



CITY OF HOUSTON
HCD Purchasing Unit 3200

SRO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

**POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT
OR SERVICE**

SERVICE RELEASE ORDER

Vendor Address
Vendor Address Number 135687
TETRA TECH INC
2901 WILCREST DRIVE SUITE 400
HOUSTON TX 77042
USA

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

Information
SRO Number/Date 4500290828-0 / 10/18/2018
CoH Vendor Number 135687
Page 1 of 2
Buyer's Name Ketan Shah S58
Buyer's Telephone Number 832-393-8714
Buyer's Fax Number 832-393-8758
Buyer's E-mail Address Ketan.shah@houstontx.gov

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

Shipping Address HOUSING & COMMUNITY DEVELOPMENT
PROCUREMENT SERVICES
601 SAWYER, 4TH FLOOR
HOUSTON TX 77007
USA

Terms of payment : Pay net 30 w/o deduction Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Our reference: 2017-0080

Your person responsible: KRYSTEN MARSHALL

Your reference: 2017-0080

Requestor: Tom McCasland
City of Houston, Texas Contract Number 4600014152
Task Order No. TT-005-2017-HCD

Disaster Recovery & Consulting Services

NOTICE OF SUPPLEMENTAL ALLOCATION OF FUNDS
By the signature below, the City Controller certifies that, upon the request of the responsible director, the supplemental sum set out below has been allocated for the purposes of the Agreement out of funds appropriated for this purpose by the City Council of the City of Houston. This supplemental allocation has been charged to such appropriation.

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91827 COMMUNITY DEVELOPMEN Disaster Recovery and Consulting Service Release Order against contract 4600014152 Item 00020 Data Review for CDBG-DR Contract #4600014152 Task Order No. TT-005-2017-HCD	9,564.00 / AU	9,564.00
			Gross Price	9,564.00 USD	1 AU 9,564.00
			Expected value of unplanned services:	9,564.00	



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SERVICE RELEASE ORDER

PO number/date 4500290828 -0 / 10/18/2018 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 12/31/2018					
Total ****				USD	9,564.00
2017-0080 ORD PASSED 2/08/2017 EXECUTED BY MAYOR 2/10/2017 CS 2/15/2017					
<p>NOTICE -- This is a contract release order against the contract referenced herein. The terms and conditions in the referenced contract are hereby incorporated into this contract release order as if set forth in full text. All work performed pursuant to this contract release order shall be performed in strict accordance with the referenced contract's statement of work/scope of services.</p>					

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.

Silverio Turner

Jerry Adams

Q. B. Brown

Mayor

Chief Procurement Officer

Controller

PR 10254957

Housing and Community Development

FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number:	5000	Status:	Pending
Funding Source:	COBG	Purchase Order No#:	
Cost Center:	320030002	Name of Vendor:	
G/L Account:	520159	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	AD320001-19	Total Amount:	
BFY:	FY 2019	Procurement Staff:	
Grant:	3200001-2019	Priority:	
Funds Reservation:		Notify Department:	Procurement
Funds Approval Mgr:		Notify Department:	Finance
Justification of Need for Goods/Services		Procurement Notes:	
Requestor's Signature: <i>Sherrick Hunter</i> Date: 10/17/18		Supervising Manager (Purchase under \$5,000) Manager: <i>[Signature]</i> Date: 10/16/18	
Buyer's Signature: <i>[Signature]</i> Date:		Funds Approval Signature: <i>[Signature]</i> Date: 10/16/18	
Procurement DPU Signature: <i>[Signature]</i> Date: 10/17/18 (Purchase over \$5,000)		CFO Signature: <i>[Signature]</i> Date: 10/16/18	
Assistant or Deputy Director: Date		Director Signature (Only Consultant Services) Director or Designee: Date	

Attachments

[Click here to attach a file](#)

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

ATTACHMENT 'A'
Task Order# TT-007-2017-HCD

Scope of Services - Outreach, Intake and Case Management RFP Review Services

I. Introduction

The City of Houston (COH) Legal Department (LGL) has requested through the Finance Department (FIN) that the Tetra Tech team review the HUD/CDBG-DR funded Outreach, Intake and Case Management RFP issued by the City prior to finalization by City Council.

II. Scope of Work

Task 1 – RFP Review

TETRA TECH will be responsible for management and oversight of the project, including coordination with team members. Primary responsibilities include tracking of resources, budget, schedule and invoicing.

➤ **Activities Include:**

- Review of documents attached to emails forwarded by the City on September 25, 2018 and October 8, 2018 to Tetra Tech team members.
 - Current draft of the contract
 - Executive summary
 - Scoring
 - RFP documents are available for download at - http://purchasing.houstontx.gov/Bid_Display.aspx?id=T26599
 - Draft RCA
 - GLO Harvey Housing Guidelines – this document contains procurement requirements and other items that may impact the procurement/contract review [email on 10/8/18]
 - Cost Estimate [sent in 9/25/18 email]
 - Price Analysis [sent in 9/25/18 email]
- Provide an assessment of the likely risk(s) related to issues such as reimbursement and recommendations to mitigate that risk(s).
- Schedule and conduct a finding meeting with COH LGL and other applicable departments to discuss our observations after release of the memorandum.

➤ **Deliverables (hard copy and/or Electronic):**

- Memorandum summarizing findings and related concerns.

III. Project Assumptions

The scope of services and project costs shown above were developed with the following assumptions and exclusions:

- **Project Sponsor.** The City will assign a primary point of contact to serve as project sponsor to address administrative and functional issues.
- **Access to Materials.** Documentation pertinent to the execution of this project should be made available to Baker Donelson for review in electronic format immediately.
- **Access to Key Personnel.** Availability of City key personnel is critical to obtaining the information required for the overall success of this project. Information presented by key personnel will be accepted as factual and no confirmation will be made.
- **Project Term:** Tetra Tech anticipates a period of performance of approximately one (1) week from the date of execution of this Task Order. An extension to this Task Order may be granted if agreed to by the City of Houston and Tetra Tech.

**PROFESSIONAL SERVICES
FOR DISASTER COST RECOVERY AND CONSULTING SERVICES**

TASK ORDER APPROVAL FORM

City Department Name: FINANCE

Task Order Description:

Outreach, Intake and Case Management RFP Review Services

Contract No: 4600014152 PO No.: _____ Task Order No. TT-007-2017-HCD

Project Start Date: October 10, 2018 Estimated Project End Date: October 12, 2018

Funding: 5000/3200030002/520159 (Grant - 32000001-2019)

Estimated Cost for TT-007-2017-HCD (include hourly fees): Total (MAXIMUM) Fee \$9,564.00

Scope of Services: (attach details, as necessary)

See Attachment

Tetra Tech shall not commence work until this task order is fully executed.

Alyc Cunningham 10/10/2018
City Project Manager Date

Jonathan Burgiel 10/11/2018
Contractor's Representative Date

Task Proposal accepted by: [Signature] 10/10/18
Date

The purpose of the Task Order is to further specify project details covered under the original Scope of services approved by the Finance Director of the City of Houston. Such details may include, but are not limited to, deliverables, personnel assigned, hourly fees, costs, and Tasks to be performed by Contractor.

"Attachment 2"

TASK ORDER INSTRUCTIONS

Steps:

1. Finance Department's Project Administrator completes general information on Task Order Form, which includes:
 - a. City Department Name
 - b. Task Order Description
 - c. Contract No.
 - d. Purchase Order No.
 - e. Project or Task Start and End Dates
 - f. Task Order Cost and applicable hourly fee
2. Task Order Approval Form is sent to Contractor.
3. Contractor provides detailed proposal to Finance Director including tasks to be performed, deliverables, personnel to be assigned, schedule for performance of services, price proposal.
4. Contractor completes the Task Order Approval Form:
 - a. Project Start and End Dates
 - b. Estimated Task Order Cost and corresponding hourly fees, as set out in Exhibit A-1 of the Agreement.
 - c. Scope of Services
 - d. Personnel Assigned and number of hours worked
5. Contractor signs Task Order and returns it with a proposal to Finance Director.
6. Finance Department reviews and accepts or rejects proposal
7. If the proposal is accepted, the Finance Director or his representative provides a copy of the accepted Task Order to the Contractor to commence Task
8. City will make payment to Contractor upon completion of the project or task, or based on the milestones agreed to by both parties and accepted by the Finance Director or designee

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"Attachment" 1

SCOPE OF TASK ORDER

Provide description of Scope of work, Deliverables, personnel assigned, fees paid for this Task Order.

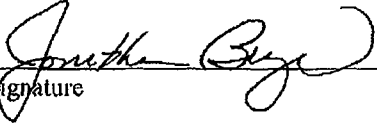
See Attachment "A"

Finance Department Director Initials: TE Date: 10/11/2018

Housing and Community Development
Department Director (or Designee) Initials: EE Date: 10/11/2018

Contractor Initials: JB Date: 10/11/2018

TETRA TECH, INC.

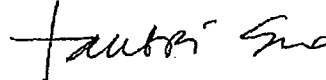

Signature

Name: Jonathan Burgiel

Title: Business Unit President

Date: 10/11/2018

CITY OF HOUSTON


Signature

Name: Tantri Emo

Title: Chief Business Officer/Finance Director

Date: 10/11/2018

ENGAGEMENT LETTER

**TO AGREEMENT FOR PROFESSIONAL SERVICES
FOR DISASTER RECOVERY AND CONSULTING SERVICES**

**Between
THE CITY OF HOUSTON, TEXAS
AND
TETRA TECH, INC.**

(Contract Number 4600014152)

Date: October 10, 2018

**Engagement Letter No. TT-007-2017-HCD, Outreach, Intake and Case Management RFP
Review Services**

This Engagement Letter (EL Number #TT-007-2017-HCD) is entered between the City of Houston, Texas ("City") and Tetra Tech, Inc. ("Contractor") as provided in the Contract for Professional Services for Disaster Recovery and Consulting Services (the "Contract") between the Parties, effective August 23, 2017.

1. The terms and conditions of the Agreement are incorporated into this Engagement Letter as though set forth herein in their entirety, except as expressly modified by this Engagement Letter, including any revisions and amendments by the Parties in the attached "Attachment 1 - Scope of Task Order" attached hereto and incorporated herein for all purposes. Unless expressly provided herein, the Task Order or any attachments, exhibits or additional documents are not intended to and shall not change, add, delete, or modify terms in the Agreement.
2. Scope of Services. Contractor shall provide all labor, material, and supervision necessary to perform the Task Order described in the attached "Attachment 1" excluding specialized equipment.
3. The City hereby assigns to Contractor the Tasks as described in the attached "Attachment I". Compensation the City shall pay and other financial terms are specified in Attachment 1, which is incorporated herein for all purposes, upon the same terms and conditions, subject to allocation of funding by the City in accordance with the terms of Agreement, including but not limited to Exhibit A-1.
4. Task Order Instructions are set out in "Attachment 2".
5. The termination provisions of this Engagement Letter shall be in accordance with the termination sections of Section V of the Agreement.

Please signify your acceptance of this engagement and your agreement to this Engagement Letter by Signing below where indicated.