



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 107206
 GARY BROWN & ASSOCIATES, INC
 1313 CAMPBELL RDBUILDING B
 HOUSTON TX 77055
 USA

Mail Invoice to
 COH HOUSING & COMMUNITY DEV
 FINANCIAL SERVICES SEC, ACCT PAY
 PO Box 1562
 HOUSTON TX 77251-1562

Information
 Purchase Order Number/Date 4500349193-0 / 06/14/2021
 CoH Vendor Number 107206
 Page 1 of 1
 Buyer's Name Clarence Moton 454
 Buyer's Telephone Number 832-394-6212
 Buyer's Fax Number
 Buyer's E-mail Address clarence.moton@houstontx.gov

CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER TO BUYER'S E-MAIL ADDRESS

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

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	94615 REAL ESTATE APPRAISA Biscayne Appraisal Service Multi-Family Buyout 17030 & 17050 Imperial Valley Dr. Consultant will provide valuation of property for acquisition.	5,000.00 / AU	5,000.00
	Gross Price		5,000.00 USD	1 AU	1.000 5,000.00
			*** Item partially delivered *** Expected value of unplanned services: 5,000.00		
			Delivery Date: 07/14/2021		
Total ****					USD 5,000.00

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.

[Signature] Mayor *[Signature]* Chief Procurement Officer *[Signature]* Controller



City of Houston
Finance-Strategic Procurement Division

Professional Services Justification

General Information	Date: June 10, 21
Department: Housing and Community Development	Phone No. 832/394/6247
Contact Name: Rupa Sen	Email: Rupa.Sen@houstontx.gov

Vendor Information	Requisition No.
Name: Gary Brown	Purchase Order No.
Address: 1313 Campbell Rd., Bldg. B Houston, TX 77055	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.

Services of an appraisal company is required to provide value for a Multi Family Buyout Programs for an acquisition located at 17030 & 17050 Imperial Valley Drive, Houston
They will provide Valuation relative to decision making
Annual cost – Not to exceed \$5, 000.00 approx. – to be delivered at 2100 Travis, Houston TX 77002

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

The selection of Mr. Brown is based on previous appraisal experience in this market area. In addition, the Company has previous appraisal experience with complex improved properties for various services for the City of Houston as well as the ability to deliver on time, history and knowledge of the city's procedures. Mr. Brown will provide report to include various values to include: Fair Market Value, Income Value and Cost Value. Mr. Brown will provide the report in accordance with Standard Rule 2-(a) of USPAP.

Mr. Brown will use all of the applicable approaches to value and discuss the reasoning behind the absence of any approach.

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

Mr. Brown has the required experience in assisting the City with the preparation of Appraisals in connection HCDD's Multi Family Buyout Program In addition, Mr. Brown has assisted the City before in similar transactions and has extensive knowledge in Multi Family Projects.

Department Recommendation	
Requestor: <i>Rupa Sen</i>	Date: 6/10/2021
Deputy Director: <i>Derek Sellers</i>	Date: 6/10/2021

Chief Procurement Officer's Approval	
Signature: <i>Jerry Adams</i>	Date: 6/11/2021

Moton, Clarence - HCD

From: Moton, Clarence - HCD
Sent: Friday, June 11, 2021 12:06 PM
To: Owens, Mary - HCD
Cc: Pham, Chau - HCD
Subject: RE: Completed: Please DocuSign: Professional Services Justification - Biscayne Second Appraisal

Hello Mary,

I am currently out of the office today, however, I am working with SPD to expedite this request. With that said, the original funding request was assigned to Chau. I'm not sure who changed the funding assignment. If the project is DR17, I don't have an issue with that. Please release the PR, so that I can submit the Professional Justification Form to Jerry Adams for signature. I will not be available after 2pm.

Thank you,
Clarence
832-394-6212

From: Owens, Mary - HCD <Mary.Owens@houstontx.gov>
Sent: Friday, June 11, 2021 7:19 AM
To: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>
Cc: Pham, Chau - HCD <Chau.Pham@houstontx.gov>
Subject: RE: Completed: Please DocuSign: Professional Services Justification - Biscayne Second Appraisal

Clarence

Thank you for this information. DR-2017 funding was provided because this is a DR-17 project. If the Program area would like to this to be funded with TIRZ please re-route to Chau.

Mary Owens

From: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>
Sent: Thursday, June 10, 2021 3:50 PM
To: Owens, Mary - HCD <Mary.Owens@houstontx.gov>
Subject: FW: Completed: Please DocuSign: Professional Services Justification - Biscayne Second Appraisal

Hello Mary,

Please feel free to review the email below regarding the funding for Biscayne from Rupa.

Clarence
832-394-6212

From: Sen, Rupa - HCD <Rupa.Sen@houstontx.gov>
Sent: Thursday, June 10, 2021 12:06 PM

Sincerely,

Juanita A. Moore

Multifamily

City of Houston

Housing and Community Development

2100 Travis Street | 9th Floor | Houston TX 77002

832.394.6210 (direct)

281.543.3468 (mobile)

juanita.moore@houstontx.gov

<https://houstontx.gov/housing/multifamily.html>

www.recovery.houstontx.gov

Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

From: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>

Sent: Thursday, June 10, 2021 10:46 AM

To: Sen, Rupa - HCD <Rupa.Sen@houstontx.gov>

Cc: Moore, Juanita - HCD <Juanita.Moore@houstontx.gov>

Subject: RE: Completed: Please DocuSign: Professional Services Justification - Biscayne Second Appraisal

Confirmed,

Juanita

Have you submitted the Procurement Request Form for the PO in DocuSign?

Thank you,

Clarence Moton

From: Sen, Rupa - HCD <Rupa.Sen@houstontx.gov>

Sent: Thursday, June 10, 2021 10:34 AM

To: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>

Cc: Moore, Juanita - HCD <Juanita.Moore@houstontx.gov>

Subject: Re: Completed: Please DocuSign: Professional Services Justification - Biscayne Second Appraisal

Did you get the completed set ?

Sent from my iPhone

On Jun 10, 2021, at 10:27 AM, Sen, Rupa - HCD <Rupa.Sen@houstontx.gov> wrote:

Rupa Sen

Real Estate Manager

Office : 832-394-6217

Cell : 832-596-5115

Begin forwarded message:

in an office, at home, on-the-go -- or even across the globe -- DocuSign provides a professional, trusted solution for Digital Transaction Management™.


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This message was sent to you by Juanita Moore who is using the DocuSign Electronic Signature Service. If you would rather not receive email from this sender you may contact the sender with your request.



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 200.318) and \$3,000 to 49,0000 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 *	Biscayne Second Appraisal	Gary Brown & Associates
Deadline Date of Request: *	06/10/2021	Purchase Type: * Service Under <
Requester Name: *	Juanita Moore for Rupa Sen	Created: 06/10/2021
Requester Phone Number: *	832-394-6247	

Brief Description of Scope of Work for Goods/Services:
 Services of Gary Brown & Associates, Real Estate Appraisers, to provide value for Multifamily Buyout Program acquisition located at 17030 & 17050 Imperial Valley Drive, Houston. They will provide valuation relative to decision making. Annual cost not to exceed \$5,000 approximately
Funding Source(s) DR17
Note: Please allow a minimum of three (3) days for bid responses.

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030	Status: Pending
Funding Source: DR-Harvey	Purchase Order No#:
Cost Center: 3200030002	Name of Vendor: Gary brownand Associates
G/L Account: 522430	Date Processed:
Business Area: 3200	Date Received:
Internal Order: H03200077-19	Total Amount: 5000.00
BFY: FY-2021	Procurement Staff:
Grant: 32000077-2019	Priority:
Funds Reservation: n/a	Notify Department: Procurement
Funds Approval Mgr: Mary Owens	Notify Department: Finance
Justification of Need for Goods/Services Valuation of property required for acquisition	Procurement Notes:

Requestors Signature: Date: 6/10/2021	Supervising Manager (Purchase under \$5,000) Manager: Date: 6/10/2021
Buyer's Signature: Date: 6/10/2021	Funds Approval Signature: Date: 6/10/2021
Procurement DPU Signature: Date: 6/10/2021	(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000) Assistant or Deputy Director: Date	Director Signature (Only Consultant Services) Director or Designee: Date:

Attachments [Click here to attach a file](#)



**CITY OF HOUSTON
HOUSING AND COMMUNITY DEVELOPMENT**

RECORD OF CONCURRENCE AND APPROVAL						
SUBJECT	Professional Services Justification	DUE DATE	DATE SUBMITTED	REF. #		
EXPLANATION To engage Mr. Brown to prepare a second appraisal for the acquisition of Biscayne located at 17030 & 17050 Imperial Valley Drive, Houston.						
ORIGINATOR: Juanita Moore		DATE ORIGINATED: June 10, 2021	PERSON TO CONTACT FOR DETAILS: Rupa Sen		PHONE NUMBER: 832.596.5115	
ROUTING SEQUENCE	REVIEW/APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS		
1	Rupa Sen, Real Estate Manager	<i>Rupa Sen</i> 66205191227674...	6/10/2021			
2	Ray Miller, Assistant Director	<i>Ray Miller</i> 862495146897465...	6/10/2021			
3	Derek Sellers, Deputy Director	<i>Derek Sellers</i> 451A6916CB00416...	6/10/2021			
4						
5						
6						
7						



City of Houston
Finance-Strategic Procurement Division

Professional Services Justification

General Information	Date: June 10, 21
Department: Housing and Community Development	Phone No. 832/394/6247
Contact Name: Rupa Sen	Email: Rupa.Sen@houstontx.gov

Vendor Information	Requisition No.
Name: Gary Brown	Purchase Order No.
Address: 1313 Campbell Rd., Bldg. B Houston, TX 77055	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.

Services of an appraisal company is required to provide value for a Multi Family Buyout Programs for an acquisition located at 17030 & 17050 Imperial Valley Drive, Houston
They will provide Valuation relative to decision making
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Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

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Mr. Brown has the required experience in assisting the City with the preparation of Appraisals in connection HCDD's Multi Family Buyout Program In addition, Mr. Brown has assisted the City before in similar transactions and has extensive knowledge in Multi Family Projects.

<small>DocuSigned by:</small>	
Department Recommendation	<small>DocuSigned by:</small>
Requestor: <i>Rupa</i>	Date: 6/10/2021
Deputy Director: <i>Derek Sellers</i>	Date: 6/10/2021
<small>451A8916CB00416...</small>	

Chief Procurement Officer's Approval	
Signature:	Date:

GARY BROWN & ASSOCIATES, INC.

Real Estate Appraisers & Consultants
1313 Campbell Rd., Bldg. B
Houston, Texas 77055
713-468-1010
Email: garyb@garybrown.com

June 9, 2021

Rupa Sen
Real Estate Manager
City of Houston | Housing and Community Development Department | Real Estate
2100 Travis Street 9th floor, Houston, TX 77002

Re: Biscayne City View Apartments, 17030 & 17050 Imperial Valley Drive, Houston, Texas
77060

Dear Rupa:

Pursuant to your request, we are happy to submit a proposal for an appraisal assignment of the Biscayne City View Apartments, 17030 & 17050 Imperial Valley Drive, Houston, Texas 77060. The appraisal assignment shall be prepared for the City of Houston and is for the City of Houston's use. We request that you seek our written authorization before releasing the report to any other party.

The purpose of this appraisal assignment is to provide an opinion of Market Value as of the effective date. The legal property appraised is the fee simple interest. The appraisal assignment will be prepared in accordance with the 2020-21 Uniform Standards of Professional Appraisal Practice plus the code of Professional Ethics of the Appraisal Institute. Attached to this letter you will find a copy of our Statement of Limiting Conditions and Appraiser's Certification which are attached to all appraisal assignments prepared by this office. Please review and initial each attached page and return the executed copy to us indicating your acceptance and approval of our Limiting Conditions and Appraiser's Certification.

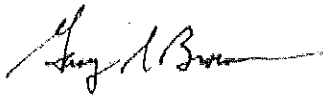
The estimated completion date of the appraisal assignment is 4 weeks from receipt of the signed engagement on or before July 12th, 2021. We can only complete the appraisal assignment by this date if we receive from you in a timely manner any relevant information needed for the preparation of the report. In order to complete this appraisal assignment, the following information will be, if available: a: building plans or architectural drawings, b: building operating costs, insurance, electrical, maintenance and repairs, c: contact person for inspection, d: Survey and title policy (if available), e: current rent roll, f: property history, if advertised for sale or if sold in last three years, g: costs of any deferred maintenance.

We will furnish you with digital copies of the appraisal report. Our fee for this appraisal assignment will be \$5,000. This fee includes all the costs of expenses that may be incurred in the preparation of the report but does not include appearance or testimony on its behalf. Our fee for court appearance, pre-trial preparation and/or testimony is \$375/hour.

June 9, 2021
Rupa Sen, Real Estate Manager
City of Houston

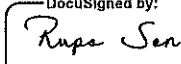
We will proceed with the preparation of this report upon receipt of a signed copy of this letter, an initialed copy of the Statement of Limiting Conditions and Appraiser's Certification. If you have any questions about anything contained in this letter or in any of the attachments, please give us a call.

Sincerely,
GARY BROWN & ASSOCIATES, INC.



Gary S. Brown, MAI, AI-GRS, CCIM
President

Engagement Letter Accepted:

DocuSigned by:

37FF8669E8D4484...

Rupa Sen, Real Estate Manager
City of Houston

6/10/2021

Date

CERTIFICATION

We certify to the best of our knowledge and belief that:

The statements of fact contained in this appraisal report are true and correct.

We have not performed any appraisal services regarding the property that is the subject of this report within the three-year period immediately preceding acceptance of this assignment.

The reported analyses, opinions and conclusions are limited only by the reported assumptions and limiting conditions, and are our personal, impartial and unbiased professional analyses, opinions and conclusions.

We have no present or prospective interest in the property that is the subject of this report, and we have no personal interest with respect to the parties involved.

We have no bias with respect to the property that is the subject of this appraisal report or to the parties involved with this assignment.

Our engagement in this assignment was not contingent upon developing or reporting predetermined results.

Our compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

Our analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP).

We have made a personal on-site visit of the property that is the subject of this report.

No one provided significant real estate appraisal assistance to the person(s) signing this certification.

The report analyses, opinions and conclusions were developed, and this report has been prepared, in conformity with, the Code of Professional Ethics and Standards of Professional Practice of The Appraisal Institute.

The use of this report is subject to the requirements of The Appraisal Institute relating to review by its duly authorized representatives.

The Appraisal Institute conducts a voluntary program of continuing professional education for its designated members. Appraisal Institute members who meet the minimum standards of this program are awarded periodic education certificates. As of the date of this report Gary S. Brown, MAI has currently completed the requirements for the voluntary continuing education program of The Appraisal Institute.

ASSUMPTIONS AND LIMITING CONDITIONS

This appraisal report and all of the appraisers' work in connection with the appraisal assignment are subject to the limiting conditions and all other terms stated in the report. Any use of the appraisal by any party, regardless of whether such use is authorized or intended by the appraiser, constitutes acceptance of all such limiting conditions and terms.

That the date of value, to which the opinions expressed in this report apply, is set forth in the Letter of Transmittal. The appraisers assume no responsibility for economic or physical factors occurring at some later date which may affect the opinions herein stated.

That no opinions are intended to be expressed for legal matters or that would require specialized investigation or knowledge beyond that ordinarily employed by real estate appraisers, although such matters may be discussed in this report.

Any cause of action resulting between Gary Brown & Associates, Inc. and the client in conjunction with this appraisal, either directly or indirectly, will be limited in damages to the amount of the appraisal fee received for the assignment. Furthermore, it is agreed that you will indemnify Gary Brown & Associates, Inc. for any damages, costs, expense, and attorney's fees resulting from any cause of action by any interested party, concerning the appraisal report.

That no opinion as to title is rendered. Name of ownership and the legal description were obtained from sources generally considered reliable. Title is assumed to be marketable and free and clear of all liens, encumbrances, easements, and restrictions except those specifically discussed in this report. The property is appraised assuming it to be under responsible ownership and competent management and available for its highest and best use.

That no engineering survey has been made by the appraisers. Except as specifically stated, data relative to size and area were taken from sources considered reliable and no encroachment or real property improvement is assumed to exist.

That maps, plats, and exhibits included herein are for illustration only, as an aid in visualizing matters discussed within this report. They should not be considered as surveys or relied upon for any other purpose.

That no detailed soil, subsoil, or geophysical studies covering the subject property were available to the appraisers. Therefore, premises as to soil or subsoil qualities employed in this report are not conclusive but have been considered consistent with information available to the appraisers. Additionally, the existence of surface or subsurface faults, which may or may not exist on the property, were not observed by the appraisers. No responsibility is assumed for any such conditions, nor for any expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.

Unless otherwise stated in this report, the existence of hazardous materials, which may or may not be present on the property, was not observed by the appraisers. The appraisers have no knowledge of the existence of such materials on or in the property. The appraisers, however, are not qualified to detect such substances. The presence of substances such as asbestos, urea formaldehyde foam insulation, radon, or other potentially hazardous materials may affect the value of the property. The value estimate is predicated on the assumption that there are no such materials on or in the property which would cause a loss in value. No responsibility is assumed for any such conditions, nor for any

expertise or engineering knowledge required to discover them. The client is urged to retain an expert in this field, if desired.

The existence of underground storage tanks was not observed by the appraisers, nor was any information concerning their presence determined, unless otherwise noted on this report.

The existence of endangered species, which may or may not be present on the property, was not observed by the appraisers.

The property is appraised as though free and clear, under responsible ownership, and competent management. All existing liens and encumbrances have been disregarded.

Unless otherwise stated herein, all of the improvements described were considered operational and in adequate condition.

Unless otherwise stated in this report, the subject property is appraised without a specific compliance survey having been conducted to determine if the property is or is not in conformance with the requirements of the Americans with Disabilities Act. The presence of architectural and communications barriers that are structural in nature that would restrict access by disabled individuals may adversely affect the property's value marketability or utility.

Any information furnished to us by others is believed to be reliable, but we assume no responsibility for its accuracy.

Possession of this report, or a copy thereof, does not carry with it the right to publication, nor may it be used for any purpose, by any but the client, without the previous written consent of the appraisers or the client and, in any event, only in its entirety.

This appraisal does not require us to give testimony in court or attend on its behalf unless arrangements have been previously made therefore.

The distribution of the total valuation in this report between land and improvements applies only under the existing programs of utilization. The separate valuations for land and building must not be used in conjunction with any other appraisal and are invalid if so used.

The value is reported in U. S. dollars on the basis of the value of the currency prevailing at the date of this appraisal.

We have no present or contemplated interest in the property appraised.

Compensation for making this appraisal is in no manner contingent upon the value reported.

That the appraisers assume no responsibility for determining if the property lies within a flood hazard area and its consequences to the property. It is advised that a topographic survey be obtained and local officials be contacted.

This appraisal has been made in accordance with the Standards of Professional Practice and the Code of Professional Ethics of The Appraisal Institute.