the Port Authority.</b>
Meeting	May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its May 25, 2021 meeting, approve renewal and amendment of the Memorandum of Understanding between the Panama Canal Authority and the Port Authority for a five-year term, effective as of April 29, 2021, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region) STRATEGIC GOAL #3 - PARTNERSHIPS (Develop and Strengthen External Partnerships)

**Category:**  
General

**Department:**  
Marketing & Branding

**Staff Contact:**  
Christine Abbruscato

**Background:**

On July 3, 2003, the Port Authority and the Panama Canal Authority entered into a Memorandum of Understanding (MOU). By Minute No. 2011-0426-20, Port Commission approved amending and renewing the MOV for the first time, and it amended and renewed once again in 2016 by Minute No. 2016-0322-05.

**Staff Evaluation/Justification:**

The MOU states the parties' mutual interest in cooperating to generate new business by promoting the all-water route between Asia and the Pacific Rim, and the Gulf Coast, via the Panama Canal. Such new business helps to increase both regions' economic growth as well as increase the revenues of the Port Authority and the Panama Canal. To accomplish the foregoing, the MOU provided that the parties would elect to undertake joint marketing activities and to share information regarding operations, engineering, marketing, and technology.

Knowing the importance of this gateway to Houston, staff recommends extending the MOU for an additional five-year term. By its terms, the MOU may be terminated by either party upon 30 days notice. The MOU expressly states that it does not set forth any legally binding rights or obligations.

Staff recommends that the Port Commission approve the Memorandum of Understanding.



## G. COMMERCIAL

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**Subject** 2. Authorize the extended term of a month-to-month lease commencing June 1, 2021 with WATCO Transloading L.L.C. for approximately 5.31 acres out of Block 28 in Industrial Park East with a 3% annual rent increase.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting, authorize the extended term of a month-to-month lease commencing June 1, 2021 with WATCO Transloading L.L.C. for approximately 5.31 acres out of Block 28 in Industrial Park East with a 3% annual rent increase, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region)  
Strategic Objective 4d. - Support sustainable growth of Port Houston and the greater Port

**Category:**  
Leases

**Department:**  
Real Estate

**Staff Contact:**  
R. D. Tanner

**Background:**  
The Port Authority currently has a month-to-month lease with WATCO Transloading L.L.C. ("WATCO") that will have been in effect for more than a year after June 1, 2021. WATCO's current rental is \$11,336.85 monthly/\$136,042.20 annually.

An amendment to the Water Code adopted in the 2011 legislative session requires that the Port Commission approve month-to-month leases in effect for more than one year.

**Staff Evaluation/Justification:**  
Staff recommends the extended term of a month-to-month lease with WATCO Transloading L.L.C.



## G. COMMERCIAL

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**Subject** 3. Approve a lease agreement for a 3-year term with VersaCold Logistics, L.L.C., for approximately 1.16-acres out of Block 11 at Barbours Cut Terminal effective no earlier than June 1, 2021, at an annual base rent of \$66,594.60 with a 3% annual increase.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting, approve a lease agreement for a 3-year term with VersaCold Logistics, L.L.C. for approximately 1.16-acres out of Block 11 at Barbours Cut Terminal effective no earlier than June 1, 2021, at an annual base rent of \$66,594.60 with a 3% annual rent increase, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region)  
Strategic Objective 4d. - Support sustainable growth of Port Houston and the greater Port

**Category:**  
Leases

**Department:**  
Real Estate

**Staff Contact:**  
R. D. Tanner

**Background:**  
VersaCold Logistics, L.L.C., (VersaCold) has requested that the Port Authority lease approximately 1.16-acres on the Barbours Cut Terminal on a term basis. VersaCold has requested a 3-year term lease.

VersaCold, which was sold to AmeriCold Logistics in 2010, has leased the property since that time and uses the property for a parking area for refrigerated ocean containers.

**Staff Evaluation/Justification:**  
Staff recommends approval of a 3-year term lease with VersaCold on the terms described above.



## H. FINANCE

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**Subject** 1. Award a five-year contract with McGriff Insurance Service, Inc. to serve as the Port Authority's Property and Casualty Insurance Broker of Record in an amount not to exceed \$697,500.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting, award a five-year contract with McGriff Insurance Service, Inc. to serve as the Port Authority's Property and Casualty Insurance Broker of Record in an amount not to exceed \$697,500, and further authorize the Executive Director to do any all things in his opinion reasonable and necessary to give effect to the foregoing.

Goals STRATEGIC GOAL #3 - PARTNERSHIPS (Develop and Strengthen External Partnerships)  
STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Risk Management

**Staff Contact:**

Norma Essary

**Background:**

The Port Authority currently contracts with McGriff Insurance Services, Inc. to provide insurance broker of record (BOR) services relating to property and casualty liability insurance coverage. The Port Authority's BOR assists with the procurement of coverage, including the development of insurance specifications, submission of the same to insurance companies, evaluation of submitted proposals, and the formulation of recommendations for placement of coverage. Other BOR services include assistance with claims settlement, environmental reporting, risk assessments, boiler and machinery inspections, third party administrator audits, litigation management, actuarial studies, loss modeling, loss control, and expert resources. The firm provides a high level of Texas Tort Claims experience, with an emphasis on best practices for governmental self-insured programs.

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

**Staff Evaluation/Justification:**

On April 7, 2021, three RFP responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFP. Staff identified McGriff Insurance Services, Inc. as providing best value for the required services.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to McGriff Insurance Services, Inc.



## H. FINANCE

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**Subject** 2. Approve staff's selection of twenty-six investment banking and debt underwriting firms from which to select teams to assist with the Port Authority's future debt financing requirements over the next five years.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting:

(a) approve the following twenty-six investment banking and debt underwriting firms from which to select teams to assist with the Port Authority's future debt financing requirements over the next five years:

- Academy Securities, Inc.
- BofA Securities, Inc.
- Barclays Capital Inc.
- Blaylock Van, LLC
- Citigroup Global Markets Inc.
- Drexel Hamilton, LLC
- Estrada Hinojosa & Company, Inc.
- FHN Financial Capital Markets
- Goldman Sachs & Co. LLC
- Hilltop Securities Inc.
- Huntington Securities, Inc.
- J.P. Morgan Securities LLC
- Jefferies LLC
- Loop Capital Markets LLC
- Mesirow Financial, Inc.
- Morgan Stanley
- Piper Sandler & Co.
- Ramirez and Co., Inc.
- Raymond James & Associates, Inc.
- RBC Capital Markets, LLC
- Siebert Williams Shank & Co., LLC
- Stern Brothers
- Stifel, Nicolaus & Company, Incorporated
- UBS Financial Services Inc.
- UMB Bank, N.A.
- Wells Fargo Bank, N.A., Municipal Finance Group

(b) authorize staff to negotiate agreements for investment banking and debt underwriting services, subject to possible future approval by the Port Commission, with one or more of these firms under terms and conditions deemed reasonable, customary, and advisable; and

(c) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals STRATEGIC GOAL #4 - STEWARDSHIP (Create Greater Value for the Region)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Treasury

**Staff Contact:**

Roland Gonzalez / Tim Finley

**Background:**

Staff anticipates that the Port Commission may authorize and approve the issuance of debt, and the firms to assist with the issuance of debt, to finance construction and other related costs associated with Project 11 and other potential Port Authority funding needs, including those for capital equipment, port facility improvements, channel improvement projects, and potential bond defeasance and refunding opportunities. Staff further anticipates the need to engage a variety of financial firms to assist with the Port Authority's financing needs.

The Port Authority notified vendors regarding a request for qualifications (RFQs) for these investment banking services using the Port Authority's BuySpeed Eprocurement System and the request was advertised on the Port Authority's website and in a local newspaper. Thirty-five vendors received the solicitation.

**Staff Evaluation/Justification:**

On January 27, 2021, thirty-five RFQ responses were received and opened. The responses were reviewed and evaluated by a team of eight including four Port Houston staff members and three financial advisor (PFM Financial Advisors, LLC) staff members, in accordance with the evaluation criteria published in the RFQ.

The evaluation team reviewed the responses in terms of best value to the Port Authority and selected twenty-six of the respondents to be included in a pool from which to select firms to assist the Port Authority with its financing needs.

Staff recommends the Port Commission approve the selection of these twenty-six investment banking and bond underwriting firms.

## I. INFRASTRUCTURE

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**Subject** 1. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$1,095,381 for the planning and design for reconstruction of 87 acres of container yards at Barbours Cut Terminal to the top-ranked proposers: staff ranking – first, AECOM Technical Services, Inc.; second, Hatch Associates Consultants, Inc.; and third, RPS Group.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting:

- (a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order – first, AECOM Technical Services, Inc.; second, Hatch Associates Consultants, Inc.; and third, RPS Group;
- (b) award a professional services contract to AECOM Technical Services, Inc. for the planning and design for reconstruction of 87 acres of container yards at Barbours Cut Terminal, in an amount not to exceed \$1,095,381;
- (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and
- (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals STRATEGIC GOAL #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project consists of the reconstruction of approximately 87 acres of current container yards over the next seven years, as contemplated by the Port Authority's 2020 Infrastructure for Rebuilding America (INFRA) grant award.

Staff recommends awarding \$1,095,381 for year 2021 to start the design and environment assessment, with the option of amending the contract in 2022 to complete the design of Container Yards 4 North and 5 North.

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

**Staff Evaluation/Justification:**

On December 9, 2020, seven RFQ responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFQ. Staff identified the following vendors, listed in order of ranking, as most qualified to provide the required services:

- AECOM Technical Services, Inc.
- Hatch Associates Consultants, Inc.
- RPS Group

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to AECOM Technical Services, Inc. for the planning and design for reconstruction of 87 acres of container yards at Barbours Cut Terminal, and act as otherwise described above.

## I. 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 \$1,116,275 for the design for the rehabilitation of Wharves 4, 5, and 6 at Barbours Cut Terminal to the top-ranked proposers: staff ranking – first, Hatch Associates Consultants, Inc.; second, Jacobs Engineering Group, Inc.; and third, AECOM Technical Services, Inc.</b>
Meeting	May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its May 25, 2021 meeting: (a) approve staff's ranking of the most qualified vendors, based on the selection criteria, in the following order – first, Hatch Associates Consultants, Inc.; second, Jacobs Engineering Group, Inc.; and third, AECOM Technical Services, Inc.; (b) award a professional services contract to Hatch Associates Consultants, Inc. for the design for the rehabilitation of Wharves 4, 5, and 6 at Barbours Cut Terminal, in an amount not to exceed \$1,116,275; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

This project consists of new crane rail beams for larger cranes and the reconstruction of Wharves 4, 5, and 6 over the next seven years, as contemplated by the Port Authority's 2020 Infrastructure for Rebuilding America (INFRA) grant award.

Staff recommends awarding \$1,116,275 for year 2021 to start the design and environment assessment, with the option of amending the contract in 2022 to complete the design of Wharf 4 and partial Wharf 5.

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

**Staff Evaluation/Justification:**

On December 9, 2020, seven RFQ responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFQ. Staff identified the following vendors, listed in order of ranking, as most qualified to provide the required services:

- Hatch Associates Consultants, Inc.

- Jacobs Engineering Group, Inc.
- AECOM Technical Services, Inc.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Hatch Associates Consultants, Inc. for the design for the rehabilitation of Wharves 4, 5, and 6 at Barbours Cut Terminal, and act as otherwise described above.

## I. INFRASTRUCTURE

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<b>Subject</b>	<b>3. Approve staff's ranking of vendors and award a professional services contract in an amount not to exceed \$498,300 for the 2021 electrical and communications Facility Inspection and Condition Assessment Program at Bayport Container Terminal (FICAP) to the top-ranked proposer: staff ranking – first, Hatch Associates Consultants, Inc.; and second, Jacobs Engineering Group, Inc.</b>
Meeting	May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its May 25, 2021 meeting: (a) approve staff's ranking of the most qualified vendor, based on the selection criteria, in the following order – first, Hatch Associates Consultants, Inc.; and second, Jacobs Engineering Group, Inc.; (b) award a professional services contract to Hatch Associates Consultants, Inc. for the 2021 electrical and communications Facility Inspection and Condition Assessment Program (FICAP) at Bayport Container Terminal in an amount not to exceed \$498,300; (c) grant authority, if a contract cannot be negotiated with the first-ranked vendor, to formally, and in writing, end negotiations with that vendor and proceed to the next vendor in the order of ranking until a contract is reached or all proposals are rejected; and (d) further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

The ongoing Facility Inspection and Condition Assessment Program (FICAP) includes performing visual inspections of electrical and communication assets and developing condition ratings of Port Authority assets. Staff is now recommending awarding \$498,300 for year 2021, to start the FICAP condition assessment at Bayport Container Terminal. Staff intends to come back at a later date to complete the program via either an amendment to this contract and/or new contract(s) with different or additional firms to complete the program elsewhere.

The Port Authority notified vendors regarding its request for qualifications (RFQs) using the Port Authority's BuySpeed Eprocurement System and the project was advertised on the Port Authority's website and in a local newspaper. 348 vendors downloaded the project materials from BuySpeed.

**Staff Evaluation/Justification:**

On February 25, 2021, eight RFQ responses were received and opened. The responses were reviewed and evaluated by staff in accordance with the selection criteria published in the RFQ. Staff identified the following vendors, listed in order of ranking, as most qualified to provide the required analysis and design services:

- Hatch Associates Consultants, Inc.
- Jacobs Engineering Group, Inc.

Following staff Executive Committee review, staff recommends that the Port Commission award a contract to Hatch Associates Consultants, Inc. for the 2021 electrical and communications FICAP at Bayport Container Terminal, and act as otherwise described above.

## I. INFRASTRUCTURE

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**Subject** 4. Amend the professional services contract with HDR Engineering, Inc. to perform additional design services for the management of placement areas at Bayport Container Terminal in an amount not to exceed \$163,514.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting, approve an amendment to the professional services contract with HDR Engineering, Inc. for the management of placement areas at Bayport Container Terminal in an amount not to exceed \$163,514, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals STRATEGIC GOAL #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

By Minute No. 2017-0131-25, the Port Commission awarded a professional services contract to HDR Engineering, Inc. for the management of placement areas at Bayport Container Terminal.

This amendment is the seventh amendment to this contract, for a total amendment value to date of \$-312,099.31, which represents an increase of 33.32% over the original contract value.

This proposed amendment would provide additional soil borings, additional geotechnical investigation, and engineering design work to address saturated dredge material that was not able to be excavated or developed under the original land development project. Staff anticipates amending the contract in the third or fourth quarter of 2021 or early 2022, to provide construction phase services.

**Staff Evaluation/Justification:**

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



## I. INFRASTRUCTURE

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**Subject** 5. Approve a change order with Satterfield & Pontikes Construction, Inc. to perform additional work associated with the construction of Container Yard 2 South at Bayport Container Terminal in an amount not to exceed \$81,322.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting, approve a change order with Satterfield & Pontikes Construction, Inc. to perform additional work associated with the construction of Container Yard 2 South a Bayport Container Terminal in an amount not to exceed \$81,322, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals STRATEGIC GOAL #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Project and Construction Management

**Staff Contact:**

Roger H. Hoh, P.E.

**Background:**

By Minute No. 2020-0730-18, the Port Commission awarded a construction contract to Satterfield & Pontikes Construction, Inc. for the construction of Container Yard 2 South a Bayport Container Terminal.

This would be the third change order to this contract, for a total change order value to date of \$72,303.15, which represents an increase of .38% over the original contract value. The total small business goal for this project is 35%.

This change order includes the following items:

- Additional excavation and removal of unsuitable soil to prepare subgrade, including material hauling and disposal
- Extension of waterline to avoid conflict with access road

**Staff Evaluation/Justification:**

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



## I. INFRASTRUCTURE

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**Subject**                    **6. Enter into a Memorandum of Agreement with the U.S. Army Corps of Engineers for maintenance dredging of berths at the Bayport Container Terminal and Auto Terminal and Barbours Cut Terminal in an amount not to exceed \$5,000,000.**

Meeting                    May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action    The Port Commission, at its May 25, 2021 meeting, authorize the Port Authority to enter into a Memorandum of Agreement with the U.S. Army Corps of Engineers for maintenance dredging of berths at the Bayport Container Terminal and Auto Terminal and Barbours Cut Terminal in an amount not to exceed \$5,000,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

General

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

In mid 2021, the U.S. Army Corps of Engineers (Corps) is expected to perform maintenance dredging of the Houston Ship Channel and Bayport Ship Channel adjacent to Bayport Container Terminal and the Barbours Cut Ship Channel adjacent to Barbours Cut Terminal. Berths at these terminals also require maintenance dredging to remove siltation that has occurred since the last maintenance dredging completed in 2019. The Corps is authorized to perform berth dredging for the Port Authority on a reimbursable basis.

**Staff Evaluation/Justification:**

Use of the Corps dredging contract for berth maintenance is expected to lower the Port Authority's cost for maintenance, improve navigation and commerce, and reduce impacts to placement areas.

Staff recommends that the Port Commission authorize this agreement.



## I. INFRASTRUCTURE

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**Subject** 7. Enter into a Memorandum of Agreement with the U.S. Army Corps of Engineers for maintenance dredging of berths at Woodhouse Terminal and Sims Terminal in an amount not to exceed \$2,000,000.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting, authorize the Port Authority to enter into a Memorandum of Agreement with the U.S. Army Corps of Engineers for maintenance dredging of berths at Woodhouse Terminal and Sims Terminal in an amount not to exceed \$2,000,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

General

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

In mid to late 2021, the U.S. Army Corps of Engineers (Corps) is expected to perform maintenance dredging of the Houston Ship Channel adjacent to Woodhouse Terminal and Sims Terminal. Berths at these terminals also require maintenance dredging, to remove siltation that has occurred since the last maintenance dredging completed in 2019. The Corps is authorized to perform berth dredging for the Port Authority on a reimbursable basis.

**Staff Evaluation/Justification:**

Use of the Corps dredging contract for berth maintenance is expected to lower the Port Authority's cost for maintenance, improve navigation and commerce, and reduce impacts to placement areas.

Staff recommends that the Port Commission authorize this agreement.



## I. INFRASTRUCTURE

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**Subject**                    **8. Enter into a Memorandum of Agreement with the U.S. Army Corps of Engineers for maintenance dredging of berths at the Jacintoport Terminal and CARE Terminal in an amount not to exceed \$1,500,000.**

Meeting                    May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action    The Port Commission, at its May 25, 2021 meeting, authorize the Port Authority to enter into a Memorandum of Agreement with the U.S. Army Corps of Engineers for maintenance dredging of berths at the Jacintoport Terminal and CARE Terminal in an amount not to exceed \$1,500,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

General

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

In mid to late 2021, the U.S. Army Corps of Engineers (Corps) is expected to perform maintenance dredging of the Houston Ship Channel adjacent to Jacintoport Terminal and CARE Terminal. Berths at these terminals also require maintenance dredging to remove siltation that has occurred since the last maintenance dredging completed in 2020. The Corps is authorized to perform berth dredging for the Port Authority on a reimbursable basis.

**Staff Evaluation/Justification:**

Use of the Corps dredging contract for berth maintenance is expected to lower the Port Authority's cost for maintenance, improve navigation and commerce, and reduce impacts to placement areas.

Staff recommends that the Port Commission authorize this agreement.



## I. INFRASTRUCTURE

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**Subject** 9. Approve renewal of the following expiring Port Authority licenses for new ten-year terms: Air Products, LLC, Chevron Phillips Chemical Company LP, City of Galena Park, Enterprise Products Operating LLC, Equistar Chemicals, LP, Ethyl Corporation, INEOS Chocolate Bayou Pipeline, LLC, Lone Star NGL Mont Belvieu LP, Targa Downstream LLC, and Valero Refining-Texas, LP.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting, authorize the Port Authority to approve renewal of the following expiring licenses for new ten-year terms: Air Products, LLC, Chevron Phillips Chemical Company LP, City of Galena Park, Enterprise Products Operating LLC, Equistar Chemicals, LP, Ethyl Corporation, INEOS Chocolate Bayou Pipeline, LLC, Lone Star NGL Mont Belvieu LP, Targa Downstream LLC, and Valero Refining-Texas, LP, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

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

Company	File No.	License Fee
Air Products, LLC	1999-0297	\$26,510
Air Products, LLC	2000-0265	\$374,508
Air Products, LLC	2001-0003	\$39,627
Air Products, LLC	2010-0256	\$5,302
Chevron Phillips Chemical Company LP	1991-0079	\$163,649
Chevron Phillips Chemical Company LP	1990-0055	\$118,014
City of Galena Park	1999-0091	\$1,709
Enterprise Products Operating LLC	2011-0066	\$21,208
Equistar Chemicals, LP	2011-0433	\$10,604
Equistar Chemicals, LP	2021-0122	\$15,906
Ethyl Corporation	2001-0105	\$3,418
INEOS Chocolate Bayou Pipeline, LLC	2001-0152	\$50,904
INEOS Chocolate Bayou Pipeline, LLC	2001-0112	\$10,604
Lone Star NGL Mont Belvieu LP	2001-0173	\$64,872
Targa Downstream LLC	2001-0004	\$75,356
Valero Refining-Texas, LP	2001-0005	\$7,711
Total		\$989,902

**Staff Evaluation/Justification:**

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

Staff recommends approval.

## I. INFRASTRUCTURE

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**Subject**                    **10. Issue a pipeline license to Intercontinental Terminals Company LLC for one 12-inch methanol pipeline under and across the Port Terminal Railroad Association's Southside Mainline railroad right-of-way.**

Meeting                    May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                        Action

Recommended Action    The Port Commission, at its May 25, 2021 meeting, authorize the Port Authority to issue a pipeline license to Intercontinental Terminals Company LLC for one 12-inch methanol pipeline under and across the Port Terminal Railroad Association's Southside Mainline railroad right-of-way, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Intercontinental Terminals Company LLC, Port Authority File No. 2021-0077, has applied for a pipeline license for one 12-inch methanol pipeline under and across the Port Terminal Railroad Association's Southside Mainline railroad right-of-way, in the George Ross Survey, A-646.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department and the Port Terminal Railroad Association. The license is subject to the Port Authority's usual terms and conditions and at a fee of \$40,184. The \$675 application fee and the \$2,500 as-built deposit have been paid.

Staff recommends approval.



## I. INFRASTRUCTURE

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**Subject**                    **11. Issue a pipeline license to Pasadena Performance Products, LLC for one 8-inch NGL pipeline under and across the Port Terminal Railroad Association's Pasadena Cut-Off railroad right-of-way.**

Meeting                    May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action    The Port Commission, at its May 25, 2021 meeting, authorize the Port Authority to issue a pipeline license to Pasadena Performance Products, LLC for one 8-inch NGL pipeline under and across the Port Terminal Railroad Association's Pasadena Cut-Off railroad right-of-way, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Pasadena Performance Products, LLC, Port Authority File No. 2021-0102, has applied for a pipeline license for one 8-inch NGL pipeline under and across the Port Terminal Railroad Association's Pasadena Cut-Off railroad right-of-way, in the William Vince Survey, A-78.

**Staff Evaluation/Justification:**

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

Staff recommends approval.



## I. INFRASTRUCTURE

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**Subject**                    **12. Issue a transmission line license to Southwestern Bell Telephone Company for one fiber optic cable over and along the road at Sims Bayou.**

Meeting                    May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                        Action

Recommended Action    The Port Commission, at its May 25, 2021 meeting, authorize the Port Authority to issue a transmission line license to Southwestern Bell Telephone Company for one fiber optic cable over and along the road at Sims Bayou, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Southwestern Bell Telephone Company, Port Authority File No. 2021-0118, has applied for a transmission line license for one fiber optic cable over and along the road at Sims Bayou, in the Callahan and Vince Survey, A-9.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department and the Port Terminal Railroad Association. The license is subject to the Port Authority's usual terms and conditions. The \$675 application fee and the \$2,500 as-built deposit have been paid. Staff recommends the license fee be waived since this project would provide service to a Port Authority's tenant, TPC Group LLC.

Staff recommends approval.



## I. INFRASTRUCTURE

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<b>Subject</b>	<b>13. Issue a private road-rail grade crossing license to Watco Companies, LLC over the Northside Mainline railroad right-of-way near Greensport.</b>
Meeting	May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its May 25, 2021 meeting, authorize the Port Authority to issue a private road-rail grade crossing license to Watco Companies, LLC over the Northside Mainline railroad right-of-way near Greensport, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Watco Companies, LLC, Port Authority File No. 2021-0061, has applied for a private road-rail grade crossing license over the Northside Mainline railroad right-of-way near Greensport, in the William P. Harris and Robert Wilson Survey, A-31. The crossing would connect the Greens Port Industrial Terminal to Industrial Road.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department and the Port Terminal Railroad Association. The license is subject to the Port Authority's usual terms and conditions and at a fee of \$8,016. The \$675 application fee and the \$2,500 as-built deposit have been paid.

Staff recommends approval.



## I. INFRASTRUCTURE

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**Subject**                    **14. Amend a pipeline license issued to Enterprise TE Products Pipeline Company LLC to remove the existing pipeline and relocate a new pipeline adjacent to the original location and to a greater depth across Cedar Bayou.**

Meeting                    May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action    The Port Commission, at its May 25, 2021 meeting, authorize the Port Authority to amend a pipeline license issued to Enterprise TE Products Pipeline Company LLC to remove the existing pipeline and relocate a new pipeline adjacent to the original location and to a greater depth across Cedar Bayou, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

Enterprise TE Products Pipeline Company LLC, Port Authority File No. 2015-0005, has applied to amend a pipeline license to remove the existing pipeline and relocate a new pipeline adjacent to the original location and to a greater depth across Cedar Bayou, in the C. Smith Survey, A-69. The new pipeline would be shifted 11 to 25 feet south of the existing location and at a greater depth to accommodate the U.S. Army Corps of Engineers channel improvement project for Cedar Bayou.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department. The license is subject to the Port Authority's usual terms and no additional license fee would be charged for this project. The \$675 application fee and the \$2,500 as-built deposit have been paid.

Staff recommends approval.



## I. INFRASTRUCTURE

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**Subject**                    **15. Amend an open drainage channel (ditch) license agreement with PCI Nitrogen, LLC to extend the term for an additional ten years for the continued use of a concrete splash pad near the Southside Mainline railroad right-of-way.**

Meeting                    May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action    The Port Commission, at its May 25, 2021 meeting, authorize the Port Authority to amend an open drainage channel (ditch) license agreement with PCI Nitrogen, LLC to extend the term for an additional ten years for the continued use of a concrete splash pad near the Southside Mainline railroad right-of-way, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Permits/Licenses/Pipeline Easements

**Department:**

Channel Operations

**Staff Contact:**

Garry McMahan

**Background:**

PCI Nitrogen, LLC, Port Authority File No. 2008-0322, has applied to amend an open drainage channel (ditch) license agreement to extend the term for an additional ten years for the continued use of a concrete splash pad near the Southside Mainline railroad right-of-way, in the William Vince Survey, A-78.

**Staff Evaluation/Justification:**

The application was reviewed and approved by the Port Authority's Channel Operations department and the Port Terminal Railroad Association. The license is subject to the Port Authority's usual terms and conditions. Staff recommend the fee be waived since this project improved a Port Authority drainage project. The \$675 application fee has been paid.

Staff recommends approval.



## J. OPERATIONS

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**Subject** 1. Award a three-year contract to Home Depot U.S.A., Inc. for the purchase of miscellaneous hardware and construction supplies for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal, using the U.S. Communities Government Purchasing Alliance, in an amount not to exceed \$350,000.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting, issue a three-year contract to Home Depot U.S.A., Inc. for the purchase of miscellaneous hardware and construction supplies using the U.S. Communities Government Purchasing Alliance, in an amount not to exceed \$350,000, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals STRATEGIC GOAL #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

By Minute No. 2018-0626-28, the Port Commission awarded a two-year contract to Home Depot U.S.A., Inc. (Home Depot) in the amount of \$300,000 for the purchase of miscellaneous hardware and construction supplies for Barbours Cut Terminal, Bayport Container Terminal, and Turning Basin Terminal. The Port Authority operates a total of three maintenance shops that are responsible for building and facility maintenance for these terminals. These shops often engage in repairs to buildings, as well as relocation and construction of office spaces. Supplies such as drywall, plywood, lumber, and fittings are needed to successfully complete this work.

**Staff Evaluation/Justification:**

Procuring miscellaneous hardware and construction supplies such as drywall, plywood, lumber, and fittings through the U.S. Communities Government Purchasing Alliance is the method that both satisfies competitive purchase requirements and provides the best value to the Port Authority. The Director of Procurement Services has determined that the use of this procurement program provides the best value for this best value determination and purchase.

Staff has determined that Home Depot is the vendor that best meets the Port Authority's requirements and offers the best price for miscellaneous shop supplies. Home Depot's pricing was reviewed and approved by the U.S. Communities Purchasing Alliance.

Accordingly, staff recommends that the Port Commission approve this three-year contract with Home Depot.



## J. OPERATIONS

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<b>Subject</b>	<b>2. Issue a purchase order to Altec Industries, Inc. for purchase of a articulating telescopic aerial device "bucket truck", using a Sourcewell cooperative purchase program contract, in an amount not to exceed \$110,000.</b>
Meeting	May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY
Access	Public
Type	Action
Recommended Action	The Port Commission, at its May 25, 2021 meeting, issue a purchase order to Altec Industries, Inc. for purchase of a articulating telescopic aerial device "bucket truck", using a Sourcewell cooperative purchase program contract, in an amount not to exceed \$110,000, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.
Goals	STRATEGIC GOAL #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

**Category:**

Award, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

The Port Authority's Information Technology (IT) department is seeking to obtain one articulating telescopic aerial device bucket truck. IT is currently dependent on the Maintenance Department's schedule and priorities to provide a man-lift or a scissor lift for the installation, maintenance, or replacement of IT devices, such as cameras, arrays, and antennas, installed on high mast poles or buildings. Such equipment request can take up to several days to fulfill as a result.

**Staff Evaluation/Justification:**

The Director of Procurement Services has determined that procuring the articulating telescopic aerial device bucket truck "bucket truck" through a Sourcewell contract 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 item needed is provided by Altec Industries, Inc. under the pricing schedule obtained from that vendor's contract with Sourcewell and is therefore recommending this purchase.

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



## J. OPERATIONS

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**Subject**                    **3. Issue a purchase order to Rush Bus Centers for the purchase of one 26-passenger bus for Bayport Container Terminal, using the Houston-Galveston Area Council Cooperative Purchase Program, in an amount not to exceed \$101,000.**

Meeting                    May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access                    Public

Type                    Action

Recommended Action    The Port Commission, at its May 25, 2021 meeting, issue a purchase order to Rush Bus Centers for the purchase of one 26-passenger bus for Bayport Container Terminal, using the Houston-Galveston Area Council Cooperative Purchase Program, in an amount not to exceed \$101,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

Goals                    STRATEGIC GOAL #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

The Port Authority currently owns two 26-passenger buses and one 12-passenger bus, both in operation at Bayport Container Terminal. These units are used daily to transport longshoremen to and from parking lots and wharves. One 26-passenger bus (unit 2156) was damaged on March 7, 2021, resulting in a total loss. The Port Authority is currently renting one 26-passenger bus until a replacement has been purchased.

**Staff Evaluation/Justification:**

Staff has compared prices for passenger buses obtained from non-Houston-Galveston Area Council local dealerships and Houston-Galveston Area Council (H-GAC) providers. The Director of Procurement Services has determined that procuring this vehicle through the H-GAC cooperative purchase program is the method that both satisfies competitive purchase requirements and provides the best value to the Port Authority.

The H-GAC website lists several pre-approved vendors. Staff has reviewed the passenger bus specifications from H-GAC providers and determined that Rush Bus Centers is the vendor with the best price for this unit and meets the Port Authority's requirements. Rush Bus Centers pricing for the selected model was reviewed and approved by H-GAC.

Accordingly, staff requests the Port Commission approve this best value determination and purchase.



## J. OPERATIONS

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**Subject** 4. Issue a purchase order to Caldwell Country Chevrolet for purchase of two Chevy 4500 heavy duty cargo trucks for Barbours Cut Terminal, using Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program, in a total amount not to exceed \$92,500.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting, issue a purchase order to Caldwell Country Chevrolet for purchase of two Chevy 4500 heavy-duty cargo trucks for Barbours Cut Terminal, using Local Government Purchasing Cooperative's BuyBoard, a cooperative purchase program, in a total amount not to exceed \$92,500, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing

Goals STRATEGIC GOAL #2 - INFRASTRUCTURE (Optimize Infrastructure and Channel Capacity to Serve the Region)

**Category:**

Award, Amendments & Change Orders

**Department:**

Maintenance

**Staff Contact:**

Paulo Soares

**Background:**

The Central Maintenance department, with recommendations from Barbours Cut Maintenance has prepared specifications for a heavy-duty cargo truck to promote a safe work environment and cost-effective operations. Heavy-duty cargo trucks will be used for hauling large crane parts and equipment within Barbours Cut Terminal.

**Staff Evaluation/Justification:**

Staff has compared heavy-duty cargo truck prices obtained from local and non-local providers, taking into consideration the statutory competitive procurement requirements. The Director of Procurement Services has determined that procuring these vehicles through the BuyBoard program is the method that both satisfies competitive purchase requirements and provides the best value to the Port Authority. BuyBoard websites list several pre-approved providers. Staff has reviewed the specifications from these providers and determined that Caldwell Country Chevrolet is the vendor with the best price for heavy-duty cargo trucks and meets the Port Authority's requirements.

Staff recommends that the Port Commission approve this best value determination and a purchase order to Caldwell Country Chevrolet for the purchase of two Chevy 4500 heavy-duty cargo trucks.



## K. PEOPLE

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**Subject** 1. Renew a five-year contract with PayFactors Group LLC, for compensation technology software and data management, at \$15,000 per year, with a total amount not to exceed \$75,000.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting, award a five year renewal contract to PayFactors Group LLC, for Compensation technology software and data management services, at \$15,000 per year, with a total amount not to exceed \$75,000, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the forgoing.

Goals Strategic Objective 1a. - Retain, engage, develop, and attract talent  
STRATEGIC GOAL #1 - PEOPLE AND ORGANIZATION (Be the Best Place to Work)

**Category:**

Awards, Amendments & Change Orders

**Department:**

Human Resources

**Staff Contact:**

Roger Walter

**Background:**

PayFactors Group LLC ("Payfactors") was previously selected as the vendor of choice for a three-year contract at \$15,000 per year that supplies compensation technology and data management software to provide current competitive market analysis for positions within the Port Authority.

The Port Authority has utilized PayFactors software for the past three years to perform market pricing analysis for positions within the Port Authority. PayFactors software maintains current salary survey data on thousands of jobs that can be used to analyze the competitiveness of our base compensation.

The Port Authority's existing agreement with PayFactors allows the Port Authority to analyze existing as well as newly-created positions. Currently, the Port Authority has in excess of 175 positions that are analyzed and compared for market competitiveness.

PayFactors has now offered to extend the same locked-in price of \$15,000 per year for a five-year period beginning November 1, 2021 and ending October 31, 2026.

**Staff Evaluation/Justification:**

PayFactor's proposal would continue to provide access to its Compensation database platform and services at the same price that was selected following a competitive selection process in 2018.

Staff recommends the Port Commission approve a contract to PayFactors. It should be noted that PayFactors Group LLC will be merging with and becoming a subsidiary of PayScale Inc. but will continue to operate as a wholly owned subsidiary.



## M. TECHNOLOGY

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**Subject** 1. Approve a purchase order to HP, Inc. for purchase of laptops and associated peripherals for the first phase of telecommuters coming back on site, using the Texas Department of Information Resources' cooperative purchase program, in an amount not to exceed \$80,000.

Meeting May 25, 2021 - PORT COMMISSION OF THE PORT OF HOUSTON AUTHORITY

Access Public

Type Action

Recommended Action The Port Commission, at its May 25, 2021 meeting, approve a purchase order to HP, Inc. for purchase of laptops and associated peripherals for the first phase of telecommuters coming back on site, using the Texas Department of Information Resources' cooperative purchase program, in an amount not to exceed \$80,000, determine that this procurement method provides the best value to the Port Authority, and further authorize the Executive Director to do any and all things in his opinion reasonable or necessary to give effect to the foregoing.

**Category:**

Awards, Amendments & Change Orders

**Department:**

Information Technology

**Staff Contact:**

Ron Farrow

**Background:**

As the Port Authority begins to ease the remote-work requirements associated with COVID-19, staff is seeking to obtain approximately 70 laptops and the associated peripherals to support the first phase of returning telecommuters: Port Authority laptops would be provided to those who are returning on site and currently using port-issued desktops. This initiative would conform to the Information Technology Department's updated standards to support the equipment needs of a more agile and mobile workforce, working within and outside of Port Authority facilities.

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 these laptops and associated peripherals through the Texas Department of Information Resources' (DIR) purchasing program is the method that both satisfies competitive purchase requirements and provides best value to the Port Authority.

The Information Technology Department has determined that the best availability, price, and contract terms for the item needed is provided by HP, 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 purchase order.