

MINUTES

HOUSTON FIRST CORPORATION

Hotel Committee
February 15, 2019 – 9:00 A.M.
Partnership Tower, 701 Avenida de las Americas, Ste. 200
Houston, Texas 77010
HFC BOARD ROOM

The Board of Directors ("Board") and Hotel Committee ("Committee") of Houston First Corporation (the "Corporation" or "HFC"), a Texas local corporation created and organized by the City of Houston as a local government corporation pursuant to TEX. TRANSP. CODE ANN. §431.101 et seq. and TEX LOC. GOV'T. CODE ANN. §394.001 et seq., held a joint meeting at Partnership Tower, 701 Avenida de las Americas, Houston, Harris County, Texas, 77010, on Friday, February 15, 2019, commencing at 9:00 a.m.

Written notice of the meeting including the date, hour, place and agenda for the meeting was posted in accordance with the Texas Open Meetings Act.

The following Hotel Committee members participated in the meeting: David Solomon (Chair), George DeMontrond and David Mincberg.

The meeting was called to order at 9:09 a.m. and a quorum was established.

1. **Public Comments.** None.
2. **Review and approval of minutes from prior meetings.** Following a motion duly seconded, the Committee minutes of January 3, 2019 were approved as presented.
3. **Committee Business.**
 - A. **Consideration and possible approval of a Construction Agreement for the Construction Manager-at-Risk for the Hilton Americas-Houston Hotel Guestroom Renovation Project.** Frank Wilson, Chief Financial Officer, discussed the solicitation process for the Construction Manager-at-Risk Services Request for Proposals ("RFP") for the Hilton Americas-Houston Hotel ("Hotel") Guestroom Renovation Project.

Four construction firms submitted proposals and participated in interviews with a selection committee made up of HFC staff and third-party representatives with hotel construction project experience.

The firm that received the highest score was DPR Construction, a General Partnership, and they have committed to meet the 24% diversity goal for this project.

Jacques D'Rovencourt, General Manager of the Hotel, acknowledged representatives of DPR Construction in attendance at the meeting. He further explained that DPR Construction has previously worked with J. Arthur Gensler & Associates on construction of the Starbucks and renovation of the Executive Lounge at the Hotel.

Gerald Womack asked about the diversity participants selected for the project. Roger Harris, Development Specialist Manager, explained that HFC will work with DPR Construction to select subcontractors through component work packages to meet the diversity goal for this project.

A motion was made by a member of the Committee for recommendation of a Construction Agreement for the Construction Manager-at-Risk for the Hilton Americas-Houston Hotel Guestroom Renovation Project. The motion passed unanimously.

4. **Adjournment.** The meeting adjourned at 10:21 a.m.