

**CITY OF HOUSTON**

HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE**POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT  
OR SERVICE****PURCHASE ORDER****Vendor Address**Vendor Address Number 113564  
TERRACON CONSULTANTS INC  
DBA HBC TERRACON INC  
11555 CLAY ROAD - SUITE 100  
HOUSTON TX 77043**Information**Purchase Order Number/Date 4500307905-0 / 08/14/2019  
CoH Vendor Number 113564  
Page 1 of 1  
Buyer's Name Coryie J. Gilmore 457  
Buyer's Telephone Number  
Buyer's Fax Number  
Buyer's E-mail AddressCONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER  
TO BUYER'S E-MAIL ADDRESS**Mail Invoice to**COH HOUSING & COMMUNITY DEV  
FINANCIAL SERVICES SEC, ACCT PAY  
PO Box 1562  
HOUSTON TX 77251-1562**Shipping Address**HOUSING & COMMUNITY DEVELOPMENT  
PROCUREMENT SERVICES  
2100 TRAVIS, 9TH FLOOR  
HOUSTON TX 77002  
USA**Terms of payment :**

Pay net 30 w/o deduction

Currency USD

**Shipping Terms**

FOB(Free on board) /DESTINATION

LEAD - ASBESTOS - MOLD -- INSPECTIONS SERVICES

CITY OF HOUSTON CONTACT: KIMESHA SONNIER

(832) 394-6251

kimesha.sonnier@houstontx.gov

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	92658 LEAD & ASBESTOS INSP LEAD / ASBESTOS / MOLD -- INSPECTIONS	47,000.00 / AU	47,000.00
	Gross Price		47,000.00 USD 1 AU	1.000	47,000.00
			*** Item partially delivered ***		
			Expected value of unplanned services: 47,000.00		
			Delivery Date: 01/01/2020		
<b>Total ****</b>				<b>USD</b>	<b>47,000.00</b>

**The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.**

I hereby certify a certificate of the necessity of this expenditure is on file in this department.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

Mayor

Chief Procurement Officer

Controller

# Housing and Community Development



## PROCUREMENT REQUEST FORM



Note: The Procurement Request form is to solicit quotes through an Informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.1 and \$3,000 to 49,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14).

Signature of this document is still required.

\* Required Fields [must be completed]

Description of Purchase *	LEAD-MOLD-ASBESTOS INSP.	HSCDD Division: *	Retail
Deadline Date of Request: *	8/10/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Sonnier, Kimesha - HCD;	Created:	7/31/2019
Requester Phone Number: *	832-394-6251		

Brief Description of Scope of Work for Goods/Services:

This request is on behalf of the Disaster Recovery Harvey Program.

The Scope of Work is attached.

Note: Please allow a minimum of three (3) days for bid responses.

PR# 10265866

FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number:	5030	Status:	Pending
Funding Source:	DA-HARVEY	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	TERRACON
G/L Account:	520159	Date Processed:	
Business Area:	3200	Date Received:	7/31/19
Internal Order:	BH3200077-19	Total Amount:	\$49,900.00
BFY:	FY20	Procurement Staff	Cori Balmore
Grant:	32000077-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:		Notify Department:	Finance

Justification of Need for Goods/Services


Procurement Notes:

Requestors Signature:	<i>[Signature]</i> 7/31/19	Supervising Manager (Purchase under \$5,000)
Date:		Manager:
Buyer's Signature:	Cori Balmore 8/6/19	Funds Approval Signature:
Date:	107630	Date:
Procurement DPU Signature:	Juanita L. Rhone	(Purchase over \$5,000)
Date:	8/8/19	CFO Signature
(Purchase over \$5,000)	Keith W. Dymann	Date:
Date:	8/1/19	Director Signature (Only Consultant Services)

Assistant or Deputy  
Director: Date

Director or Designee:  
Date:

Attachments

 [Click here to attach a file](#)

 [Lead Based Paint Inspection, Testing  
Services.docx](#)

[Home](#) [CityPointe Support](#) [City of Houston](#)

## **Mold Inspection Services Scope of Work**

### **Services to be Performed:**

**Mold Inspections** (Required when signaled on the 11.01 form, initial inspection inspector sees visible growth, smells presumed mold or the home owner express concern to initial site inspection inspector): Consultant will perform mold inspections at housing unit locations. Compensation of employees/subcontractors for the time devoted to performing the mold inspection services to include the following:

1. Scheduling the inspections and performing site visit which will include:
  - I. Collect a minimum of two indoor air samples and 1 Control Outdoor air sample and identify the location of the collected air samples on a floorplan map
  - II. Note the location of any mold identified by visual observation on the floorplan
  - III. Thermography or Thermal imaging shall be used to assist in the identification of areas that are more likely to foster mold growth
  - IV. Record moisture measurements using pin or pinless systems
  - V. Photograph (visual spectrum) locations where moisture readings or thermal imaging identifies an anomaly
2. Submitted mold inspection report which will include:
  - I. Address and identifying information about the home
  - II. Appropriate site photos
  - III. Description of air collection methodology
  - IV. Information on each type of spore identified
  - V. Recommendations based on results
  - VI. Remediation Plan (where appropriate)

All site inspections must be scheduled within two (2) days after Notice To Proceed (NTP).

Contractors will also provide all program documents needed for construction related deliverables. If the inspection deliverables are not received within the communicated deadlines. A \$100 per day of liquidated damages will be imposed.

## **Asbestos Inspection/Testing Services Scope of Work**

### **Services to be Performed:**

#### **CDBG Home Asbestos Inspection/Testing Services:**

- I. **Asbestos Inspection/Testing Services: (For Rehabilitation Projects)**
  - I. Scheduling inspection
  - II. Site visit which will include:
    - a) Visual analysis of the home site
    - b) Collection of samples of materials suspected of containing Asbestos
    - c) Photographs of sample collection locations
  - III. Laboratory work to include testing of collected samples
  - IV. Deliverable Produced:
    - a) Asbestos Survey Report

All site inspections must be scheduled within two (2) days after Notice To Proceed (NTP).

Contractors will also provide all program documents needed for construction related deliverables. If the inspection deliverables are not received within the communicated deadlines. A \$100 per day of liquidated damages will be imposed.

## **Lead Based Paint Inspections/Testing Services Scope of Work**

### **Services to be Performed:**

**Lead Based Paint Inspections/Testing Services:** (Required on all Rehabilitation Projects if the year of construction is prior to 1978)

- I. Scheduling inspection
- II. Site visit which may include:
  - a) Visual analysis of the home site
  - b) Data & Sample Collection via:
    - 1. Dust Wipes
    - 2. X-Ray Fluorescence (XRF)
    - 3. Soil Samples
- III. Laboratory work to include testing of collected samples
- IV. Deliverable Produced:
  - a) Lead-Based Paint Risk Assessment

All site inspections must be scheduled within two (2) days after Notice To Proceed (NTP).

Contractors will also provide all program documents needed for construction related deliverables. If the inspection deliverables are not received within the communicated deadlines. A \$100 per day of liquidated damages will be imposed.

August 7, 2019



Coryie Gilmore  
Senior Buyer  
City of Houston  
Housing and Community Development Department  
Finance Procurement  
2100 Travis Street, 9<sup>th</sup> Floor  
Houston, Texas 77002

**Re: Proposal to Provide Asbestos, Lead-Based Paint and  
Mold Inspection Services  
City of Houston  
Housing and Community Development Department  
RFQ Number: 6000087392  
Terracon Proposal No.: P92197560**

Dear Ms. Gilmore:

Terracon has valuable experience providing asbestos, Lead-Based Paint (LBP), and mold, inspection services for the City of Houston and is ready and available to meet the needs of the Housing and Community Development Department. Since our inception more than 50 years ago, Terracon has developed a reputation for being **responsive, resourceful, and reliable**. We save our clients time and money by tailoring services that meet their objectives, acting quickly to meet deadlines, and applying new processes, methodologies, and techniques to overcome challenges and deliver projects better and faster. With broad experience working with local regulatory authorities, Terracon is a dependable partner throughout the life of your project. We deliver practical solutions while avoiding delays, surprises, and costly mistakes down the road.

Terracon is a reliable and capable team member known for our:

- **Strong Safety Culture:** Safety is one of Terracon's core values and our commitment to an "Incident and Injury-Free (IIF)" philosophy is a pillar of our culture. Successful execution and delivery includes the need to work safely and keep our employees and the public safe every day. This commitment is reflected in our recent 2018 EMR and TRIR numbers of 0.60 and 0.49, respectively. A commitment to safety correlates directly with quality. If you pay attention to safety, you must pay attention to project planning, coordination and detail.
- **Similar Project Experience:** Terracon is familiar with state and federal regulatory requirements associated with asbestos, lead-based paint (LBP) and mold and we are currently providing these services to the City of Houston. This allows us to hit the ground running when the project commences.

Terracon Consultants, Inc. 11555 Clay Road, Suite 100, Houston, Texas 77640  
P [713] 690-8989 F [713] 690-8787 [terracon.com](http://terracon.com)

Geotechnical



Environmental



Construction Materials



Facilities

- **Project Team:** Ryan Miller, Senior Project Manager, will be Terracon's contact person for this project. You may reach him at (office) 281-714-5697, (cell) 281-755-4863 or (email) [ryan.miller@terracon.com](mailto:ryan.miller@terracon.com).
- **Local Regulatory Expertise:** Our team of environmental professionals has completed hundreds of similar projects in the Houston area and has developed strong working relationships with the applicable regulatory authorities who oversee the related scopes of services.

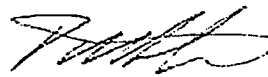
Terracon will submit samples for a 5-Day turnaround at the laboratory and final report documentation will be submitted within seven to ten days after completion of the inspections.

We confidently assure you that Terracon will provide The City of Houston with quality services. If you have any questions, please call Ryan Miller at 281-755-4863 ([ryan.miller@terracon.com](mailto:ryan.miller@terracon.com)).

We look forward to the opportunity to discuss the scope of work, pricing and project logistics.

Sincerely,  
**Terracon Consultants, Inc.**

  
Ryan W. Miller  
Senior Project Manager

  
Thomas R. Martens  
Senior Principal

Attachments:

- Statement of Capability
- Fee Schedule for RFQ Number: 6000087392



## **STATEMENT OF CAPABILITY**

## STATEMENT OF CAPABILITY

### **Terracon Consultants, Inc.**

Tom Martens, P.G., Sr. Principal

11555 Clay Road, Suite 100 | Phone: 723-690-8989 | Fax: 713-690-8787

Web Address: [www.terracon.com](http://www.terracon.com) | E-mail: [tom.martens@terracon.com](mailto:tom.martens@terracon.com)

#### **Certifications:**

**(If applicable, list all certification, schedules and designations)**

See attached for company and individual licenses and certifications.

#### **Company Overview**

**Terracon Consultants, Inc. is a certified:**

- Licensed Mold Assessment Company, Texas Department of Licensing and Regulation (TDLR) No. ACO0117
- Licensed Asbestos Consultant Agency, Texas Department of State Health Services (TDSHS) No. 100157
- Certified Lead Firm, TDSHS No. 2110106

**Terracon Consultants, Inc. provides** Environmental Consulting Services including Mold, Asbestos, Lead-Based Paint, Industrial Hygiene, and other related services.

**Terracon Consultants, Inc.** has 4,338 employees nationwide with 156 employees in the local Houston Office and has been in business since 1965.

**Terracon Consultants, Inc. has the following core competencies:**

- **Core competency 1:** Mold/Indoor Air Quality - Undesirable conditions such as odors, occupant perceptions of poor air quality, and visible mold growth are generally indicators of a breach or failure in one or more building systems. Improperly functioning heating, ventilating, and air conditioning (HVAC) systems and deficiencies in building operation, maintenance, design, or construction can contribute to excess moisture accumulation, building-related health complaints, and indoor mold growth.

Terracon utilizes a multi-disciplinary approach to assess and address the root causes of IAQ problems. Our industrial hygiene staff focuses on recognizing and evaluating potential hazards that can affect employees or occupants. We can also draw upon the expertise of our facilities engineering group to identify building deficiencies and operations that can indicate potential health concerns. Working together, these specialists can pursue the causes of complaints and provide practical recommendations to correct building-related IAQ problems.

- **Core competency 2: Asbestos** – Terracon provides a full range of asbestos consulting services, from the initial building survey to abatement project design, monitoring, and operations and maintenance (O&M) plans. Terracon offers a one-source solution for most asbestos concerns.

- **Core competency 3: Lead-Based Paint (LBP)** - Terracon's risk assessors and inspectors perform LBP risk assessments and inspections in accordance with state, the USEPA, and/or the U.S. Department of Housing and Urban Development regulations. Inspections are performed utilizing an X-ray fluorescence analyzer (XRF) to test painted surfaces in each sample location. XRF technology is a non-invasive, non-destructive means to determine presence of lead in paint, even in a painted-surfaces several layers below the surface. Terracon has the expertise to also test surface dust, water, and bare soil for lead content.

#### **Government, Quasi-Public or Private Sector Experience**

- City of Houston, environmental projects including mold, asbestos and lead inspections.
- City of League City, environmental projects including mold and asbestos inspections.
- City of Pasadena, environmental projects including asbestos inspections.
- Fort Bend ISD, environmental projects including mold and asbestos inspections.

#### **List Specific HUD or Program Office Experience (IMPORTANT)**

- Current Hurricane Harvey Recovery Project, asbestos and lead inspections for the City of Houston
- Fort Bend ISD Bond Program - mold, asbestos and lead projects
- Houston ISD Bond Program – mold, asbestos and lead projects

#### **List Specific Team Members Experience**

- **Ryan Miller** – has over 30 years of experience in safety, health, industrial hygiene and environmental services. Mr. Miller serves as a Senior Project Manager in Terracon's Houston, Texas office. He is responsible for industrial hygiene operations, including those related to asbestos, mold, lead-based paint, indoor air quality and health and safety. Mr. Miller has completed hundreds of asbestos and hazardous materials surveys and the design of several million dollars worth of environmental remediation projects for numerous facilities throughout the United States. Projects included unconventional facilities such as the Battleship Texas, Chino Mines, occupied healthcare facilities, power plants, refineries and various industrial facilities.
- **Kevin Maloney** – has over 20 years of experience in environmental services, and currently serves as the manager of industrial hygiene services in Terracon's Houston, Texas, office. He is responsible for project management and technical supervision of asbestos and mold related services, including writing technical specifications, designing O&M plans, project data collection, and report and proposal preparation. Mr. Maloney developed numerous asbestos abatement and mold remediation plans and specifications, bid solicitations, and provided project management for projects at hospitals and medical facilities; office buildings; and educational, retail, federal and industrial facilities. Mr. Maloney performed indoor air quality (IAQ) investigations for office and residential

properties. These investigations included visual inspections as well as bulk, surface and air sampling for VOCs, fungi (molds) and formaldehyde. He also is familiar with mold abatement procedures, including visual and analytical clearance standards. In addition, Mr. Maloney performed IAQ studies at schools and government buildings; fugitive emissions testing in industrial facilities; cathodic protection testing of oil and gas pipelines; and industrial hygiene monitoring for lead, chemicals, hydrocarbons, man-made mineral fibers, refractory ceramic fibers, heat stress, noise and naturally occurring radioactive material.

- **Mike Solomon** - has more than 28 years of experience in the environmental industry and is a senior project manager in Terracon's Houston Office. He is responsible for project development, project design, and project management for asbestos, lead, mold, and indoor air quality projects. He has substantial work experience with municipalities and government agencies. His asbestos abatement project experience includes projects in high rise buildings, commercial buildings, hospitals, schools, and industrial facilities. Early in his environmental career Mr. Solomon gained valuable experience working as an asbestos supervisor for an asbestos abatement company. This experience gives him practical contractor-based insight that he uses along with management experience to direct abatement projects to successful completions. He also has years of experience as a licensed mold consultant. He has performed mold inspections and managed mold abatement projects representing insurance companies, public entities, and private property owners impacted by water damage and mold growth. He uses the same experience developed for asbestos abatement project management to direct mold abatement projects to completion. He has developed a team management style that is directed at completing the projects on time and within budget.
- **Jaye Stanley** - has more than 30 years of experience in environmental work and is a senior environmental consultant at Terracon. She is part of the industrial hygiene services department and is responsible for project management, technical direction and projects for industrial hygiene services including asbestos, lead, and indoor air quality. Ms. Stanley spent eight years as the program manager in the Houston office of the Toxic Substances Control Division of the Texas Department of Health (TDH). She supervised a staff of inspectors who conducted asbestos and lead compliance inspections and compliant investigations at public and industrial facilities. Ms. Stanley has performed indoor air quality and mold investigations at government facilities and school buildings, providing consulting services to state and local agencies and school districts. Ms. Stanley managed IAQ investigations in numerous school districts, county governmental buildings, commercial structures and many other facilities
- **Aaron Dominguez** - has over 10 years of experience in environmental services and currently serves as an Asbestos Project Manager. He has worked in a number of environmental service lines during his tenure at Terracon. His current responsibilities include managing asbestos surveys and other asbestos consulting projects. He works with Terracon's field personnel to complete on time and on budget industrial hygiene projects. He also provides surveys for indoor air quality, mold and lead-based paint in addition to

renovation/reconstruction asbestos surveys, path of construction surveys, and asbestos surveys for building demolition. Mr. Dominguez has experience in managing small scale asbestos abatement projects. He has work experience with municipalities and government agencies. His asbestos abatement project experience includes projects in commercial buildings, hospitals and schools. He has experience with providing Phase I Environmental Site Assessments (ESAs) for industrial, commercial and residential facilities. These assessments include reviewing available sources such as historical photographs, topographic maps, city directories and regulatory databases. The ESAs also include extensive knowledge and identification of distinctive features associated with recognized environmental conditions. He has worked closely with the Texas Commission on Environmental Quality (TCEQ) and Railroad Commission of Texas (RRC) offices to obtain property specific information regarding agency registration, agency correspondence, hazardous waste generation, reported releases, corrective actions, underground storage tank removals, oil/gas wells, pipelines.

- If teaming, and members of the team are not employees of your firm, submit teaming agreements from each team member listed. - None

**FEE SCHEDULE FOR RFQ NUMBER: 6000087392**



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

**REQUEST FOR QUOTATION**

**Vendor Address**

**Vendor Address Number 113564**

TERRACON CONSULTANTS INC  
DBA HBC TERRACON INC  
11555 CLAY ROAD - SUITE 100  
HOUSTON TX 77043  
USA

**Return Quote to:**

CONFIRM RECEIPT OF REQUEST FOR  
QUOTATION TO BUYER'S E-MAIL ADDRESS

**Information**

**THIS IS NOT A PURCHASE ORDER**

RFQ Number/RFQ Date 6000087392 / 08/05/2019  
CoH Vendor Number 113564  
Page 1 of 2  
Buyer's Name Coryie J. Gilmore 457  
Buyer's Telephone No 832-394-6306  
Buyer's Email Address Coryie.gilmore@houstontx.gov  
Collective Number CJC 033  
Requirement Number C.GILMORE

Quotes are due by close of business on: 08/07/2019  
Quotes are valid until close of business on: 11/07/2019

**Delivery Date:** 11/07/2019

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	92658 LEAD & ASBESTOS INSP MOLD INSPECTION SERVICE The item covers the following services: 10 MOLD INSPECTION SERVICES	1.00 AU \$750.00	<del>\$7,500.00</del>
20	1.00	AU	92658 LEAD & ASBESTOS INSP LEAD INSPECTION SERVICE *See Attachment for SCOPE OF WORK* The item covers the following services: 10 LEAD INSPECTION SERVICE	1.00 AU \$1,150.00	<del>\$11,500.00</del>
30	1.00	AU	92658 LEAD & ASBESTOS INSP ASBESTOS INSPECTION SERVICE *See Attachment for SCOPE OF WORK* The item covers the following services: 10 ASBESTOS INSPECTION SERVICE	1.00 AU \$1,150.00	<del>\$11,500.00</del>

Please note that samples will be submitted to the laboratory for a 5-Day turnaround and the final report documentation will be submitted seven to ten working days after the inspection is complete.



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

**REQUEST FOR QUOTATION**

Page: 2 of 2

RFQ number/date 6000087392 / 08/05/2019

**DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF  
QUOTING OTHER THAN WHAT IS SPECIFIED**

Total

**\$30,500.00**

1 - Successful bidder/contractor shall produce proof of insurance (Certificate of insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"

**The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.**

**Payment Term:**

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

☒ No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name: Thomas R. Martens

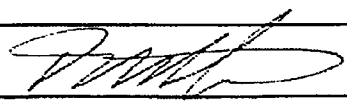
Supplier's Title: Senior Principal

Address: 11555 Clay Road, #100 \* Houston, Texas 77043

Telephone Number: (713) 939-6403

Fax Number: (713) 690-2055

E-mail Address: tom.martens@terracon.com

Supplier's Signature: 

Date: August 6, 2019

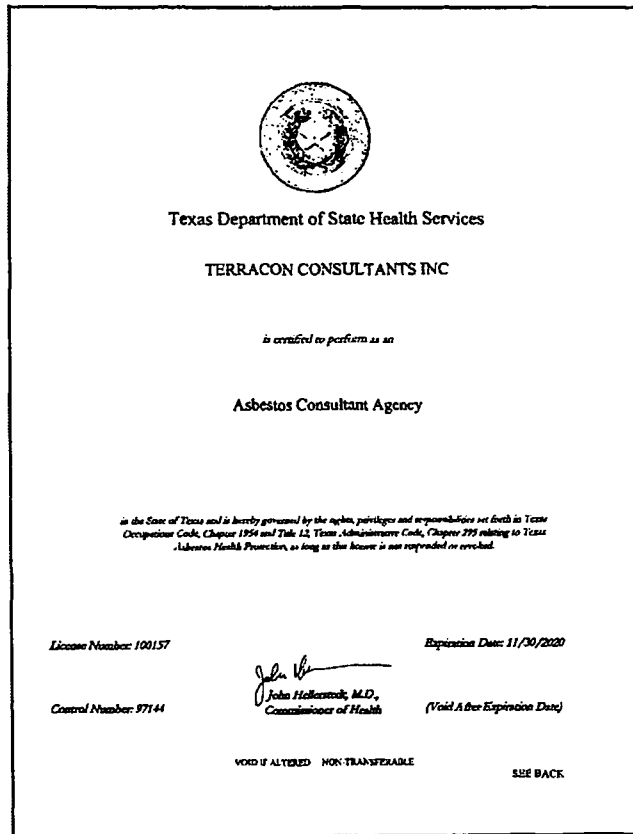


## **CERTIFICATIONS and LICENSES**

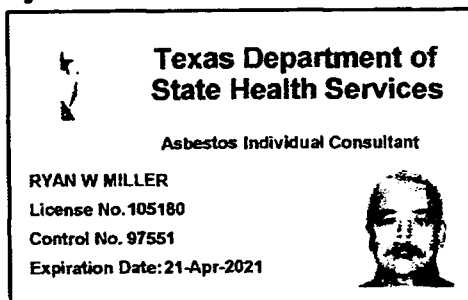
## Terracon Consultants Inc. – Certifications and Licenses

### Firm and Individual Asbestos Certificates

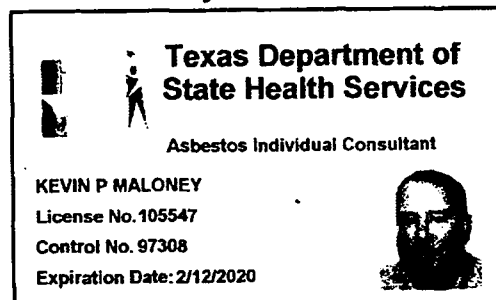
#### Asbestos Consultant Agency – Terracon Consultants Inc.



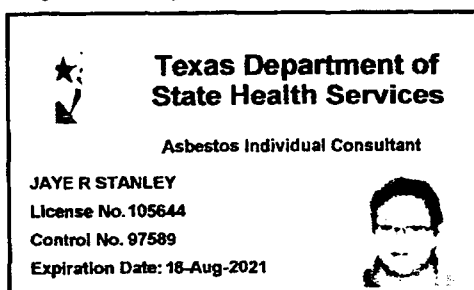
#### Ryan Miller



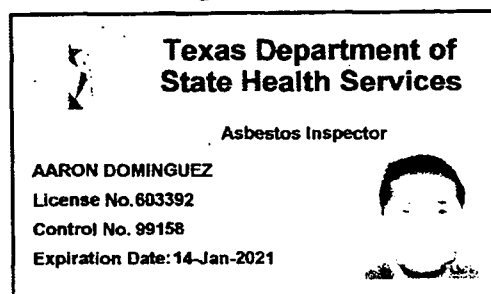
#### Kevin Maloney



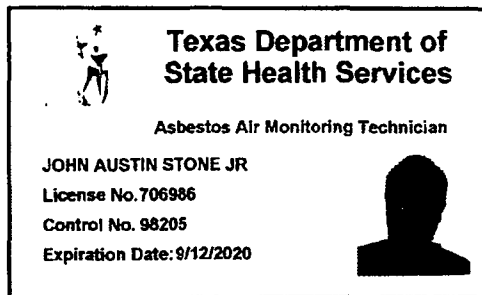
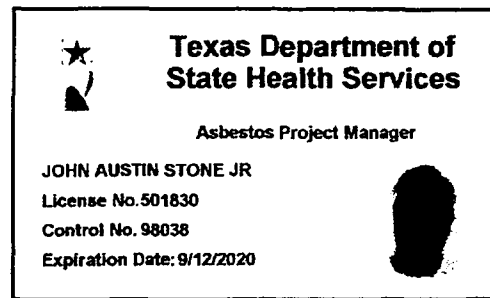
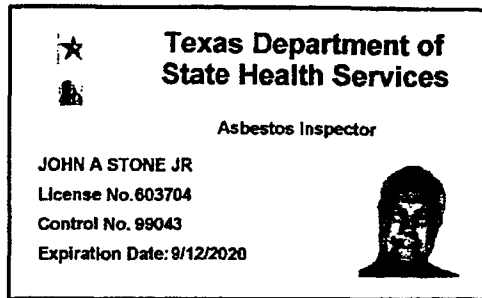
#### Jaye Stanley



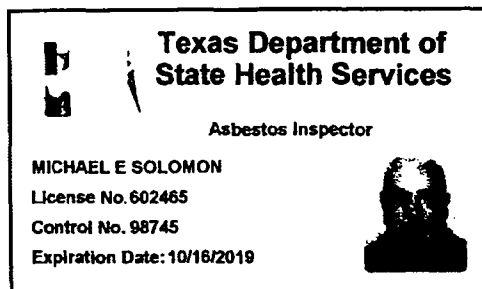
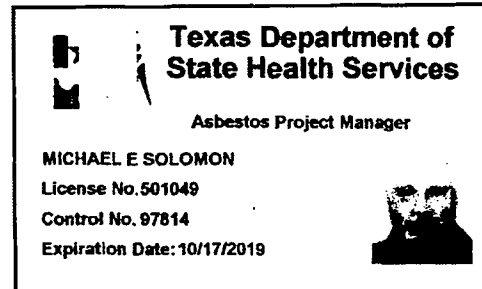
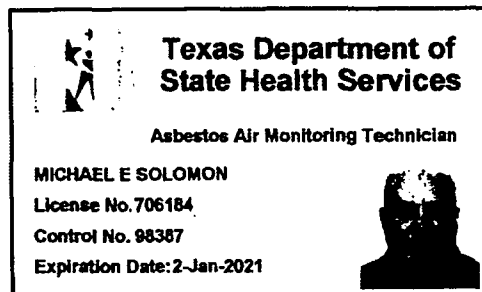
#### Aaron Dominguez



## Jay Stone

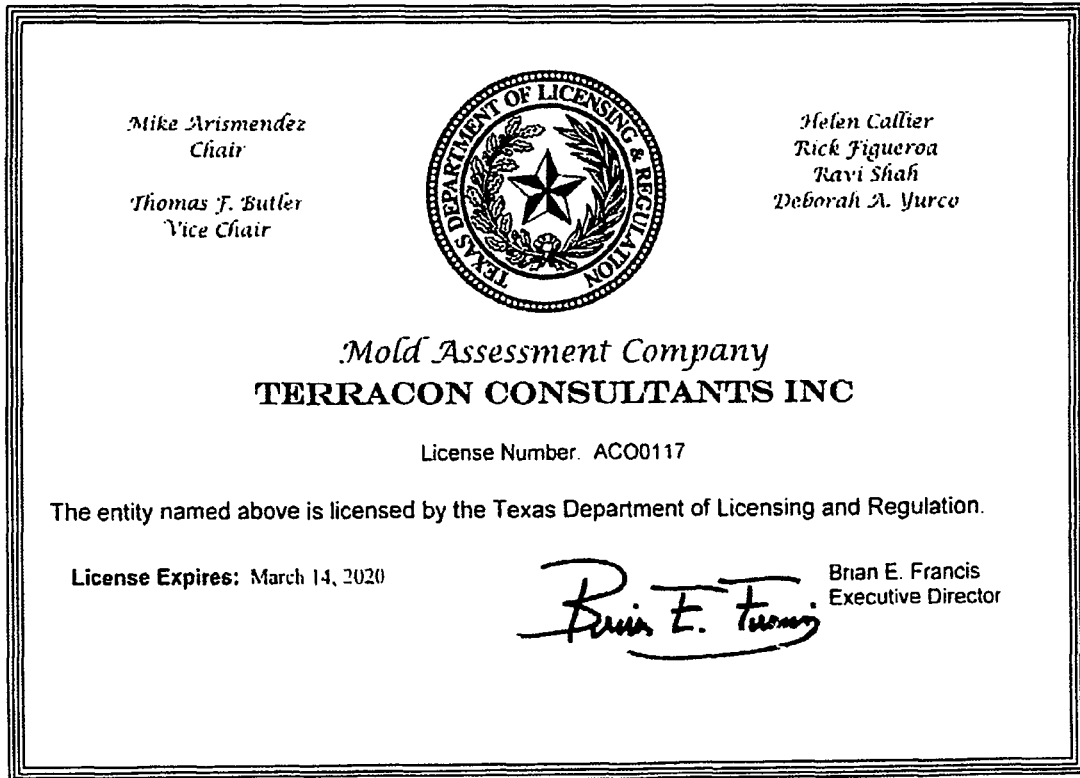


## Michael Solomon

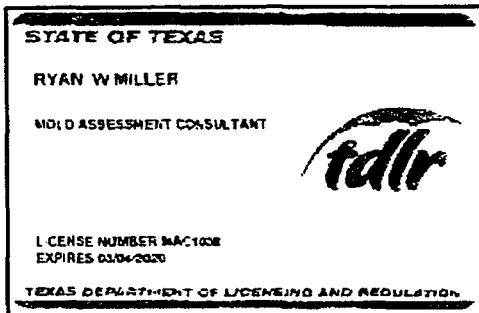


## Firm and Individual Mold Certificates

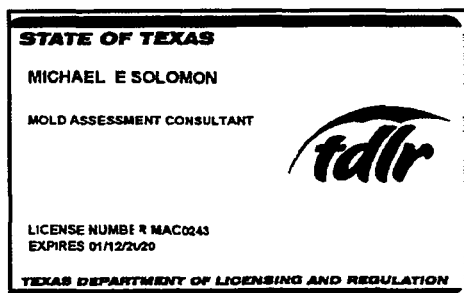
### Mold Assessment Company – Terracon Consultants Inc.



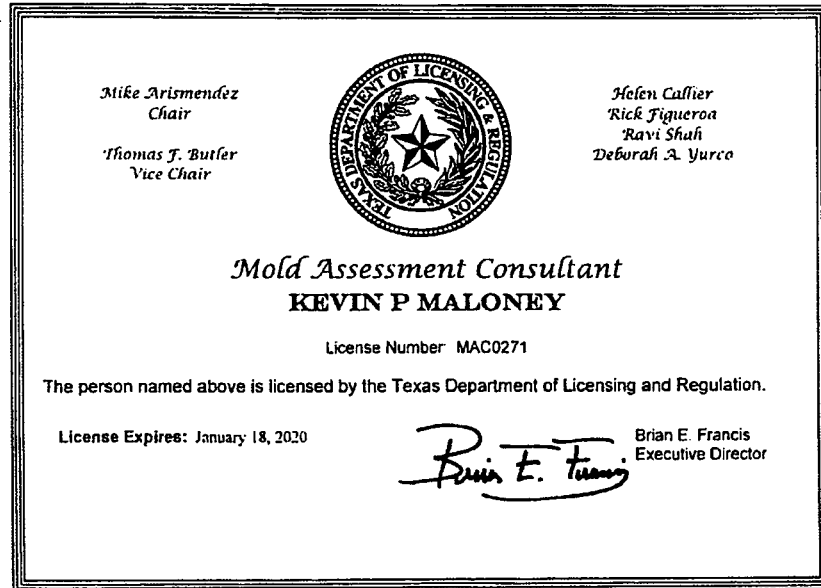
### Ryan Miller



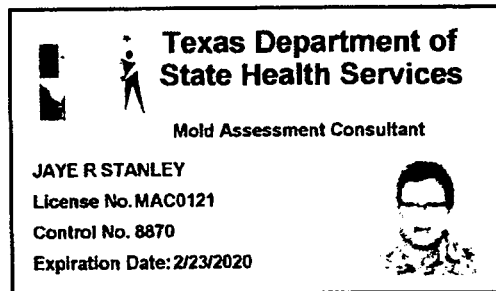
### Michael Solomon



## Kevin Maloney



## Jaye Stanley



## Firm and Individual Lead Certificates

### Lead Firm – Terracon Consultants Inc.



**TEXAS DEPARTMENT OF STATE HEALTH SERVICES**


*Be it known that*

**TERRACON CONSULTANTS INC**

*is certified to perform as a*

**Lead Firm**


*in the State of Texas and is hereby governed by the rights, privileges and responsibilities  
set forth in Texas Occupations Code, Chapter 1935 and Title 25, Texas Administrative Code, Chapter 295  
relating to Texas Environmental Lead Reduction, as long as this license is not suspended or revoked.*

  
John Hellerstedt, M.D.  
Commissioner of Health

License Number: 2110106      Expiration Date: 3/30/2020  
Control Number: 6926      (Void After Expiration Date)

VOID IF ALTERED    NON-TRANSFERABLE    SEE BACK

### Ryan Miller



Texas Department of State Health Services

*BE IT KNOWN THAT*

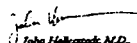
**RYAN W MILLER**

*is certified to perform as a*

**Lead Risk Assessor**


*in the State of Texas and is hereby governed by the rights, privileges and responsibilities  
set forth in Texas Occupations Code, Chapter 1935 and Title 25, Texas Administrative Code, Chapter 295  
relating to Texas Environmental Lead Reduction, as long as this license is not suspended or revoked.*

Certification Number: 2071084      Expiration Date: 12/18/2020  
Control Number: 7555      (Void After Expiration Date)

  
John Hellerstedt, M.D.  
Commissioner of Health

VOID IF ALTERED    NON-TRANSFERABLE    SEE BACK

**Kevin Maloney**



**TEXAS DEPARTMENT OF STATE HEALTH SERVICES**

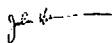
*Be it known that*

**KEVIN P MALONEY**

is certified to perform as a

**Lead Inspector**

in the State of Texas and is hereby governed by the rights, privileges and responsibilities  
set forth in Texas Occupations Code, Chapter 1955 and Title 25, Texas Administrative Code, Chapter 295  
relating to Texas Environmental Lead Reduction, as long as this license is not suspended or revoked.

  
John Hellerstedt, M.D.  
Commissioner of Health

License Number: 2060227      Expiration Date: 8/23/2019

Void After Expiration Date

VOID IF ALTERED      Control Number: 6407      NON-TRANSFERABLE

**Mike Solomon**

Department of State Health Services certifies that

**MICHAEL E SOLOMON**


is certified as a

**Lead Inspector**

Certification No: 2060695

Control No: 6411

Expires: 2/18/2020

  
John Hellerstedt, M.D.,  
Commissioner of Health



# CERTIFICATE OF LIABILITY INSURANCE

1/1/2020

DATE (MM/DD/YYYY)

4/16/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME: PHONE (A/C No. Ext): FAX (A/C No.): E-MAIL ADDRESS:
INSURED	TERRACON CONSULTANTS, INC. 1312891 10841 S. RIDGEVIEW ROAD OLATHE KS 66061	INSURER(S) AFFORDING COVERAGE INSURER A: Lexington Insurance Company 19437 INSURER B: Travelers Property Casualty Co of America 25674 INSURER C: The Travelers Indemnity Company 25658 INSURER D: INSURER E: INSURER F:

COVERAGES MAIN CERTIFICATE NUMBER: 13881552 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL LIAB <input checked="" type="checkbox"/> XCU COVERAGE GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	TC2J-GI.SA-11181.293	1/1/2019 1/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY	N	N	TC2J-CAP-13113858	1/1/2019 1/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
B	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB OED RETENTION \$	N	N	ZUP-91X46583 (EXCLUDES PROF. LIAB.)	1/1/2019 1/1/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N	N	UB-2L010337-19-51-K (AOS) UB1L5546071951R (AZ,MA,WI)	1/1/2019 1/1/2020	<input checked="" type="checkbox"/> PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	PROFESSIONAL LIABILITY	N	N	26030216	1/1/2019 1/1/2020	\$1,000,000 EACH CLAIM & \$1,000,000 ANNUAL AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PROOF OF COVERAGE: THE UMBRELLA LIABILITY IS FOLLOW FORM OVER THE GENERAL LIABILITY, AUTO LIABILITY, AND EMPLOYERS LIABILITY PER THE POLICY TERMS, CONDITIONS, AND EXCLUSIONS.

CERTIFICATE HOLDER 13881552 SPECIMEN	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: 
--	--

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ACORD 25 (2016/03)

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Terracon Consultants Inc. is supplying the above Insurance Specimen to show that our firm carries the required insurance. Upon the receipt of a valid contract, Terracon can request that the City of Houston receive a copy with the City of Houston listed by name.



## ATTACHMENT A

### DRUG POLICY COMPLIANCE AGREEMENT

I, Tom Martens, P.G. Environmental Manager, Sr. Principal as an owner or officer of  
(Name) Print/Type (Title)

Terracon Consultants, Inc.

(Name of the Company)

have authority to bind Contractor with respect to its bid, offer or performance of any and all contracts it may enter into with the City of Houston; and that by making this Agreement, I affirm that the Contractor is aware of and by the time the contract is awarded will be bound by and agree to designate appropriate safety impact positions for company employee positions, and to comply with the following requirements before the City issues a notice to proceed.

1. Develop and implement a written Drug Free Workplace Policy and related drug testing procedures for the Contractor that meet the criteria and requirements established by the Mayor's Amended Policy on Drug Detection and Deterrence (Mayor's Drug Policy) and the Mayor's Drug Detection and Deterrence Procedures for Contractors (Executive Order No. 1-31).
2. Obtain a facility to collect urine samples consistent with Health and Human Services (HHS) guidelines and a HHS certified drug testing laboratory to perform the drug tests.
3. Monitor and keep records of drug tests given and the results; and upon request from the City of Houston, provide confirmation of such testing and results.
4. Submit semi-annual Drug Policy Compliance Declarations.

I affirm on behalf of the Contractor that full compliance with the Mayor's Drug Policy and Executive Order No. 1-31 is a material condition of the contract with the City of Houston.

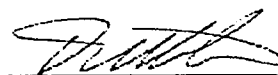
I further acknowledge that falsification, failure to comply with or failure to timely submit declarations and/or documentation in compliance with the Mayor's Drug Policy and/or Executive Order No. 1-31 will be considered a breach of the contract with the City and may result in non-award or termination of the contract by the City of Houston.

08.06.19

Date

Contractor Name Terracon Consultants, Inc

Signature



Title Environmental Manager, Sr. Principal

## **Gilmore, Coryie - HCD**

---

**From:** Adams, Jerry - FIN  
**Sent:** Wednesday, August 14, 2019 7:28 AM  
**To:** Sonnier, Kimesha - HCD; Stoute, Anderson - HCD; McCasland, Tom - HCD  
**Cc:** Gilmore, Coryie - HCD; Rhone, Tywana - HCD; Clement, Stephanie - HCD; Guillory, Beverly - HCD; Ibe, Orie - HCD; Moton, Clarence - HCD; Shah, Ketan - FIN  
**Subject:** RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Kimesha / Anderson,

**CORRECTION** – HCD has already spent \$2,600 with Terracon in FY20. Your Purchase Order will need a **NOT TO EXCEED of \$47,000** or it will require council action.

ja

**From:** Adams, Jerry - FIN  
**Sent:** Wednesday, August 14, 2019 7:09 AM  
**To:** Sonnier, Kimesha - HCD <Kimesha.Sonnier@houstontx.gov>; Stoute, Anderson - HCD <Anderson.Stoute@houstontx.gov>  
**Cc:** Gilmore, Coryie - HCD <coryie.cook@houstontx.gov>; Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Clement, Stephanie - HCD <Stephanie.Clement@houstontx.gov>; Guillory, Beverly - HCD <Beverly.Guillory@houstontx.gov>; Ibe, Orie - HCD <Orie.Ibe@houstontx.gov>; Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>; Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>  
**Subject:** RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Please find attached fully executed form.

HCD can cut a PO for the NOT TO EXCEED value of \$50K with Terracon.

ja

**From:** Sonnier, Kimesha - HCD <Kimesha.Sonnier@houstontx.gov>  
**Sent:** Tuesday, August 13, 2019 4:34 PM  
**To:** Stoute, Anderson - HCD <Anderson.Stoute@houstontx.gov>; Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>  
**Cc:** Gilmore, Coryie - HCD <coryie.cook@houstontx.gov>; Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Clement, Stephanie - HCD <Stephanie.Clement@houstontx.gov>; Guillory, Beverly - HCD <Beverly.Guillory@houstontx.gov>; Ibe, Orie - HCD <Orie.Ibe@houstontx.gov>; Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>  
**Subject:** RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Jerry,

Clarence Moton just forwarded the attached signed Professional Services Justification form.

Kimesha E. Sonnier, MBA  
Division Manager  
Single-Family and Economic Development

City of Houston  
Housing & Community Development Department  
2100 Travis Street | 9<sup>th</sup> Floor | Houston, Texas 77002  
832-394-6251 (Office)  
713-628-0475 (mobile)  
713-868-8366 (fax)  
[www.houstontx.gov/housing](http://www.houstontx.gov/housing)  
Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

**From:** Stoute, Anderson - HCD <[Anderson.Stoute@houstontx.gov](mailto:Anderson.Stoute@houstontx.gov)>  
**Sent:** Tuesday, August 13, 2019 2:37 PM  
**To:** Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>  
**Cc:** Sonnier, Kimesha - HCD <[Kimesha.Sonnier@houstontx.gov](mailto:Kimesha.Sonnier@houstontx.gov)>; Gilmore, Coryie - HCD <[coryie.cook@houstontx.gov](mailto:coryie.cook@houstontx.gov)>; Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>; Clement, Stephanie - HCD <[Stephanie.Clement@houstontx.gov](mailto:Stephanie.Clement@houstontx.gov)>; Guillory, Beverly - HCD <[Beverly.Guillory@houstontx.gov](mailto:Beverly.Guillory@houstontx.gov)>; Ibe, Orie - HCD <[Orie.Ibe@houstontx.gov](mailto:Orie.Ibe@houstontx.gov)>  
**Subject:** RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Jerry,

I signed earlier and send to the Directors office for signature, once it is fully executed it will be submitted to you. I have added the Director's office staff and HCDD procurement staff on this email to expedite this process.

Respectfully,

P. Anderson Stoute  
Division Manager New Construction  
Single-Family New Home Development Program  
City of Houston  
Housing and Community Development Dept.  
2100 Travis Street | 9th Floor | Houston TX 77002  
832-394-6153 (Office)  
281-702-2127 (Mobile)  
713-868-8366 (fax)  
[www.houstontx.gov/housing](http://www.houstontx.gov/housing)

**From:** Adams, Jerry - FIN  
**Sent:** Tuesday, August 13, 2019 2:15 PM  
**To:** Stoute, Anderson - HCD <[Anderson.Stoute@houstontx.gov](mailto:Anderson.Stoute@houstontx.gov)>  
**Subject:** FW: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Document looks good, just needs a signature

**From:** Stoute, Anderson - HCD <[Anderson.Stoute@houstontx.gov](mailto:Anderson.Stoute@houstontx.gov)>  
**Sent:** Tuesday, August 13, 2019 2:12 PM  
**To:** Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>; McCasland, Tom - HCD <[Tom.McCasland@houstontx.gov](mailto:Tom.McCasland@houstontx.gov)>; LaSane, Cedrick - HCD <[Cedrick.LaSane@houstontx.gov](mailto:Cedrick.LaSane@houstontx.gov)>

**Cc:** Icken, Andy - MYR <[Andy.Icken@houstontx.gov](mailto:Andy.Icken@houstontx.gov)>; Costello, Stephen - MYR <[Stephen.Costello@houstontx.gov](mailto:Stephen.Costello@houstontx.gov)>;  
Vargas, Anthony -LGL <[Anthony.Vargas@houstontx.gov](mailto:Anthony.Vargas@houstontx.gov)>; Hanahan, Carolyn - FIN <[Carolyn.Hanahan@houstontx.gov](mailto:Carolyn.Hanahan@houstontx.gov)>  
**Subject:** RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

See attachment

P. Anderson Stoute  
Division Manager New Construction  
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281-702-2127 (Mobile)  
713-868-8366 (fax)  
[www.houstontx.gov/housing](http://www.houstontx.gov/housing)

**From:** Stoute, Anderson - HCD  
**Sent:** Tuesday, August 13, 2019 2:08 PM  
**To:** Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>; McCasland, Tom - HCD <[Tom.McCasland@houstontx.gov](mailto:Tom.McCasland@houstontx.gov)>;  
LaSane, Cedrick - HCD <[Cedrick.LaSane@houstontx.gov](mailto:Cedrick.LaSane@houstontx.gov)>  
**Cc:** Icken, Andy - MYR <[Andy.Icken@houstontx.gov](mailto:Andy.Icken@houstontx.gov)>; Costello, Stephen - MYR <[Stephen.Costello@houstontx.gov](mailto:Stephen.Costello@houstontx.gov)>;  
Vargas, Anthony -LGL <[Anthony.Vargas@houstontx.gov](mailto:Anthony.Vargas@houstontx.gov)>; Hanahan, Carolyn - FIN <[Carolyn.Hanahan@houstontx.gov](mailto:Carolyn.Hanahan@houstontx.gov)>  
**Subject:** RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Jerry,

We would like to move forward with Terracon for the NOT To EXCEED value of \$50K for Hazard Inspections (Lead, Mold and Asbestos). See attached professional services justification.

Related to Wood, will you be sending the documents for our review to include evaluation of experience and qualifications and preparation of cost reasonableness assessment, please advise. We will proceed with the request for waiver of deadline anticipating receipt of the documents to make the deadline.

Anthony I will follow up with a phone call.

Respectfully,

P. Anderson Stoute  
Division Manager New Construction  
Single-Family New Home Development Program  
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Housing and Community Development Dept.  
2100 Travis Street | 9th Floor | Houston TX 77002  
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281-702-2127 (Mobile)  
713-868-8366 (fax)  
[www.houstontx.gov/housing](http://www.houstontx.gov/housing)

**From:** Adams, Jerry - FIN

**Sent:** Tuesday, August 13, 2019 1:43 PM

**To:** Stoute, Anderson - HCD <[Anderson.Stoute@houstontx.gov](mailto:Anderson.Stoute@houstontx.gov)>; McCasland, Tom - HCD

<[Tom.McCasland@houstontx.gov](mailto:Tom.McCasland@houstontx.gov)>; LaSane, Cedrick - HCD <[Cedrick.LaSane@houstontx.gov](mailto:Cedrick.LaSane@houstontx.gov)>

**Cc:** Icken, Andy - MYR <[Andy.Icken@houstontx.gov](mailto:Andy.Icken@houstontx.gov)>; Costello, Stephen - MYR <[Stephen.Costello@houstontx.gov](mailto:Stephen.Costello@houstontx.gov)>;

Vargas, Anthony -LGL <[Anthony.Vargas@houstontx.gov](mailto:Anthony.Vargas@houstontx.gov)>; Hanahan, Carolyn - FIN <[Carolyn.Hanahan@houstontx.gov](mailto:Carolyn.Hanahan@houstontx.gov)>

**Subject:** RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Anderson/Tom,

As discussed in the morning briefing, another option would be to engage Wood Environment and Infrastructure Solutions, Inc., but that is HCD's choice.

Please send me a professional services justification and I will expedite the approval.

Once approved, HCD can cut the PO to the vendor with a NOT TO EXCEED value of \$50K.

Regarding Wood, HCD needs to complete an evaluation of experience and qualifications as well as a cost reasonableness assessment as soon as possible.

Once complete, legal can continue with the contract preparation.

From the draft RCA coversheet I saw this morning, it appears HCD is planning on carrying this RCA. I do not have any problem with this provided there is a dual signoff and all documents are completed and attached. Please also note that the MWBE component is not listed on the coversheet. Wood will need to work with OBO to 1) either increase the participation of the two qualified vendors listed or 2) find a third qualified vendor.

If you continue to push for an Aug 21<sup>st</sup> council date, you should immediately send the Controller's office a request for waiver of deadline. I have also asked Anthony to investigate the possibility of a pre-contract service option for this which would allow HCD to move forward with Wood prior to the council date.

Any and all, please let me know if I missed something.

Rgds,

Jerry

**From:** Stoute, Anderson - HCD <[Anderson.Stoute@houstontx.gov](mailto:Anderson.Stoute@houstontx.gov)>

**Sent:** Tuesday, August 13, 2019 12:59 PM

**To:** Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>

**Cc:** McCasland, Tom - HCD <[Tom.McCasland@houstontx.gov](mailto:Tom.McCasland@houstontx.gov)>

**Subject:** RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Jerry,

I discussed with Tom, we approve moving forward with Terracon.

Respectfully,

P. Anderson Stoute  
Division Manager New Construction

Single-Family New Home Development Program  
City of Houston  
Housing and Community Development Dept.  
2100 Travis Street | 9th Floor | Houston TX 77002  
832-394-6153 (Office)  
281-702-2127 (Mobile)  
713-868-8366 (fax)  
[www.houstontx.gov/housing](http://www.houstontx.gov/housing)

**From:** Adams, Jerry - FIN  
**Sent:** Monday, August 12, 2019 11:53 AM  
**To:** Stoute, Anderson - HCD <[Anderson.Stoute@houstontx.gov](mailto:Anderson.Stoute@houstontx.gov)>  
**Subject:** RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Anderson,  
I spoke with Tom this morning. He had a different thought.

ja

**From:** Stoute, Anderson - HCD <[Anderson.Stoute@houstontx.gov](mailto:Anderson.Stoute@houstontx.gov)>  
**Sent:** Monday, August 12, 2019 11:46 AM  
**To:** Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>; McCasland, Tom - HCD <[Tom.McCasland@houstontx.gov](mailto:Tom.McCasland@houstontx.gov)>;  
Sonnier, Kimesha - HCD <[Kimesha.Sonnier@houstontx.gov](mailto:Kimesha.Sonnier@houstontx.gov)>  
**Cc:** Costello, Stephen - MYR <[Stephen.Costello@houstontx.gov](mailto:Stephen.Costello@houstontx.gov)>; Vargas, Anthony -LGL  
<[Anthony.Vargas@houstontx.gov](mailto:Anthony.Vargas@houstontx.gov)>  
**Subject:** RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Kimesha,

We are going to move forward with BCB, please complete the justification form and submit to Jerry. If you need any additional information to complete this task please let me know.

Respectfully,

P. Anderson Stoute  
Division Manager New Construction  
Single-Family New Home Development Program  
City of Houston  
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281-702-2127 (Mobile)  
713-868-8366 (fax)  
[www.houstontx.gov/housing](http://www.houstontx.gov/housing)

**From:** Adams, Jerry - FIN  
**Sent:** Sunday, August 11, 2019 5:03 PM  
**To:** Stoute, Anderson - HCD <[Anderson.Stoute@houstontx.gov](mailto:Anderson.Stoute@houstontx.gov)>; McCasland, Tom - HCD <[Tom.McCasland@houstontx.gov](mailto:Tom.McCasland@houstontx.gov)>  
**Cc:** Costello, Stephen - MYR <[Stephen.Costello@houstontx.gov](mailto:Stephen.Costello@houstontx.gov)>; Vargas, Anthony -LGL <[Anthony.Vargas@houstontx.gov](mailto:Anthony.Vargas@houstontx.gov)>  
**Subject:** RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Still firm on one vendor – not to exceed \$50K.

Suggest you speak with MST at your meeting on Tuesday. For now, this is what is approved.

**From:** Stoute, Anderson - HCD <[Anderson.Stoute@houstontx.gov](mailto:Anderson.Stoute@houstontx.gov)>  
**Sent:** Friday, August 9, 2019 4:30 PM  
**To:** McCasland, Tom - HCD <[Tom.McCasland@houstontx.gov](mailto:Tom.McCasland@houstontx.gov)>; Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>  
**Cc:** Costello, Stephen - MYR <[Stephen.Costello@houstontx.gov](mailto:Stephen.Costello@houstontx.gov)>; Vargas, Anthony -LGL <[Anthony.Vargas@houstontx.gov](mailto:Anthony.Vargas@houstontx.gov)>  
**Subject:** RE: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

Jerry,

Tom have accurately stated below why there is a need for two contractors. Based on a preliminary review of the two contractors listed below, Terracon provides hazard service inspections (Lead, Asbestos and Mold) and BCB provides Damage Assessment/Initial Scope development. HCDD desperately needs both of these services immediately. If we choose BCB we will be able to conduct Damage Assessments, however, without a Hazard contractor to conduct Lead, Asbestos and Mold inspections we will not be able to complete the final scope of work. If we select Terracon we will be able to conduct hazard service inspections (Lead, Asbestos and Mold) and will not be able to complete the final scope of work without having the Damage Assessment, additionally having Terracon only is more challenging since Damage Assessment is the first inspection that takes place and it determines whether or not a home needs a hazard inspection.

Respectfully,

P. Anderson Stoute  
Division Manager New Construction  
Single-Family New Home Development Program  
City of Houston  
Housing and Community Development Dept.  
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281-702-2127 (Mobile)  
713-868-8366 (fax)  
[www.houstontx.gov/housing](http://www.houstontx.gov/housing)

**From:** McCasland, Tom - HCD  
**Sent:** Friday, August 9, 2019 1:26 PM  
**To:** Stoute, Anderson - HCD <[Anderson.Stoute@houstontx.gov](mailto:Anderson.Stoute@houstontx.gov)>  
**Cc:** Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>; Costello, Stephen - MYR <[Stephen.Costello@houstontx.gov](mailto:Stephen.Costello@houstontx.gov)>

**Subject:** FW: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order

**Importance:** High

Anderson, please advise as to Jerry's question.

Steve/Jerry, these are two entirely different inspections services: 1. Damage assessment, and 2. Lead, Asbestos and Mold. What I've heard from the Mayor is tell me what you need, and if we can do it, you will get it. Is there a legal reason why we can't keep both services moving forward?

Thanks,

Tom McCasland  
Director

City of Houston  
Housing and Community Development Dept.  
2100 Travis Street | 9th Floor | Houston TX 77002  
832.394.6282  
[www.houstontx.gov/housing](http://www.houstontx.gov/housing)

**From:** Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>  
**Sent:** Thursday, August 8, 2019 1:02 PM  
**To:** McCasland, Tom - HCD <[Tom.McCasland@houstontx.gov](mailto:Tom.McCasland@houstontx.gov)>  
**Cc:** Costello, Stephen - MYR <[Stephen.Costello@houstontx.gov](mailto:Stephen.Costello@houstontx.gov)>  
**Subject:** FW: Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order  
**Importance:** High

Tom,  
MST approved one request for under \$50K PO for inspection services.  
Can BCB or Terracon best meet your needs?

ja

**From:** Gilmore, Coryle - HCD  
**Sent:** Thursday, August 8, 2019 10:14 AM  
**To:** Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>  
**Cc:** Hanahan, Carolyn - FIN <[Carolyn.Hanahan@houstontx.gov](mailto:Carolyn.Hanahan@houstontx.gov)>; Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>  
**Subject:** Mold - Lead - Asbestos Inspection Services - \$50K Purchase Order  
**Importance:** High

Good Morning Mr. Adams,

Please review the attached Professional Services Justification form for the Mold – Lead – Asbestos Inspection Services our department is needing. All additional back up documentation has been attached as well for your review.

Thank you in advance,

**Coryle J. Gilmore**  
Senior Buyer  
City of Houston  
Housing and Community Development Department  
Finance-Procurement



2100 Travis Street, 9<sup>th</sup> Floor  
Houston, TX 77002  
[coryie.cook@houstontx.gov](mailto:coryie.cook@houstontx.gov)  
832-394-6306



**From:** Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>  
**Sent:** Monday, August 05, 2019 1:55 PM  
**To:** Gilmore, Coryie - HCD <[coryie.cook@houstontx.gov](mailto:coryie.cook@houstontx.gov)>  
**Subject:** FW: Inspection Purchase Request for 50K  
**Importance:** High

FYI

**From:** Hanahan, Carolyn - FIN  
**Sent:** Monday, August 5, 2019 1:03 PM  
**To:** Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>  
**Cc:** Eudy, Ellen - HCD <[Ellen.Eudy@houstontx.gov](mailto:Ellen.Eudy@houstontx.gov)>; Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>  
**Subject:** RE: Inspection Purchase Request for 50K

Hi Tywana,  
I got your voice mail but haven't had a chance to call.  
First of all, did you receive an approved justification form from Jerry? That should be done before you proceed any further.

I do not know if all of these services really are professional, so you may need to get three quotes from the construction rehab firms.

Carolyn

**From:** Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>  
**Sent:** Monday, August 5, 2019 11:56 AM  
**To:** Hanahan, Carolyn - FIN <[Carolyn.Hanahan@houstontx.gov](mailto:Carolyn.Hanahan@houstontx.gov)>  
**Cc:** Eudy, Ellen - HCD <[Ellen.Eudy@houstontx.gov](mailto:Ellen.Eudy@houstontx.gov)>; Adams, Jerry - FIN <[Jerry.Adams@houstontx.gov](mailto:Jerry.Adams@houstontx.gov)>  
**Subject:** Inspection Purchase Request for 50K  
**Importance:** High

Good Morning Carolyn.

We are trying to process the request for the Inspections services that I spoke to you about on Thursday. We have ran into issues finding one (1) vendor that can perform all four (4) services. Three of the services are in the environmental related fields and one of the service is in the Construction Rehab field. Due to the vast differences between these service, we are having trouble finding one vendor who can perform all four services on one Purchase Order.

Please advise us how to proceed.

Thanks,

*Tywana L. Rhone*

Division Manager

Procurement Services

[tywana.rhone@houstontx.gov](mailto:tywana.rhone@houstontx.gov)

2100 Travis Street | 9th Floor | Houston TX 77002

832.394.6204 (office)

[www.houstontx.gov/housing](http://www.houstontx.gov/housing)

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**City of Houston**  
**Finance-Strategic Procurement Division**

**Professional Services Justification**

<b>General Information</b>	Date: 8.12.19
Department: HCDD - Disaster Recovery	Phone No. 832-394-6251
Contact Name: Kimesha Sonnier	Email: Kimesha.sonnier@houstontx.gov

<b>Vendor Information</b>	Requisition No.
Name: Terracon	Purchase Order No.
Address: 11555 Clay Road, Suite 100 Houston, Texas 77043	Contract No.

**Description.** Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered. Please also identify the **annual** cost of this good or service.

Vendor will perform highly qualified Inspection Services with experience and expertise in residential construction cost estimation and inspections to provide standard and specialty inspection services to support the operation of all disaster-related programs outlined in the City's Local Action Plan in response to Hurricane Harvey. The inspection services shall be performed under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant – Disaster Recovery 2017 ("CDBG-DR17") program and must comply with all applicable CDBG-DR17 laws, regulations, and rules. Inspections to be performed are listed below:

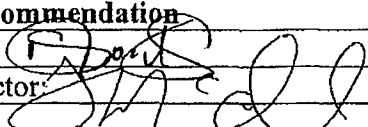
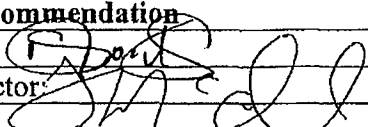
- **Asbestos Inspection/Testing Services**
- **Lead Based Paint Inspections/Testing Service**
- **Mold Inspections**

The inspections will be order by the Hazard Project Manager when required. The deliverables will be collected and approved by the requesting Project Manager.

**Explanation:** Why is this product or service the only one that would satisfy the requirement(s)?  
The requested inspection services require specific certifications, experience, and knowledge to produce the deliverables that meet applicable HUD CDBG-DR17 laws, regulations, and rules.

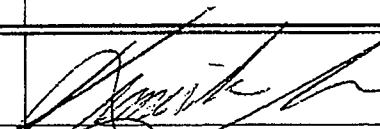
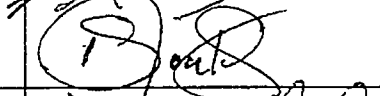

**Due Diligence.** Describe the due diligence performed that led to the conclusion that this service provider offers the best value to the city.

The service provider chosen to perform the inspection services for homeowners affected by Harvey through all Disaster Recovery Hurricane Harvey Programs has provide proof of rendering these services.

<b>Department Recommendation</b>	
Requestor: 	Date: 8/13/19
Department Director: 	Date: 8/13/19
<b>Chief Procurement Officer's Approval</b>	
Signature: _____	Date: _____

# CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

## RECORD OF CONCURRENCE FOR APPROVAL

<b>SUBJECT:</b> Inspection Services Professional Services Justification Purchase Order Request for the Disaster Recovery 2017 Program		<b>DUE DATE</b> August 13, 2019	<b>DATE SUBMITTED</b> August 13, 2019	<b>REF#:</b>
<b>EXPLANATION:</b> Per Anderson Stoute request, please process the Professional Services Justification Purchase Order for less than \$50,000 for Inspection Services for the Disaster Recovery 2017 Hurricane Harvey Programs using CDBG-DR17 Funding.				
<b>ORIGINATOR</b> Kimesha Sonnier		<b>DATE ORIGINATED</b> August 13, 2019	<b>PERSON TO CONTACT FOR DETAILS</b> Kimesha Sonnier	<b>TELEPHONE NUMBER</b> 832-394-6251
ROUTING SEQUENCE	APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS
1.	Kimesha Sonnier		8/13/19	
2.	Anderson Stoute		8/13/19	Please sign concurrence and Professional Services Form
3.	Tom McCasland		8/13/19	Please sign concurrence and Professional Services Form
4.	Procurement			
5.	Finance			
6.				
7.				
8.				