

AGENDA

HOUSTON FIRST CORPORATION

OPERATIONS COMMITTEE MEETING

June 21, 2022 – 1:00 P.M.

Partnership Tower, 701 Avenida de las Americas, Suite 200

Houston, Texas 77010

HOUSTON FIRST BOARD ROOM

COMMITTEE MEMBERS:

Desrye Morgan (Chair), Reginald Martin (Vice-Chair), Alex Brennan-Martin, Elizabeth Brock, Dean Gladden, Steven Mitzner, Tom Segesta, Bobby Singh, Council Member Robert Gallegos

In accordance with the Texas Open Meetings Act, this Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting on the bulletin board located on the exterior wall of the Houston City Hall building, located at 901 Bagby. The Agenda is also available online at <https://www.houstonfirst.com>.

To reserve time to appear, come to the meeting at least ten minutes prior to the scheduled public session shown on the Agenda.

Any questions regarding the Agenda, should be directed to Lisa K. Hargrove, General Counsel at either 713-853-8965 or Lisa.Hargrove@houstonfirst.com

- I. **Call to Order**
- II. **Public Comments**
- III. **Minutes** – April 19, 2022
- IV. **Presentations, Reports, and Updates**
 - A. Programming and Event Update
- V. **Committee Business**
 - A. Consideration and possible recommendation of a job order with ERC Environmental & Construction Services, Inc. for demolition, steel build back, and related services pertaining to the removal of the existing Exhibit Hall A3/B3 airwall in the George R. Brown Convention Center.
 - B. Consideration and possible recommendation of an amendment to the George R. Brown Convention Center Airwall Replacement Agreement between Houston First Corporation and Rob Pelletier Construction, Inc. to furnish and install an airwall in Exhibit Hall A3/B3.

- C. Consideration and possible recommendation of an Agreement between Houston First Corporation and Superior Building Services, Inc. for the George R. Brown Convention Center Wash and Seal Project.
- D. Consideration and possible approval of adjusting the requirement for a quorum from a simple majority of the total Committee membership to three members.

VI. Adjourn

III. Minutes – April 19, 2022

MINUTES

HOUSTON FIRST CORPORATION

Operations Committee Meeting
April 19, 2022 – 3:00 P.M.
Partnership Tower, 701 Avenida de las Americas, Suite 200
Houston, Texas 77010
HOUSTON FIRST BOARD ROOM

The Operations 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 meeting at Partnership Tower, 701 Avenida de las Americas, Suite 200, Houston, Harris County, Texas 77010 on Tuesday, April 19, 2022, commencing at 3:00 p.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 Committee Members participated in the meeting: Desrye Morgan (Chair), Alex Brennan-Martin, Dean Gladden, Tom Segesta, Council Member Robert Gallegos.

1. The Committee Chair called the meeting to order at 3:01 p.m. and a quorum was established at 3:03 p.m.
2. **Public Comments.** None.
3. **Review and approval of minutes from prior meeting.** Following a motion duly seconded, the minutes of November 8, 2021, were approved as presented.
4. **Presentations, Reports, and Updates**

A. **Programming and Event Update**

Chief Operating Officer, Luther Villagomez, stated that March was a great month for venues. University of Houston (UH) March Madness Watch Parties helped activate the Avenida.

Vice President Venues and Live Events, Todd Holloman, provided a recap of past events, as well as ongoing and upcoming live events and programming. He thanked Christine West for the art installations on the first and second floors of the Partnership Tower. Past successful events on the Avenida included Black History @ Avenida Houston and UH March Madness. Ongoing and upcoming live events on the Avenida include a seven-part series Party on the Plaza on Fridays from 6 – 9 p.m., Asian American Pacific Islander (AAPI) Amplified on May 14th from 4 – 9 p.m., Juneteenth

on June 19th at 8 p.m. at Miller Outdoor Theatre (MOT), PRIDE, and Roseaux, from July through Labor Day.

Director of Retail Operations, Sydney Dao, presented AAPI Amplified – A Cultural Experience. The event will be an immersive experience that will include entertainment, and a stationary fashion exhibition with five countries represented including Vietnam, Japan, Korea, Laos, and Pakistan. There will also be a market and interactive art, as well as a craft section for children.

Mr. Holloman further informed the committee that there would be a 90-minute program for Juneteenth at Miller Outdoor Theater on June 19, 2022 at 8:00 p.m. featuring narration song, dance, and visuals on stage that will also extend out into the audience telling the story of the journey to freedom from the mid-1800's to today. President and CEO, Michael Heckman added that the planning for the 150-year anniversary celebration of Emancipation Park has begun as well.

Urban Development Officer, Roksan Okan-Vick, reported on the Montrose Light Bridges which consists of seven arches over six bridges: Montrose, Gaustark, Mandel, Dunlavy, Woodhead, and Hazard. The bridges were a partnership project between Texas Department of Transportation (TxDOT), Montrose Management District (MMD), and Houston Galveston Area Council (H-GAC) with a \$3.5 million budget. The lights were initially turned on just before Super Bowl LI in 2017. MMD was responsible for maintaining the bridges, but was dissolved in 2018, resulting in the City of Houston transferring the responsibility of the lighting system on the bridges to Houston First in early 2019. Shortly after taking over the responsibility, deterioration of the lighting system was noticed. It will cost approximately \$1.5 million to make the lights operable and \$90,000 a year to operate and maintain. Mr. Heckman emphasized that this project is not within the mission of HFC's but the increase costs will need to be considered when planning the budget.

5. Committee Business.

A. Consideration and possible endorsement of management's recommendation to repair and stabilize the mechanical sculpture entitled Wings Over Water.

Christine West reported that the Wings Over Water has not operated as intended due to different issues. The cost in repairs and maintenance from 2017 – 2021 has been \$81,262. A local hydraulics company recommended stabilizing the piece that is broken and that the cost for repairing and stabilizing the piece is \$76,152, which is included in the 2022 budget. Repairing the lights and fountain pumps/jets would cost approximately \$350,000, which is also included in the 2022 budget.

Following a motion duly seconded, the consideration and possible endorsement of management's recommendation to repair and stabilize the mechanical sculpture entitled Wings Over Water was approved unanimously.

B. Consideration and possible recommendation of a Window-Cleaning Services Agreement with Superior Building Services, Inc.

Purchasing Agent, Mitch Miskowski, stated that an invitation to bid was submitted for qualified and experienced commercial window-cleaning contractors capable of providing timely and cost-effective services at HFC's facilities. The bid received by Superior Building Services, Inc. is management's recommendation. It was noted that Superior Building Services, Inc. is the incumbent company.

Following a motion duly seconded, the consideration and possible recommendation of a Window-Cleaning Services Agreement with Superior Building Services, Inc., was approved unanimously.

C. Consideration and possible recommendation of an Agreement between Houston First Corporation and Barbizon Light of the Rockies, Inc. for the Brown Theater Dimming Rack Replacement (Phase 2) Project at Wortham Theater Center

Mr. Miskowski stated that an invitation to bid was submitted for qualified contractors for the second of three phases for the replacement of the Brown Theater Dimming Rack at Wortham Theater Center. He explained that the dimming systems were installed in 1986 and suitable replacement parts are no longer available. The bid received from Barbizon Light of the Rockies, Inc. is management's recommendation.

Following a motion duly seconded, the consideration and possible recommendation of an agreement between Houston First Corporation and Barbizon Light of the Rockies, Inc. for the Brown Theater Dimming Rack Replacement (Phase 2) Project at Wortham Theater Center was approved unanimously.

6. Adjournment. The meeting was adjourned at 4:03 p.m.

V. (A) Consideration and possible recommendation of a job order with ERC Environmental & Construction Services, Inc. for demolition, steel build back, and related services pertaining to the removal of the existing Exhibit Hall A3/B3 airwall in the George R. Brown Convention Center.

Consideration and possible approval of a job order with ERC Environmental & Construction Services, Inc. for demolition, steel build back, and related services pertaining to the removal of the existing Exhibit Hall A3/B3 airwall in the George R. Brown Convention Center.

DESCRIPTION:

Management recommends the approval of a job order with ERC Environmental & Construction Services, Inc. ("ERC") for demolition, steel build back, and related services pertaining to the removal of the existing Exhibit Hall A3/B3 airwall in the George R. Brown Convention Center.

Project work must be completed before the John Deere 2022 Expo which has been contracted to occur in December 2022. John Deere requires an unobstructed exhibit flow in Exhibit Halls A3 and B3 for their Expo.

ERC is a certified diversity firm that has been selected through the Texas CO-OP Choice Partners to perform the required demolition, steel build back, and other related services pertaining to the removal of the existing Airwall. HFC Operations met with representatives of ERC and believe that this firm is able to admirably perform the services requested. The total contract price for the work is \$1,303,318.63. Of this amount, \$790,863.85 is for the steel build back.

The Diversity Goal for this portion of the Exhibit Hall A3/B3 Airwall Project is 24%.

RESOLVED, that the Board of Directors of Houston First Corporation approves the following resolutions:

RESOLVED, that the Board of Directors of Houston First Corporation hereby approves and authorizes the finalization and execution of a job order with ERC Environmental & Construction Services, Inc. for demolition, steel build back, and related services pertaining to the removal of the existing Exhibit Hall A3/B3 airwall in the George R. Brown Convention Center (the "Job Order") in accordance with the above parameters, together with such conditions or modifications that are approved by the President and CEO, as he may determine to be in the best interest of Houston First Corporation and to execute such Job Order; the President and CEO hereby is, without the necessity for joinder of any other person, authorized, empowered and directed for and on behalf of Houston First Corporation to execute and deliver the Job Order in a form as approved by the President, or any Authorized Person (defined below), such approval to be conclusively established by the execution and delivery of the Job Order by any Authorized Person; and

FURTHER RESOLVED, that both the President and CEO and General Counsel of Houston First Corporation are each hereby designated by Houston First Corporation as an "Authorized Person" for purposes of this resolution and with respect to the Job Order to be executed hereunder; and

FURTHER RESOLVED, that the Job Order executed by any Authorized Person, for and on behalf of and in the name of Houston First Corporation before or following the adoption of the foregoing resolution, in connection with the described transaction, be and is hereby ratified, confirmed, and approved in all respects for all purposes.

V. (B) Consideration and possible approval of an amendment to the George R. Brown Convention Center Airwall Replacement Agreement between Houston First Corporation and Rob Pelletier Construction, Inc. to furnish and install an airwall in Exhibit Hall A3/B3.

Consideration and possible approval of an amendment to the George R. Brown Convention Center Airwall Replacement Agreement between Houston First Corporation and Rob Pelletier Construction, Inc. to furnish and install an airwall in Exhibit Hall A3/B3.

DESCRIPTION: Management recommends the approval of an amendment to the George R. Brown Convention Center ("GRB") Airwall Replacement Agreement between Houston First Corporation ("HFC") and Rob Pelletier Construction, Inc. ("RPC") to furnish and install airwall (folding panel partitions) in the Exhibit Hall A3/B3. Demolition of the existing airwall located in the A3 and B3 Exhibit Hall is to be procured separately.

Project work must be completed before the John Deere 2022 Expo which has been contracted to occur in December 2022. John Deere requires an unobstructed exhibit flow in Exhibit Halls A3 and B3 for their Expo.

HFC presently has a contract with RPC for the provision of Airwalls in the GRB. This firm has provided similar equipment and services throughout the GRB. RPC is the exclusive representative of the manufacturer in our area. HFC management is seeking approval of an amendment to the current agreement for furnishing and installation of the new Airwall in the A3 and B3 Exhibit Halls. The total cost of this project is \$728,388.00.

Pelletier is WBE/HUB certified.

RESOLVED, that the Board of Directors of Houston First Corporation approves the following resolutions:

RESOLVED, that the Board of Directors of Houston First Corporation hereby approves and authorizes the finalization and execution of an amendment to an Agreement (the "Amendment") with Rob Pelletier Construction, Inc. to furnish and install airwalls in the A3 and B3 Exhibit Halls in the George R. Brown Convention Center in accordance with the above parameters, together with such conditions or modifications that are approved by the President and CEO, as he may determine to be in the best interest of Houston First Corporation and to execute such Amendment; the President and CEO hereby is, without the necessity for joinder of any other person, authorized, empowered and directed for and on behalf of Houston First Corporation to execute and deliver the Amendment in a form as approved by the President, or any Authorized Person (defined below), such approval to be conclusively established by the execution and delivery of the Amendment by any Authorized Person; and

FURTHER RESOLVED, that both the President and CEO and General Counsel of Houston First Corporation are each hereby designated by Houston First Corporation as an "Authorized Person" for purposes of this resolution and with respect to the Amendment to be executed hereunder; and

FURTHER RESOLVED, that the Amendment executed by any Authorized Person, for and on behalf of and in the name of Houston First Corporation before or following the adoption of the foregoing resolution, in connection with the described transaction, be and is hereby ratified, confirmed, and approved in all respects for all purposes.

V. (C) Consideration and possible recommendation of an Agreement between Houston First Corporation and Superior Building Services, Inc. for the George R. Brown Convention Center Wash and Seal Project.

Consideration and possible approval of an Agreement between Houston First Corporation and Superior Building Services, Inc. for the George R. Brown Convention Center Wash and Seal Project.

DESCRIPTION: On February 23, 2022, Houston First Corporation (“HFC”) issued an Invitation to Bid for qualified and experienced commercial exterior building cleaning services contractors capable of timely and cost-effective cleaning and sealing of approximately 300,000 square feet of exterior metal panels at the George R. Brown Convention Center.

The awarded contractor is responsible for the supervision, labor, materials, and all equipment to hand wash all surfaces. Project work will begin upon the effective date designated in the final Agreement and must be complete in 60 days.

HFC received a total of seven bids and the lowest qualified bid was submitted from Superior Building Services, Inc. Management recommends HFC entering into an Agreement for the George R. Brown Convention Center Wash and Seal Project with Superior Building Services, Inc. in the amount of \$270,000.

The Diversity Goal for this project is 10%.

RESOLVED, that the Board of Directors of Houston First Corporation approves the following resolutions:

RESOLVED, that the Board of Directors of Houston First Corporation hereby approves and authorizes the finalization and execution of an Agreement for the George R. Brown Convention Center Wash and Seal Project (the “Agreement”) with Superior Building Services, Inc. in accordance with the above parameters, together with such conditions or modifications that are approved by the President and CEO, as he may determine to be in the best interest of Houston First Corporation and to execute such Agreement; the President and CEO hereby is, without the necessity for joinder of any other person, authorized, empowered and directed for and on behalf of Houston First Corporation to execute and deliver the Agreement in a form as approved by the President, or any Authorized Person (defined below), such approval to be conclusively established by the execution and delivery of the Agreement by any Authorized Person; and

FURTHER RESOLVED, that both the President and CEO, and General Counsel of Houston First Corporation are each hereby designated by Houston First Corporation as an “Authorized Person” for purposes of this resolution and with respect to the Agreement to be executed hereunder; and

FURTHER RESOLVED, that the Agreement executed by any Authorized Person, for and on behalf of and in the name of Houston First Corporation before or following the adoption of the foregoing resolution, in connection with the described transaction, be and is hereby ratified, confirmed, and approved in all respects for all purposes.

V. (D) Consideration and possible approval of adjusting the requirement for a quorum from a simple majority of the total Committee membership to three members.

Consideration and possible approval of adjusting the requirement for a quorum from a simple majority of the total Committee membership to three members.

DESCRIPTION:

The present Operations Committee Charter requires a simple majority of the Committee members to comprise a quorum. Due to the difficulty of achieving a quorum on a regular basis, HFC management requests that the Committee move from a simple majority to a quorum of three members. This change will facilitate Committee meetings and the passage of important business items.

RESOLVED, that the Operations Committee hereby approves the adjustment to the requirement for a quorum from a simple majority of the total Committee membership to three members.



HOUSTON FIRST CORPORATION

OPERATIONS COMMITTEE MEETING



Kemah Boardwalk
GALVESTON BAY

HFC BOARD ROOM
Partnership Tower
June 21, 2022
1:00 p.m.



PUBLIC COMMENTS

Anyone who wishes to address the Committee during the Public Comment session may do so by signing up on the Public Comment sign-in sheet at the front of the room.

HFC OPERATIONS COMMITTEE MEETING

June 21, 2022



MINUTES

April 19, 2022

HFC OPERATIONS COMMITTEE MEETING

June 21, 2022



COMMITTEE UPDATE

A. Programming and Event Update

HFC OPERATIONS COMMITTEE MEETING

June 21, 2022

GRB CERTIFIED LEED GOLD

- The GRB earned LEED Gold Certification – one of only two Texas convention centers to hold this designation
- Previously certified LEED Silver (2011 and 2017)
- Significant achievement for a 35-year-old facility that was not built to conform to LEED standards



2022 YTD TOTAL EVENTS & ATTENDANCE-GRB

- Events to Date: **76**
- Attendance in Q2 (MAR – JUN): **383,636**
- YTD Total Attendance: **556,470**



First Robotics



Lone Star Regionals



TSU Tiger Ball



NRA Annual Convention

HFC PROGRAMMING

- **Programming Recap**
 - Party on the Plaza
 - AAPI Amplified on Plaza at Avenida Houston
 - Juneteenth at Miller Outdoor Theatre



Q2 THEATER EVENTS

- 2022 Opera Ball – 4/5
- SPA Gala (now known as PAH) – 4/2
- 2022 Houston Sports Awards – 4/20



PAH Kaleidoscope Ball



2022 Opera Ball



2022 Houston Sports Awards



GRB UPCOMING EVENTS

- **AAPG – URTeC 2022** (6/20-22)
- **LCMS 2022 National Youth Gathering** (7/9-13)
- **Comicpalooza 2022** (7/15-17)
- **PEAK Conference** (7/20-23)
- **Anime Matsuri 2022** (7/29-31)
- **The Patio Chic (TPCCon)** (8/5-7)
- **NHF's Annual Bleeding Disorders Conference** (8/25-27)
- **Turbomachinery and Pump Symposium 2022** (9/12-15)
- **NACAC Annual Meeting** (9/22-25)
- **Breakbulk Americas 2022** (9/27-29)
- **Texas Contemporary Art Fair** (9/29–10/2)



JUNETEENTH CELEBRATION

- **Wells Fargo Presents Juneteenth: The Journey to Freedom** was a special evening in remembrance of Juneteenth presented in partnership with Mayor Sylvester Turner, Houston First, and KTSU 90.9 FM
 - Hosted at Miller Outdoor Theatre, the event featured nationally-renowned artists for an evening of live music, educational storytelling, and compelling dance performances



WINGS OVER WATER REPAIR TIMELINE

- **5/23-6/13: Fabrication of replacement parts**
- **5/30-6/13: Diagnostic review of pumps and lights**
- **6/13-6/27: Installation of replacement parts**
- **7/11-7/25: Inspection of static structure**
- **7/25: Final walkthrough and hand over of static structure**





COMMITTEE BUSINESS

- A. Consideration and possible recommendation of a job order with ERC Environmental & Construction Services, Inc. for demolition, steel build back, and related services pertaining to the removal of the existing Exhibit Hall A3/B3 airwall in the George R. Brown Convention Center.

PRESENTER

MITCH MISZKOWSKI

Purchasing Agent

HFC OPERATIONS COMMITTEE MEETING

June 21, 2022

A3/B3 DEMOLITION & BUILD BACK

- Evolving demand for potentially contiguous space on level 3 of the GRB.
- As a response, management sought a contractor to demolish existing airwall and related equipment, and prepare space for build back of new airwall.



PROPOSALS & MANAGEMENT RECOMMENDATION

Proposals via Texas Co-Ops

- ERC Environmental & Construction Services, Inc:
\$1,303,318 -- Choice Partners Cooperative
- Cotton Construction:
\$1,752,411—Omnia Partners Cooperative

Supplier diversity goal 24% – JPS Drywall, Inc.

Management recommends ERC, a City of Houston Asian owned SBE firm.



COMMITTEE BUSINESS

B. Consideration and possible recommendation of an amendment to the George R. Brown Convention Center Airwall Replacement Agreement between Houston First Corporation and Rob Pelletier Construction, Inc. to furnish and install an airwall in Exhibit Hall A3/B3.

PRESENTER

MITCH MISZKOWSKI

Purchasing Agent

HFC OPERATIONS COMMITTEE MEETING

June 21, 2022

A3/B3 AIRWALL INSTALLATION

- HFC currently contracts with Rob Pelletier Construction, Inc. for maintenance and repair of the GRB airwalls.
- Sole source procurement—Pelletier is exclusive local distributor of airwalls. **Pelletier is WBE/HUB certified**
- Management recommendation: Amend the existing contract with Pelletier to procure and install one additional airwall in A3/B3. Total cost: \$728,388.

COMMITTEE BUSINESS

- C. Consideration and possible recommendation of an agreement between Houston First Corporation and Superior Building Services, Inc. for the George R. Brown Convention Center Wash and Seal Project.

PRESENTER
MITCH MISZKOWSKI
Purchasing Agent

HFC OPERATIONS COMMITTEE MEETING
June 21, 2022

GOALS & PROCESS

- HFC requested bids from qualified and experienced commercial window cleaning contractors capable of providing timely and cost-effective wash and seal services for the George R. Brown Convention Center
- Invitation to Bid released **February 23**
- Deadline to submit of **April 5**

SOLICITATION MEDIA ADVERTISEMENT

Notice of Solicitation:

- B2G Notifications
- City Council Members
- HFC Board Members
- Community Stakeholders

PUBLICATIONS ADVERTISED

HOUSTON
BUSINESS JOURNAL

CHINADAILY 中国日报网
.COM.CN

India Herald

PROPOSERS & SUPPLIER DIVERSITY

	A1 MOBIL FLEET & WASH BID WITHDRAWN	SUPERIOR BUILDING SERVICES	ALUMINUM MAINTENANCE SYSTEMS OF TEXAS, LLC
PRICE	\$110,000	\$270,000	\$648,920
	ROYAL AMERICAN	PRODEX CREATIVE FLOORS, INC.	CHERRY COATINGS
PRICE	\$682,733	\$850,000	\$1,059,615
	LIQUATECH		
PRICE	\$1,773,181		

10% Supplier Diversity Goal—Flores Window Cleaning

Management recommends approving low bid proposal from Superior Building Services, Inc.



COMMITTEE BUSINESS

- D. Consideration and possible approval of adjusting the requirement for a quorum from a simple majority of the total Committee membership to three members.

HFC OPERATIONS COMMITTEE MEETING

June 21, 2022

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