



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to write off vacant tenant accounts for April 1, 2025, to December 31, 2025.

2. Date of Board Meeting: February 24, 2026

3. Proposed Board Resolution:

Resolution: That the Housing Alliance HTX Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts for April 1, 2025 through December 31, 2025, in the amount of \$179,355.78 and make necessary changes and corrections pursuant to the memorandum from Joel North Jr., Sr. VP of Asset Management & Development, dated January 23, 2026 to Jamie Bryant, President & CEO.

4. Department Head Approval Signature _____ Date: _____

5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

Signature _____ Date: _____



MEMORANDUM

TO: JAMIE BRYANT, PRESIDENT & CEO
FROM: JOEL NORTH JR., SR. VP OF ASSET MANAGEMENT & DEVELOPMENT
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE HOUSING ALLIANCE HTX PRESIDENT & CEO OR DESIGNEE TO WRITE OFF VACANT TENANT ACCOUNTS FOR APRIL 1, 2025, TO DECEMBER 31, 2025
DATE: JANUARY 23, 2026

This memorandum recommends that the Housing Alliance HTX (the "Agency") Board of Commissioners authorize the President & CEO or designee to write off vacated tenant accounts designated as uncollectible in the amount of \$179,355.78. This amount captures accounts written off for the months of April 1, 2025, through December 31, 2025.

BACKGROUND:

The Agency reduces public housing accounts receivable balances by writing off outstanding debt owed by former tenants, after the debt has been deemed uncollectible due to the tenant no longer residing at the community. Write-offs are typically the result of tenants with balances owed to the agency, as a result of voluntary and involuntary move-outs.

The process of writing off an uncollectible tenant account is a requirement of the General Accepted Accounting Principles (GAAP) to accurately reflect the Accounts Receivable at each community. HUD requires the Agency to follow GAAP standards in financial reporting and write off tenant accounts deemed uncollectible after reasonable collection efforts have failed. This debt includes rent, additional rent resulting from unreported income, maintenance fees, legal fees, excessive utilities, and other fees.

To ensure accuracy, the agency followed up with the property management contractors (PMCs) to confirm their efforts to notify former tenants of their outstanding balances. After their confirmation of the balances, the PMC is required to report tenant debt totaling \$50.00 and above to a third-party collection agency (RTR Financial Services, Inc.). The Agency only writes off debt for residents who are no longer participating in the program and for whom the Agency has no reasonable expectation of being able to collect the debt.

The agency executes the following process to collect rent and other charges:

1. Rent statements are provided to public housing tenants on a monthly basis listing their rent payment and any other financial obligations (i.e., excessive utilities, maintenance, legal fees, unreported income, and other fees). When payments are received and processed by the office, the property manager confirms the accuracy of the payment and records it in the system.
2. Tenants who do not submit their payments by the 5th business day are sent reminder notices.

3. If payments are not received by the 10th day, management conducts courtesy calls to speak with tenants about their plans to pay their tenant charges. Tenants are reminded about their options to establish a repayment agreement, pursue rental assistance and/or request an interim change. Households that openly communicate and cooperate regarding their situations are deemed responsive, which allows Management to delay lease enforcement for non-payment of rent.
4. Households that do not honor their financial obligations nor respond to Management are deemed non-responsive, resulting in the filing of a formal eviction with the courts. Uncollected debt is accrued when tenants vacate their units without resolving their balances. Non-responsive residents are those who have not responded to communications (written or phone) by the management company prior to eviction or have abandoned the apartment.
5. Upon ending the household's participation and closure of the tenants' account, management proceeds with filing the debt with the RTR Financial Services and to the Public Indian Housing Information Center (PIC) maintained by the U.S. Department of Housing and Urban Development (HUD). The data is reported every month to ensure timely submission, with a desire to ratify the reported uncollected data with quarterly resolutions.

The property names and recommended write-off amounts are as follows:

Property Name	2025 2 nd Quarter	2025 3 rd Quarter	2025 4 th Quarter	Total
APV	\$0.00	\$0.00	\$0.00	\$0.00
Bellerive	\$3,302.07	\$865.57	\$1,126.07	\$5,293.71
Clayton Homes	\$0.00	\$0.00	\$0.00	\$0.00
Cuney Homes	\$46,632.16	\$9,073.67	\$1,410.36	\$57,116.19
Ewing	\$0.00	\$0.00	\$0.00	\$0.00
Forest Green	\$0.00	\$0.00	\$0.00	\$0.00
Fulton Village	\$0.00	\$764.84	\$621.00	\$1,385.84
Heatherbrook	\$0.00	\$3,792.38	\$778.68	\$4,571.06
HOAPV	\$0.00	\$0.00	\$0.00	\$0.00
HRI	\$0.00	\$0.00	\$0.00	\$0.00
Independence Heights	\$0.00	\$5,245.33	\$0.00	\$5,245.33
Irvinton Village	\$439.07	\$843.69	\$33,612.61	\$34,895.37
Kelly Village	\$21,084.84	\$8,941.46	\$4,683.50	\$34,709.80
Kennedy Place	\$571.54	\$0.00	\$2,085.89	\$2,657.43
Lincoln Park	\$1,497.29	\$10.00	\$0.00	\$1,507.29
Long Drive	\$0.00	\$400.50	\$2,656.33	\$3,056.83
Lyerly	\$1,363.96	\$29.86	\$3,392.00	\$4,785.82
Oxford Place	\$10,615.88	\$3,888.23	\$9,627.00	\$24,131.11
Sweetwater Point	\$0.00	\$0.00	\$0.00	\$0.00
Telephone Road	\$0.00	\$0.00	\$0.00	\$0.00
Victory Place	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$85,506.81	\$33,855.53	\$59,993.44	\$179,355.78

The following is a breakdown of write-off amounts per category:

Uncollected Debt Categories	2025 2nd Quarter	2025 3rd Quarter	2025 4th Quarter	Total
Rent	\$58,518.03	\$18,464.68	\$47,570.94	\$124,553.65
Retro Rent (Fraud)	\$0.00	\$0.00	\$0.00	\$0.00
Maintenance Charges	\$20,046.88	\$12,674.05	\$8,882.79	\$41,603.72
Legal Charges	\$1,252.00	\$1,187.09	\$367.54	\$2,806.63
Utilities	\$4,294.90	\$1,094.71	\$2,472.17	\$7,861.78
Other Fees	\$1,395.00	\$435.00	\$700.00	\$2,530.00
Grand Total	\$85,506.81	\$33,855.53	\$59,993.44	\$179,355.78

The agency is writing off these debts in a manner consistent with HUD regulations. Not writing off these debts negatively impacts the agency's scoring on a critical HUD management performance criteria.

RECOMMENDATION

Accordingly, the staff recommends that the Board of Commissioners consider Resolution No. 3947.

RESOLUTION NO. 3947

RESOLUTION AUTHORIZING THE PRESIDENT & CHIEF EXECUTIVE OFFICER (“CEO”), OR DESIGNEE, TO WRITE OFF VACANT TENANT ACCOUNTS FOR APRIL 1, 2025, TO DECEMBER 31, 2025.

WHEREAS, the Housing Alliance HTX, officially known as the Houston Housing Authority (Hereinafter “Agency”), seeks to write off vacated tenant accounts designated as uncollectible in the amount of \$179,355.78;

WHEREAS, property names and recommended write-off amounts are as follows:

Property Name	2025 2nd Quarter	2025 3rd Quarter	2025 4th Quarter	Total
APV	\$0.00	\$0.00	\$0.00	\$0.00
Bellerive	\$3,302.07	\$865.57	\$1,126.07	\$5,293.71
Clayton Homes	\$0.00	\$0.00	\$0.00	\$0.00
Cuney Homes	\$46,632.16	\$9,073.67	\$1,410.36	\$57,116.19
Ewing	\$0.00	\$0.00	\$0.00	\$0.00
Forest Green	\$0.00	\$0.00	\$0.00	\$0.00
Fulton Village	\$0.00	\$764.84	\$621.00	\$1,385.84
Heatherbrook	\$0.00	\$3,792.38	\$778.68	\$4,571.06
HOAPV	\$0.00	\$0.00	\$0.00	\$0.00
HRI	\$0.00	\$0.00	\$0.00	\$0.00
Independence Heights	\$0.00	\$5,245.33	\$0.00	\$5,245.33
Irvinton Village	\$439.07	\$843.69	\$33,612.61	\$34,895.37
Kelly Village	\$21,084.84	\$8,941.46	\$4,683.50	\$34,709.80
Kennedy Place	\$571.54	\$0.00	\$2,085.89	\$2,657.43
Lincoln Park	\$1,497.29	\$10.00	\$0.00	\$1,507.29
Long Drive	\$0.00	\$400.50	\$2,656.33	\$3,056.83
Lyerly	\$1,363.96	\$29.86	\$3,392.00	\$4,785.82
Oxford Place	\$10,615.88	\$3,888.23	\$9,627.00	\$24,131.11
Sweetwater Point	\$0.00	\$0.00	\$0.00	\$0.00
Telephone Road	\$0.00	\$0.00	\$0.00	\$0.00
Victory Place	\$0.00	\$0.00	\$0.00	\$0.00
Grand Total	\$85,506.81	\$33,855.53	\$59,993.44	\$179,355.78

WHEREAS, breakdown of write-off amounts per category are as follows:

Uncollected Debt Categories	2025 2 nd Quarter	2025 3 rd Quarter	2025 4 th Quarter	Total
Rent	\$58,518.03	\$18,464.68	\$47,570.94	\$124,553.65
Retro Rent (Fraud)	\$0.00	\$0.00	\$0.00	\$0
Maintenance Charges	\$20,046.88	\$12,674.05	\$8,882.79	\$41,603.72
Legal Charges	\$1,252.00	\$1,187.09	\$367.54	\$2,806.63
Utilities	\$4,294.90	\$1,094.71	\$2,472.17	\$7,861.78
Other Fees	\$1,395.00	\$435.00	\$700.00	\$2,530.00
Grand Total	\$85,506.81	\$33,855.53	\$59,993.44	\$179,355.78

WHEREAS, the agency is writing off these debts in a manner consistent with HUD regulations. Not writing off these debts negatively impacts the agency’s scoring on a critical HUD management performance criteria.

NOW, THEREFORE, in connection with the foregoing, the Board of Commissioners hereby adopts the following resolution:

BE IT RESOLVED, that the President & CEO, or designee, is hereby authorized to write off vacant tenant accounts for April 1, 2025, to December 31, 2025;

RESOLVED, that this resolution shall be in full force and effect from and upon its adoption.

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PASSED this 24th day of February 2026.

CHAIR

ATTEST:

Secretary



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO, or designee, to execute the Stepped and Tiered Rent Demonstration (STRD) Phase 2 Site Agreement with MDRC (formerly the Manpower Demonstration Research Corporation), HUD’s independent research contractor.

STRD is a HUD-sponsored Moving to Work (MTW) rent reform demonstration that evaluates simplified rent structures. Execution of the Site Agreement is required for the Housing Alliance HTX (the “Agency”) to participate in Phase 2 of the Demonstration, which includes implementation of HUD’s Tiered Rent model and participation in the national evaluation.

Participation in STRD Phase 2 is conducted under the Agency’s HUD-approved Moving to Work (MTW) Agreement and aligns with the Agency’s HUD-approved MTW Supplement for Cohort 2 rent reform activities. Phase 2 activities represent continuation of the previously HUD-approved Tiered Rent model and formalize evaluation and data-sharing requirements under the national study.

2. Date of Board Meeting: February 24, 2026

3. Proposed Board Resolution:

Resolution: That the Housing Alliance HTX Board of Commissioners authorize the President & CEO, or designee, to:

1. Participate in HUD’s Stepped and Tiered Rent Demonstration (STRD) Phase 2; and
2. Execute the STRD Phase 2 Site Agreement with MDRC, including all required exhibits (Scope of Work, Data Sharing Agreement, and related compliance documents).

4. Department Head Approval Signature _____ Date: _____

5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available: Yes No Source: No Agency funds required — HUD pays MDRC directly under its federal research contract.

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

Signature _____ Date: _____



MEMORANDUM

TO: JAMIE BRYANT, PRESIDENT & CEO
FROM: JANEEN SPATES, SENIOR POLICY ADVISOR, EXECUTIVE OFFICE
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO, OR DESIGNEE, TO EXECUTE THE STRD PHASE 2 SITE AGREEMENT WITH MDRC
DATE: FEBRUARY 4, 2026

This memorandum provides the background and justification for the staff's recommendation that the Board of Commissioners authorize the President & CEO, or designee, to execute the Stepped and Tiered Rent Demonstration (STRD) Phase 2 Site Agreement with MDRC, HUD's independent research contractor. This action is taken pursuant to the Agency's HUD-approved Moving to Work (MTW) Agreement and fully aligns with the Agency's HUD-approved MTW Supplement requirements for MTW Expansion Cohort 2 rent reform activities. The STRD Phase 2 Site Agreement does not authorize implementation of a new rent structure but governs continuation of the previously HUD-approved Tiered Rent activity and associated evaluation requirements.

BACKGROUND:

The Stepped and Tiered Rent Demonstration (STRD) is a HUD-sponsored national evaluation of rent reform conducted under the Moving to Work (MTW) Demonstration. STRD is designed to test simplified rent structures, specifically the Tiered Rent and Stepped Rent models, to determine whether they:

- Improve stability and predictability for families
- Reduce administrative burden
- Support employment and economic mobility
- Inform future national rent policy

Phase 1 (Completed 2025)

The Agency participated successfully in STRD Phase 1, which focused on designing and refining the Tiered Rent model, establishing its feasibility, and preparing for implementation and researcher requirements. Full implementation of the Tiered Rent model was *not* required during this phase.

Phase 2 (2026–2028)

- Continuing implementation of the Tiered Rent model for designated households pursuant to prior HUD approval
- Maintaining random assignment integrity
- Providing administrative data, including HUD Form 50058 (Family Report), rent and household, as well as hardship documentation
- Participating in required staff interviews
- Cooperating with MDRC for evaluation and cost data collection

HUD requires all PHAs selected for Phase 2 to execute a formal Site Agreement with MDRC. This agreement outlines evaluation responsibilities, data-sharing requirements, timelines, and compliance obligations necessary to conduct the national research effort.

Participation in STRD Phase 2 is explicitly authorized under the Agency's HUD-approved MTW Agreement and consistent with the MTW Supplement requirements applicable to MTW Cohort 2 rent reform demonstrations.

There is no financial impact to the Agency. HUD pays MDRC directly under its federal research contract, and no Agency operating funds are required.

EVALUATION PROCESS:

HUD requires all agencies participating in STRD Phase 2 to take part in a national evaluation conducted by MDRC, HUD's independent research contractor. Participation includes:

- Assigning households to treatment or control groups as required by HUD's research design
- Cooperating with MDRC throughout the evaluation period
- Providing required administrative data under federal privacy and security rules
- Participating in implementation interviews as needed

These activities are standard for MTW rent reform demonstrations and are conducted under the Agency's HUD-approved MTW Agreement and MTW Supplement.

RECOMMENDATION

Accordingly, the staff recommends that the Board of Commissioners approve Resolution No. 3948.

RESOLUTION NO. 3948

RESOLUTION AUTHORIZING THE HOUSING ALLIANCE HTX, OFFICIALLY KNOWN AS THE HOUSTON HOUSING AUTHORITY (HEREINAFTER THE “AGENCY”), PRESIDENT & CHIEF EXECUTIVE OFFICER (“CEO”), OR DESIGNEE, TO EXECUTE THE STEPPED AND TIERED RENT DEMONSTRATION (“STRD”) PHASE 2 SITE AGREEMENT WITH MDRC, HUD’S INDEPENDENT RESEARCH CONTRACTOR

WHEREAS, the U.S. Department of Housing and Urban Development (“HUD”) administers the Moving to Work (“MTW”) Demonstration Program, which allows participating public housing agencies to test new policies that may improve program outcomes; and

WHEREAS, HUD has established the Stepped and Tiered Rent Demonstration (“STRD”) to evaluate simplified rent structures and determine their impact on families and housing authority operations; and

WHEREAS, the Agency participated in Phase 1 of the Demonstration, which prepared agencies for future implementation and evaluation; and

WHEREAS, HUD has selected the Agency to participate in Phase 2, which requires continuation of the previously HUD-approved implementation of the Tiered Rent model and participation in a national evaluation; and

WHEREAS, the Agency’s participation in STRD Phase 2 is conducted pursuant to its HUD-approved MTW Agreement and is consistent with the Agency’s HUD-approved MTW Supplement requirements applicable to Cohort 2 rent reform evaluation, which were originally approved in FY 2022; and

WHEREAS, HUD has contracted with MDRC, an independent research organization, to conduct this national evaluation; and

WHEREAS, HUD requires participating agencies to execute a Site Agreement with MDRC to outline evaluation responsibilities, data sharing, and compliance requirements; and

WHEREAS, participation in STRD Phase 2 does not require the expenditure of local Agency funds;

NOW, THEREFORE, in connection with the foregoing, the Board of Commissioners hereby adopts the following resolution:

BE IT RESOLVED,

1. The Housing Alliance HTX Board of Commissioners authorizes the Agency to participate in HUD’s Stepped and Tiered Rent Demonstration Phase 2.
2. The President & CEO, or designee, is authorized to execute the STRD Phase 2 Site Agreement with MDRC, including any required attachments such as the Scope of Work and Data Sharing Agreement.
3. The President & CEO, or designee, is authorized to carry out duties required under the Agreement, including providing necessary data and cooperating with HUD and MDRC throughout the evaluation.
4. Nothing in this Resolution independently authorizes implementation of any rent policy outside the Agency’s HUD-approved MTW Agreement and HUD-approved MTW Supplemental, or waives resident rights, grievance procedures, or due-process protections.

RESOLVED, this Resolution is effective immediately upon adoption.

PASSED this 24th day of February 2026.

CHAIR

ATTEST:

Secretary



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Earthworks Landscape and Maintenance LLC. to provide landscaping and ground clearing services at (43) of Housing Alliance HTX (the "Agency") and its affiliates' vacant parcels of land for three (3) years.

2. Date of Board Meeting: February 24, 2026

3. Proposed Board Resolution:

Resolution: That the Housing Alliance HTX Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Earthworks Landscape and Maintenance LLC. to provide landscaping and ground clearing services at approximately 43 of the Agency's vacant parcels of land for three (3) years, in one (1) year increments at \$62,212.64 per year, in a total amount not to exceed \$186,637.92.

4. Department Head Approval Signature _____ Date: _____

5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

Signature _____ Date: _____



MEMORANDUM

TO: JAMIE BRYANT, PRESIDENT & CEO
THROUGH: JOEL NORTH, SENIOR VICE PRESIDENT OF REAL ESTATE INVESTMENT AND DEVELOPMENT
THROUGH: ANDREW TALAVERA, DIRECTOR OF ENGINEERING
FROM: WILLIAM BRYANT, ENERGY MANAGER
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH EARTHWORKS LANDSCAPE AND MAINTENANCE LLC TO PROVIDE LANDSCAPING AND GROUND CLEARING SERVICES AT APPROXIMATELY FORTY-THREE (43) OF HOUSING ALLIANCE HTX AND ITS AFFILIATES' VACANT PARCELS OF LAND FOR THREE (3) YEARS
DATE: JANUARY 21, 2026

This memorandum recommends that the Housing Alliance HTX (the "Agency") Board of Commissioners should authorize the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with Earthworks Landscape and Maintenance LLC. to provide landscaping and ground clearing services for forty-three of the Agency's vacant parcels of land for three (3) years, in one (1) year increments at \$62,212.64 per year in an amount not to exceed \$186,637.92.

BACKGROUND:

The current landscaping contract with Unicare Building Maintenance expired December 12, 2025, and as a result, the Agency issued IFB 25-37 Landscape and Maintenance Services ("IFB 25-37"). The Agency and its affiliates and subsidiaries own and control a total of approximately 43 properties that require maintenance. Maintenance includes cutting overgrown grass/weeds, removing trash (via illegal dumping), and generally promoting sanitary conditions. This is a necessary expense and will be covered by the Agency's Business Activity funds. The Scope of Work (SOW) and Independent Cost Estimate (ICE) were developed by the REID Department.

The previous contract amount for this project was \$174,312.72; the lowest responsible bid is \$186,637.92. This is an increase of 6.83%, which is in line with current market percentage increases.

EVALUATION PROCESS:

In November of 2025, a legal notice advertising IFB 25-37 Landscape and Maintenance Services ("IFB 25-37") was posted in the Houston Chronicle, Forward Times Newspapers, and the Houston Business Journal.

In addition to posting "IFB 25-37" on its OpenGov Portal, e-mail notifications were sent to potential Firms on its Bidder's List.

Interested parties were also able to access "IFB 25-37" by going to the websites of the City of Houston Office of Business Opportunity ("OBO") and the Houston Chapter of the National Association of Minority Contractors ("NAMC").

On December 17, 2025, the Procurement Department opened the following sealed bids in response to “IFB 25-37”:

Rank	Firm/Company	M/WBE	Bid Price
1	Earthworks Landscape and Maintenance LLC	N/A	\$62,212.644
2	Fanar 1 Enterprise LLC	MBE	\$63,900.00
3	Sod Squad Landscape	N/A	\$85,380.00
4	Frontline Residential Solutions, LLC	WBE	\$92,940.00
5	Flywheel Specialty Services, LLC	MBE	\$129,600.00
6	Southern Landscaping & more, LLC.	M/WBE	\$172,764.00
7	Seril, Inc.	N/A	\$192,660.00
8	TTM & Associates, Inc.	N/A	\$287,912.16
9	AW&D Construction and Maintenance Services LLC	N/A	\$398,112.00

Earthworks Landscape and Maintenance LLC submitted the lowest bid price and was interviewed to confirm that they will be able to perform all work outlined in the published scope of work at the submitted price. It will self-perform all work required under this contract and has agreed to hire one Section 3 participant for part-time labor.

References have been checked and returned positive. There are no conflicts of interest, and Earthworks Landscape and Maintenance LLC is not on the HUD Debarment List.

RECOMMENDATION

Accordingly, staff recommends that the Board of Commissioners consider Resolution No. 3949.

RESOLUTION NO. 3949

RESOLUTION AUTHORIZING THE HOUSING ALLIANCE HTX'S PRESIDENT & CHIEF EXECUTIVE OFFICER ("CEO"), OR DESIGNEE, TO SOLICIT AND PROCURE LANDSCAPE SERVICES WITH EARTHWORKS LANDSCAPE AND MAINTENANCE LLC., INCLUDING THE NEGOTIATION AND EXECUTION OF A CONTRACT IN ACCORDANCE WITH APPLICABLE PROCUREMENT POLICIES AND REGULATIONS

WHEREAS, the Housing Alliance HTX, officially known as the Houston Housing Authority (hereinafter, the "Agency") owns and controls a total of approximately 43 properties that must be maintained;

WHEREAS, such maintenance includes cutting overgrown grass/weeds, removing trash (via illegal dumping), and generally promoting sanitary conditions;

WHEREAS, professional landscape services are necessary to ensure compliance with applicable local city ordinances;

WHEREAS, the Agency desires to enter into a contract with **Earthworks Landscape and Maintenance LLC.** to provide landscaping and ground clearing services for three (3) years, in one (1) year increments at \$62,212.64 per year, in a total amount not to exceed \$186,637.92;

WHEREAS, the procurement of these services will support the Agency's responsibility of maintaining its properties' sanitary conditions and curb appeal in the neighborhoods in which they are located;

NOW, THEREFORE, in connection with the foregoing, the Agency's Board of Commissioners hereby adopts the following resolution:

BE IT RESOLVED, that the President & CEO, or designee, is authorized to solicit, negotiate, and execute a landscape contract with Earthworks Landscape and Maintenance LLC in accordance with the Agency procurement policies and applicable laws.

RESOLVED, that this resolution shall be in full force and effect upon its adoption.

PASSED this 24th day of February 2026.

CHAIR

ATTEST:

Secretary



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or designee, to negotiate, and execute a professional services agreement with a qualified land surveying firm to provide site surveying services in support of Housing Alliance HTX, the “Agency” for development, rehabilitation, and property planning initiatives.

2. Date of Board Meeting: February 24, 2026

3. Proposed Board Resolution:

Resolution: That the Housing Alliance HTX Board of Commissioners authorizes the President & CEO, or designee to negotiate, execute and make necessary changes and corrections to contracts with Ally General Solutions, LLC; Bowman Consulting Group Ltd.; and LJA Surveying, Inc., to perform Land Survey Services at Agency properties for one (1) year with an option to extend for an additional four (4) years pursuant to the memorandum from Joel North, Senior Vice President of REID, dated January 21, 2026.

4. Department Head Approval Signature _____ Date: _____

5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

Signature _____ Date: _____



MEMORANDUM

TO: JAMIE BRYANT, PRESIDENT & CEO
THROUGH: JOEL NORTH, SENIOR VICE PRESIDENT OF REID
THROUGH: ANDREW TALAVERA, DIRECTOR OF ENGINEERING
FROM: KILLIAN OKERE, PROJECT MANAGER - REID
SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO, OR DESIGNEE, TO NEGOTIATE, AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH A QUALIFIED LAND SURVEYING FIRM TO PROVIDE SITE SURVEY SERVICES, IN SUPPORT OF HOUSING ALLIANCE HTX, DEVELOPMENT, REHABILITATION, AND PROPERTY PLANNING INITIATIVES.
DATE: JANUARY 21, 2025

This memorandum recommends that the Housing Alliance HTX (the "Agency") Board of Commissioners authorize the President & CEO, or designee, to issue a contract and take all necessary actions to procure professional land surveying services from Ally General Solutions, LLC; Bowman Consulting Group Ltd.; and LJA Surveying, Inc, in accordance with applicable procurement policies and regulations.

BACKGROUND:

The Agency, in its capacity to perform property planning initiatives, including development and rehabilitation of property, often is required to have land surveys. In order to provide professional site survey services in support of upcoming development, rehabilitation, and long-term property planning efforts, it is in the best interest of the Agency to contract with a group of survey firms to perform the services required. These services are essential to ensure accurate site data and compliance with local, state, and federal requirements.

Surveying services may include, but are not limited to, boundary surveys, topographic surveys, ALTA/NSPS Land Title Surveys, easement and right-of-way determinations, and construction staking. The selected firm(s) will support informed decision-making, regulatory compliance, and efficient project delivery.

To satisfy these requirements, the Real Estate Investment Department (REID) requested the procurement department to issue a solicitation for professional firms within the field to submit proposals.

ADVERTISEMENT

In October 2025, the Procurement Department posted a legal notice advertising the solicitation for Qualifications-Based Selection (QBS) 25-30 on OpenGov, the Houston Chronicle, Forward Times, and the Houston Business Journal. The Procurement Department notified potential bidders that were on its Bidder's List through OpenGov.

Interested parties were also able to access QBS 25-30 by going to the websites of the City of Houston Office of Business Opportunity ("OBO") and the Houston Chapter of the National Association of Minority Contractors ("NAMC").

EVALUATION PROCESS

The following Agency staff were selected to evaluate the five (5) proposals received for QBS 25-30:

- Jay Mason – Director of REID
- Stedman Esene – Senior Project Manager
- Killian Okere – Project Manager

The QBS contained the following Criteria that would be used by the Evaluation Committee (EC) to analyze and score each proposal independently:

Item	Criteria	Maximum Points
1	Firm’s history and resources to perform the required services	25
2	Qualifications of assigned personnel	25
3	References	25
4	Project Planning	25
Total Points		100

Table 1 contains the average scores as determined by the Evaluation Committee:

TABLE 1

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Ally General Solutions, LLC	MBE	97
2	Bowman Consulting Group Ltd	N/A	94
3	LJA Surveying, Inc.	N/A	92
4	Amaru Book Club A.B.C LLC	M/WBE	88
5	KCI Technologies, Inc.	N/A	87

SELECTION PROCESS

The QBS method does not use price as an evaluation factor. The Agency requests technical qualifications statements from prospective firms and ranks them based on their project qualifications. Based on the evaluation ratings, the top-ranked firms are Ally General Solutions, LLC., Bowman Consulting Group, Ltd, and LJA Surveying, Inc. A Proof of Good Legal Standing was conducted on these firms, and there are no adverse results. The selected firms will be awarded contracts with prospective projects being negotiated on an “as-needed” basis. Projects below \$100k will proceed via task order upon budget approval by the finance department. Projects at or above \$100k will be taken to the appropriate board for approval before proceeding. Approval of this resolution satisfies the procurement requirements for the selected firms in the event the cumulative value of the work performed with any of the listed firms exceeds \$100k.

There are no conflicts of interest.

RECOMMENDATION:

Accordingly, the staff recommends that the Board of Commissioners consider Resolution No. 3950.

RESOLUTION NO. 3950

RESOLUTION: AUTHORIZING THE HOUSING ALLIANCE HTX'S PRESIDENT & CHIEF EXECUTIVE OFFICER (CEO), OR DESIGNEE, TO NEGOTIATE, EXECUTE AND MAKE NECESSARY CHANGES AND CORRECTIONS TO CONTRACTS WITH ALLY GENERAL SOLUTIONS, LLC; BOWMAN CONSULTING GROUP LTD.; AND LJA SURVEYING, INC., TO PERFORM LAND SURVEY SERVICES AT AGENCY PROPERTIES FOR ONE (1) YEAR WITH AN OPTION TO EXTEND FOR AN ADDITIONAL FOUR (4) YEARS.

WHEREAS, the Housing Alliance HTX, officially known as the Houston Housing Authority (hereinafter the "Agency"), undertakes development, rehabilitation, and property planning activities that require accurate and reliable site survey information;

WHEREAS, professional land surveying services are necessary to ensure compliance with applicable local, state, and federal regulations;

WHEREAS, the Agency has solicited proposals from qualified and experienced land surveying firms to provide such services;

WHEREAS, these services will support responsible project planning, informed decision-making, and efficient project execution;

WHEREAS, to establish a fair and reasonable price, the Agency will initiate negotiations with the three (3) top-ranked firms on a project-by-project basis;

WHEREAS, if an agreement cannot be reached with the highest-ranked firm, the Agency will formally terminate negotiations with that firm and proceed to negotiate with the next highest-ranked firm until a fair and reasonable price is agreed upon by both parties;

WHEREAS, once negotiations are terminated with a firm, the Agency may not return to that firm for additional negotiations, even if a lower-ranked respondent proposes a higher price; and

NOW, THEREFORE, in connection with the foregoing, the Board of Commissioners hereby adopts the following resolution:

BE IT RESOLVED, that the President & CEO, or designee, is authorized to solicit, negotiate, and execute one or more professional services agreements with the qualified land surveying firms identified herein, in accordance with Housing Alliance HTX procurement policies and applicable laws.

RESOLVED, that this resolution shall be in full force and effect upon its adoption.

PASSED this 24th day of February 2026.

CHAIR

ATTEST:

Secretary