



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 *	Plan and Cost Reviews * for DR17 Small Rental Program		
Deadline Date of Request: *	04/02/2021	Purchase Type: *	Service Under <
Requester Name: *	Juanita Moore	Created:	03/25/2021
Requester Phone Number: *	281.543.3468		

Brief Description of Scope of Work for Goods/Services:

Procure an inspection company to prepare plan and cost reviews for the DR17 Small Rental proposals. (The inspection companies would later monitor the construction draws.)


Funding Source(s) DR17 Project Delivery

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:	AECC Inc
G/L Account:	520159	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	BK3200077-19	Total Amount:	35,000
BFY:	FY-2021	Procurement Staff:	
Grant:	32000077-2019	Priority:	
Funds Reservation:	n/a	Notify Department:	Procurement
Funds Approval Mgr:	n/a	Notify Department:	Finance
Justification of Need for Goods/Services Plan and cost reviews are required for the DR17 Small Rental Program to ensure that costs are reasonable		Procurement Notes: [Empty Box]	

Requestors Signature:  3/25/2021 Date: <small>FC7D9D05F267462</small>	Supervising Manager (Purchase under \$5,000) Manager:  4/1/2021 Date: <small>B3C16E93919A4B0</small>
Buyer's Signature:  4/28/2021 Date: <small>0B7B314D648D498</small>	Funds Approval Signature:  5/7/2021 Date: <small>SF0B53CA4C0E46F</small>
Procurement DPU Signature:  5/13/2021 Date: <small>A3F6AADA2C604F9</small>	(Purchase over \$5,000) CFO Signature _____ Date: _____
(Purchase over \$5,000) Assistant or Deputy Director: _____	Director Signature (Only Consultant Services) Director or Designee: _____ Date: _____

Attachments

 Click here to attach a file





CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address	Information
Vendor Address Number 129518 AECC INC 11931 WICKCHESTER LANE STE 402 HOUSTON TX 77043 USA	Purchase Order Number/Date 4500348393-0 / 06/01/2021 CoH Vendor Number 129518 Page 1 of 2 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
Mail Invoice to	CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER TO BUYER'S E-MAIL ADDRESS
COH HOUSING & COMMUNITY DEV FINANCIAL SERVICES SEC, ACCT PAY P.O. Box 1562 HOUSTON TX 77251-1562	

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	
Your person responsible:	MARY SANDLIN	

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91842 ENGINEERING CONSULTI Bethune Empowerment Center Cost Analysis/Reasonableness	10,000.00 / AU	10,000.00
	Gross Price		10,000.00 USD 1 AU	1.000	10,000.00
			Expected value of unplanned services: 10,000.00		
			Delivery Date: 06/01/2021		
20	1.00	AU	91843 ENVIRONMENTAL CONSUL Multi-Family Projects	5,000.00 / AU	5,000.00
	Gross Price		5,000.00 USD 1 AU	1.000	5,000.00
			Expected value of unplanned services: 5,000.00		
			Delivery Date: 06/01/2021		
30	1.00	AU	91843 ENVIRONMENTAL CONSUL	35,000.00 / AU	35,000.00



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PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

PO number/date 4500348393 -0 / 06/01/2021 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Small Rental Programs		
			Plan and Cost Reviews are required for the DR17 Small Rental Programs as mandated by HUD and to ensure that construction costs are reasonable.		
	Gross Price		35,000.00 USD	1 AU	35,000.00
			Expected value of unplanned services: 35,000.00		
			Delivery Date: 06/01/2021		
Total ****				USD	50,000.00

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.

Sufwanat Turner Mayor
Jerry Adams Chief Procurement Officer
Cliff Brown Controller



**City of Houston
Finance-Strategic Procurement Division**

Professional Services Justification

General Information	Date: 5/4/2021
Department: HCDD (Housing Community Dev. Dept)	Phone No. 832-394-6255
Contact Name: Madhuram Subramaniam	Email: Madhuram.subramaniam@houstontx.gov

Vendor Information	Requisition No. 10287718
Name: AECC Vendor #: 129518	Purchase Order No.
Address: 1011 Highway 6, Ste 220, Houston, Texas 77077	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.

- Plan Reviews
- Cost Reviews
- Project Monitoring
- Monthly Inspections
- Level 1 – Full Property Condition Assessment on rehabs
- Annual Cost: 50K

These reports/ services are for Multifamily and Public Facilities in the Commercial Division

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?
Independent Cost Analysis is required by 24 CFR 85.36(f)
AECC provides specific certification, experience and knowledge required by HUD and HCDD.

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

Informal Request for Qualifications was solicited to AECC and they were chosen based upon prior experience and cost reasonable and cost-effective consultant.

Department Recommendation	Requested by:	Requested by:
Requestor:	<i>Keith W. Byram</i>	<i>Madhuram Subramaniam</i>
Department Director:	69AB087638E6490...	5394708333D9418...
	Date: 5/10/2021	Date: 5/10/2021

Chief Procurement Officer's Approval:

Signature: _____ Date: _____

City of Houston
Finance-Strategic Procurement Division



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address
Vendor Address Number 129518
AECC INC
1011 Highway 6 South, Ste. 220
Houston, Texas 77077
Salesperson: Jason Matthews

Return Quote to:
Clarence Moton
2100 Travis St. Suite 900 Houston 77002

CONFIRM RECEIPT OF REQUEST FOR QUOTATION TO BUYER'S E-MAIL ADDRESS

Information
THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000094301 / 04/19/2021
CoH Vendor Number 129518
Page 1 of 2
Buyer's Name Clarence Moton 454
Buyer's Telephone No 832-394-6212
Buyer's Email Address clarence.moton@houstontx.gov
Collective Number C.MOTON
Requirement Number C.MOTON

Quotes are due by close of business on: 04/26/2021
Quotes are valid until close of business on: 05/26/2021

Shipping Address HOUSING & COMMUNITY DEVELOPMENT
PROCUREMENT SERVICES
2100 TRAVIS, 9TH FLOOR
HOUSTON TX 77002
USA

Delivery Date: 06/21/2021

Your person responsible: MARY SANDLIN Jason Matthews

The City of Houston's Housing and Community Development Department is soliciting services from qualified Architectural and Engineering firms to perform one or more of the following services for our Small Rental Program. Perform and prepare a property condition assessment (PCA), final plan review, cost reasonableness report, accessibility review, and monthly inspections. Firm will provide all necessary labor, equipment and supplies to complete the reports. Must submit current Insurance Certificate and Drug Policy forms.

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	91842 ENGINEERING CONSULTI Small Rental Program		
			The item covers the following services:		
	10	Plan Review	1.00 AU	\$2750-\$3500	
	20	Cost Review	1.00 AU	\$1750-\$2750	
	30	Project Monitoring	1.00 AU	\$725-\$850	

DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF **Total** _____

QUOTING OTHER THAN WHAT IS SPECIFIED



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 2

RFQ number/date 6000094301 / 04/19/2021

- "1 - Successful bidder/contractor shall produce proof of insurance (Certificate of insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)
- 2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected, bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name: Jason Matthews

Supplier's Title: Executive Vice President

Address: 1011 Highway 6 South, Ste. 220

Telephone Number: 832-300-1960

Fax Number: _____

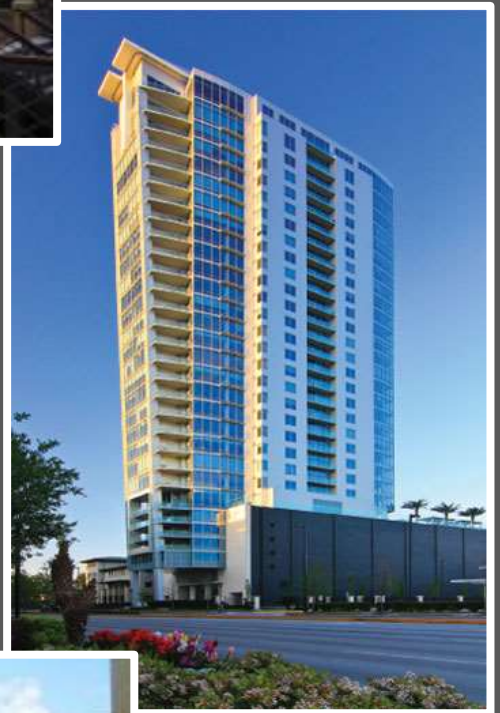
E-mail Address: Jasonm@aeccinc.com

Supplier's Signature: 

Date: _____

AECC, INC.

Construction Consulting



Serving the Real Estate Financial Community since 1972 | AECC, INC.





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INTRODUCTION

AECC, INC. is pleased to have this opportunity to present its qualifications for construction consulting services.

An overview of our experience and services is detailed in the following information. AECC, INC. is uniquely qualified in that we are one of the nation's leading construction consulting firms, having operated throughout the 48 continental United States since 1972. AECC, INC. is one of the first national construction consulting companies that was created solely to provide services exclusively to financial institutions and investors.

AECC, INC. has enjoyed a successful track record in our industry and is in its 49th year of business. We feel when combining our national knowledge and expertise with our longevity and exposure in the market, AECC, INC. is well positioned to provide the construction consulting services sought by our Clients.



CLIENT OBJECTIVES

AECC, INC. is committed to using our extensive construction consulting experience to help our Clients successfully meet their construction consulting needs. The following highlights the primary objectives we attempt to meet for our Clients.

- Maximize the construction consulting selection process by being a pre-qualified consultant with an in-depth knowledge of our Client's needs and objectives.
- Allow our Clients to communicate any change in their risk profile more efficiently.
- Enhance quality control, consistency and uniformity of reporting of the work performed.
- Establish a uniformity of Agreements/Contracts between the Client and consultant.
- Establish uniformity in the Scope of Work to be performed by the consultant.





PHILOSOPHY

“Take nothing on its looks; take everything on evidence. There’s no better rule.”

Charles Dickens

We believe in providing our Clients with a qualified professional staff, exemplary service, candor in our comments, and competitive pricing. We realize our success is directly tied to our Client’s ability to compete and be successful in the marketplace. AECC, INC. could not have achieved prominence in its field without meeting these criteria. Reputation, experience and longevity in the profession are our important benchmarks.

We believe in specialization. AECC, INC. is single-focused, specializing in providing a high level of professional construction consulting services to financial institutions and investors. Our company has been structured as a full time consulting business, not as a part time or ancillary function to a design practice or construction company. We believe this to be critical. As this is all we do, we are able to do a better job and maintain our high level of integrity in the industry.

We believe in avoiding conflicts of interest. Too often, design firms and contractors have Clients that may also be borrowers. The structure of our company eliminates this concern. Should a situation occur that we perceive as a possible conflict, we disclose and discuss the particulars with our Client and seek their input.

(continued)

We believe in communicating with our Clients to constantly assess their needs and requirements. We feel it is important to be an active part of the process, to participate as a member of our Client's team – not simply to be a vendor.

We believe in business relationships as a strength and an asset for both our Client and our company. A mutual understanding of each other's business and the issues affecting each of them provides a positive basis for a successful relationship.





CAPABILITIES

Overview

AECC, INC. has had a successful and on-going business since 1972. Our organization is currently staffed to handle and service new and existing accounts. Mr. Brant C. Ince, Chief Executive Officer (Dallas), Mr. Andy Brundige, President (Dallas) or Mr. Jason Matthews, Executive Vice President (Houston) would be the points of contact for assignments.

Subcontracting

Occasionally, subcontracting with other professionals or companies is necessary. Typically, we perform our assignments without subcontracting. Due to a project's specific requirement, we may engage other consultants. These may include mechanical engineers, structural engineers, testing laboratories, waterproofing consultants, ADA specialists and others as needed.

Letter of Agreement

We utilize our typical engagement letters in most of our assignments. A sample can be provided, if requested. We would anticipate continuing with this type of arrangement, although we would entertain other forms of engagement agreements.



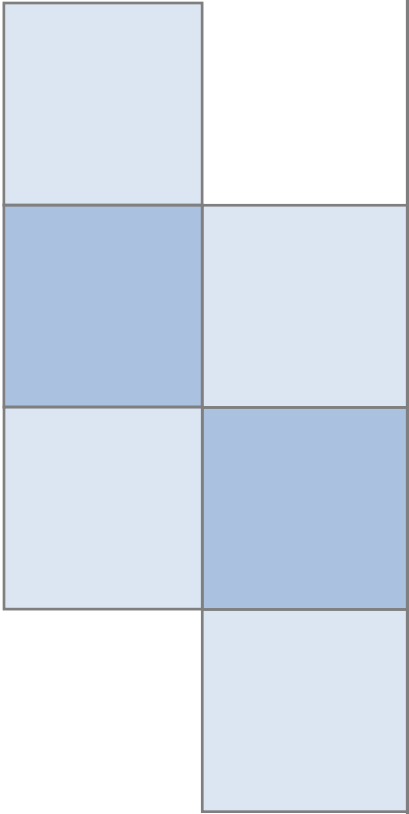
Services

A complete range of construction consulting services is available from AECC, INC. Special requirements or additional services can be tailored to a Client's specific needs. Typical services include:

- Existing property evaluations and due diligence studies
- Preparation of useful life schedules
- Preparation of deferred maintenance and cost to cure estimates
- Establish insurable value estimates for existing properties
- Review of plans, specifications and other contract documents
- Review and evaluation of construction estimates
- Field observations and monitoring of construction progress
- Construction audits

Fees

All fees are quoted on an individual or portfolio basis predicated upon size, age, location and other material factors. Portfolios typically carry a pricing discount. It is not possible to quote exact fees on a project type basis as each property within any category would be different. Typically, fees are quoted on a flat fee basis plus out-of-pocket expenses (direct costs). All fees quoted are based upon estimated man hours involved for the performance of the required scope of work. Additionally, fees may be quoted on a mutually agreeable hourly rate if desired.

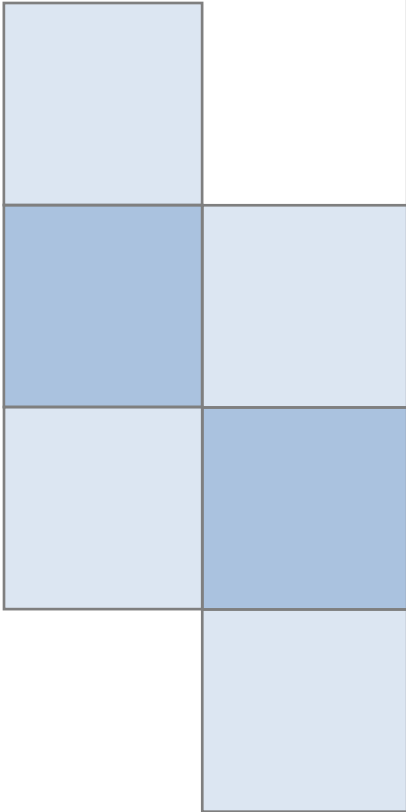


Timing

The amount of time needed to evaluate and report on the condition of existing properties depends on the number of projects involved, location and scheduling priorities. Typically, two to three weeks would be a reasonable time frame once we have received access to the property. In many cases, this time frame can be accelerated.

Procedures and Methodology

The methodology employed by AECC, INC. in performing existing property evaluations provides our Clients with a comprehensive understanding of the physical condition of a property at the time of our site visit. When performing our typical evaluations, we interview the current property management staff, as well as available maintenance personnel. This allows us to obtain a better understanding of the project's condition from the current management's perspective. We then perform an independent evaluation of all site improvements, the exterior building components, as well as a random sampling of interior finishes. The mechanical, electrical, and plumbing systems are also evaluated in order to determine the type of equipment and materials utilized and how these systems are being maintained. We also perform a general review of the project in terms of compliance with handicap accessible guidelines. Once the site evaluation phase of the review is completed, a written report is prepared outlining the perceived deficiencies as categorized by Major Repairs, Deferred Maintenance, Recommended Upgrades and ADA Modifications, including estimated repair costs. If requested, we also prepare a Replacement Reserve Analysis for the major site and building components and systems.



Insurance

The following is an outline of insurance:

Workman's Compensation:	Statutory Benefits
Employer's Liability:	\$1,000,000
General Liability:	\$1,000,000 per occurrence \$2,000,000 general aggregate
Automobile Liability:	\$1,000,000 combined single limit
Professional Liability:	\$1,000,000

Special Requirements

AECC, INC. brings to our Clients 49 years of experience in all types of commercial and residential construction consulting throughout the United States. The average tenure of staff professionals at AECC, INC. is over 20+ years. They are well trained, well educated, and knowledgeable in their assignments and profession. Our staff is always available for discussion on items of particular interest to our Client in reference to a specific project or items of a general nature.





COMPANY PROFILE

Overview

AECC, INC. is a company operating nationwide with a team of professionals that represent over 450 years of combined experience in construction consulting. Our success is based on the strategy of providing our vast experience to facilitate the requirements of our Clients.

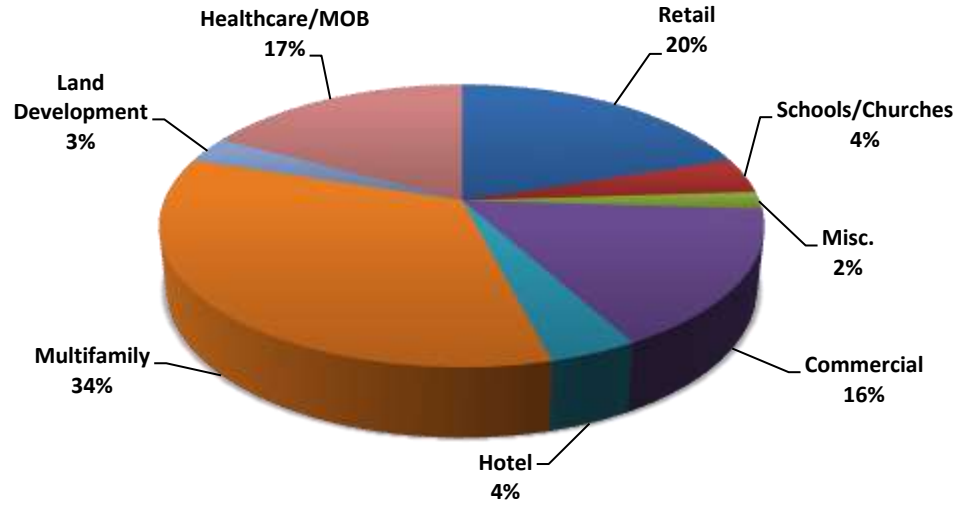
We have offices in Dallas and Houston and routinely have projects ongoing throughout the United States. We have provided our expertise on projects that include multifamily developments, retail centers and malls, industrial facilities, religious facilities, hotels, office/warehouse facilities, healthcare facilities, high rise office towers and land developments.

Background

AECC, INC. was formed in 1972 to provide construction consulting services to the financial institution and investor community.

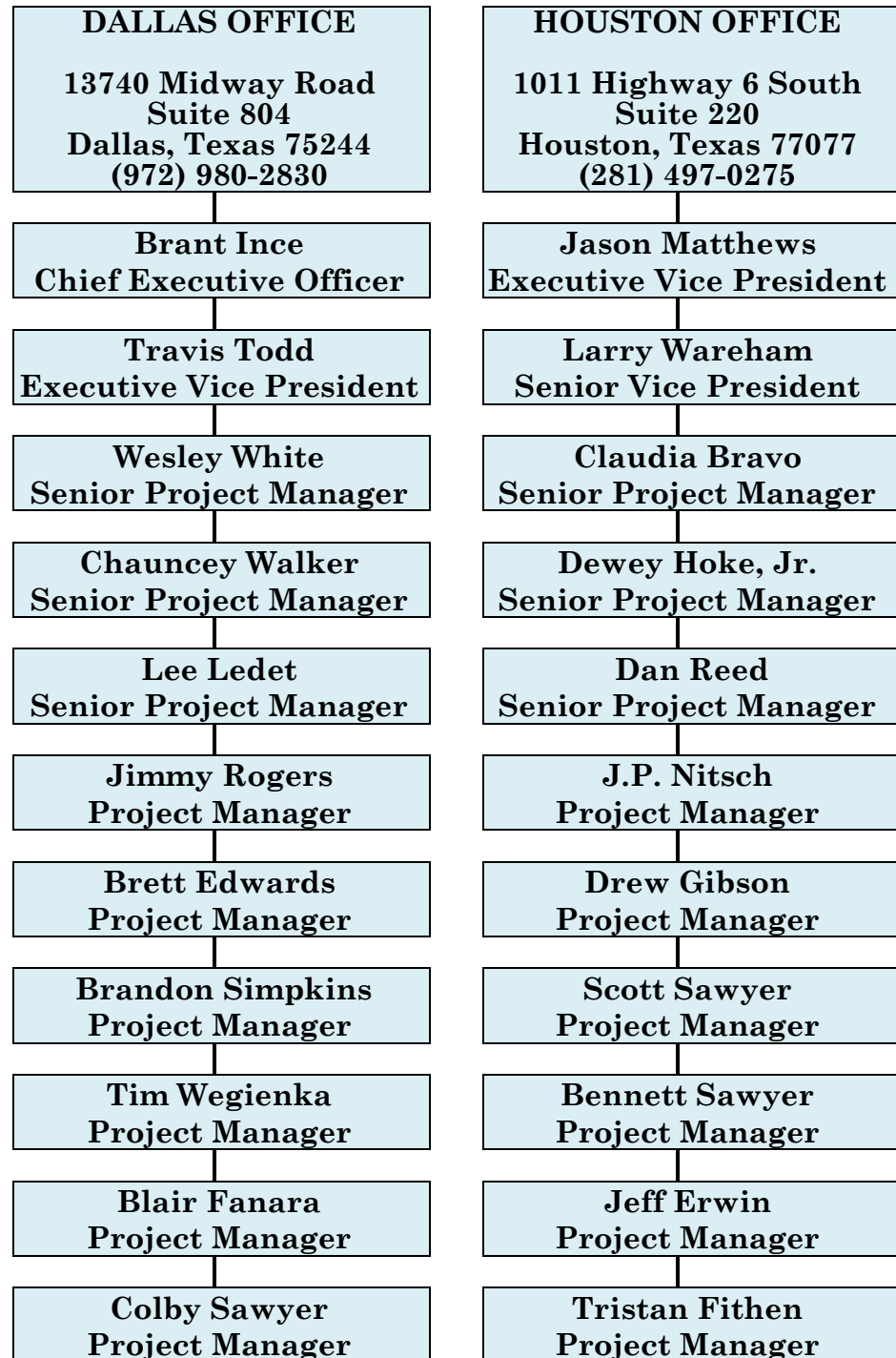
AECC, INC. has provided consulting services on over 17,000 properties and an estimated 1,500,000 apartment units over the past 49 years. As of 2020, AECC, INC. has represented over 1,100 financial institutions and investors over this time frame.

2020
Estimated Distribution of
AECC, INC. Projects by Category





Organizational Chart





Staffing

Mr. Brant C. Ince, Chief Executive Officer

Bachelor of Science-Building Construction, Texas A&M University, 1991. Responsible for overall company policies, procedures, staffing, and business development. Specialized Construction Consultant familiar with all aspects of the design, development, and construction processes as well as existing property condition assessments. Employed by AECC, INC. since March 1996.

Mr. Travis Todd, Executive Vice President

Bachelor of Science in Construction Management, Texas State University, 2005. Certified LEED Green Associate. Employed with AECC, INC. since October 2012. Previous experience in commercial construction. Primary emphasis at AECC, INC. on land developments, multifamily and commercial.

Mr. Jason Matthews, Executive Vice President

Bachelor of Science-Construction Science, Texas A&M University, 1997. Employed with AECC, INC. since July 1999. Responsibilities include managing the Houston Office, Client development and scheduling of project managers. Experienced in all phases of commercial, retail, land development, specialty facilities, and multifamily construction, including reviewing plans, construction costs, and field observations. Previous experience in multifamily and residential construction.

Mr. Larry Wareham, Senior Vice President

Bachelor of Science-Construction Science, Kansas State University, 1979. Employed by M. W. Kellogg as Cost Engineer on Processing Plant prior to joining AECC, INC. in 1981. Experienced in all phases of construction consulting, including reviewing plans, construction costs and field observations for manufacturing, multifamily and single family residences, and commercial construction.

Ms. Claudia Bravo, Senior Project Manager

Bachelor of Architecture-Design (five year professional degree), Texas Tech University, 1991. Prior to joining AECC, INC. in February 1995, employed by an architectural firm in Albuquerque, New Mexico for over two years preparing construction documents for multifamily and commercial type projects.



Staffing (cont.)

Mr. Dewey H. Hoke Jr., Senior Project Manager

Bachelor of Science-Construction Science, Texas A&M University, 1995. Prior to joining AECC, INC. in September 1997, employed in commercial and residential/multifamily areas of construction. Experienced in commercial, multifamily, and residential construction including reviewing plans, construction costs and field observations.

Mr. Wesley White, Senior Project Manager

Bachelor of Science-Construction Engineering Technology, Texas Tech University, 2001. Employed with AECC, INC. since August 2005. Previous experience in commercial construction. Primary emphasis at AECC, INC. on land developments, multifamily and commercial.

Mr. Dan Reed, Senior Project Manager

Business Administration – University of Texas at Arlington. Employed with AECC, INC. since November 2007. Prior to joining AECC, began a 30-year construction career as a Superintendent, Project Manager and Construction Administrator for an Architectural firm. Served as a Construction Financial Consultant and Owner’s Representative for the past seven years. Experienced in single family/multifamily construction and commercial and industrial development.

Mr. Chauncey Walker, Senior Project Manager

Bachelor of Science in Technology with a Major in Industrial Technology – Construction Technology, Texas State University, 2005. Employed with AECC, INC. since August 2007. Previous experience in commercial. Primary emphasis at AECC, INC. on land developments, multifamily and commercial.

Mr. Lee Ledet, Senior Project Manager

Bachelor of Science in Construction Management, University of Louisiana at Monroe, 2001. Employed with AECC, INC. since May 2013. Twelve years of previous experience in commercial, industrial, civil and residential construction. Primary emphasis at AECC, INC. on land developments, multifamily and commercial projects.



Staffing (cont.)

Mr. J.P. Nitsch, Project Manager

Bachelor of Environmental Design, Texas A&M University, 1997. Joined AECC, INC. in July 2013, with 15 years of prior construction experience. Previously worked as a residential Superintendent, an Estimator and most recently employed as a Project Manager for a General Contractor for 11 years, with a focus on commercial and industrial buildings, marine and dock facilities, civil and bridge construction and historical renovations.

Mr. Jimmy Rogers, Project Manager

Bachelor of Science, University of Texas at Arlington. Employed with AECC, INC. since July 2013. Previous experience in commercial and residential structural engineering, and residential remodeling. Primary emphasis at AECC, INC. on land developments, commercial, multifamily and residential projects.

Mr. Brett Edwards, Project Manager

Bachelor of Arts in Architecture, Texas A&M University, 2003. Employed with AECC, INC. since July 2013. Previous experience in residential and commercial design and construction. Primary emphasis at AECC, INC. on land developments, multifamily and commercial projects.

Mr. Brandon Simpkins, Project Manager

Bachelor of Landscape Architecture, Texas Tech University, 2007. Employed with AECC, INC. since November 2013. Registered Landscape Architect with six years of previous experience in commercial, industrial, and civil design and construction. Primary emphasis at AECC, INC. on land developments, multifamily and commercial projects.

Mr. Drew Gibson, Project Manager

Bachelor of Science in Building Construction from Texas A&M in 1990 and a Law Degree from South Texas College of Law in 2001. Employed with AECC since 2014. Over fifteen years of experience on large commercial projects with expertise in project engineering & management, construction contract and document review. Primary emphasis at AECC, INC. on land developments, multifamily and commercial projects.



Staffing (cont.)

Mr. Tim Wegienka, Project Manager

Bachelor of Science in Construction Science, Texas A&M University, 2006, Employed with AECC, INC. since April 2014. Eight years of previous experience in industrial, civil and commercial construction. Primary emphasis at AECC, INC. on land developments, multifamily and commercial projects.

Mr. Blair Fanara, Project Manager

Bachelor of Science in Construction Science from Texas A&M University, 2006. Employed with AECC, INC. since April 2016. Ten years of previous experience in large commercial and residential construction with expertise in project supervision & management, construction contract and document review. Primary emphasis at AECC, INC on land developments, multifamily, commercial, and residential projects.

Mr. Scott Sawyer, PE, Project Manager

Bachelor of Science in Civil Engineering from Texas A&M University, 2012. Joined AECC, INC. in August 2016, with 4 years of prior engineering and construction experience. Previously worked as a Structural Engineer at an international engineering firm. Licensed and Registered Professional Engineer in the State of Texas. Primary emphasis with AECC, INC. on assisted living, multifamily, retail, and commercial construction.

Mr. Colby Sawyer, Project Manager

Bachelor of Science from Texas A&M University in 2008. Joined AECC, INC. in February 2017 with 9 years of construction management and development experience. Previously worked as a Project Manager for a national general contractor, international developer, and local general contractor. Primary emphasis with AECC, INC. is on document reviews and field observations for multifamily, retail, and land developments.

Mr. Bennett Sawyer, Project Manager

Bachelor of Science in Industrial Distribution from Texas A&M University, 2016. Joined AECC, INC. in April 2017 as a Project Management with primary emphasis on construction document reviews and field observations of multifamily, retail and commercial projects.



Staffing (cont.)

Mr. Jeff Erwin, Project Manager

Bachelor of Science from Texas A&M University in 2012 and U.S. Air Force Veteran. Joined AECC, INC. in September 2017 with 10 years of construction management and development experience. Previously worked as a Project Manager for an international industrial contractor, pipeline contractor, and Houston-based general contractor. Primary emphasis with AECC, INC. is on plan review, cost analysis and field observation for multifamily, retail, and land development projects.

Mr. Tristan Fithen, Project Manager

Joined AECC, INC. in September 2019 with 7 years of construction management and development experience. Previously worked as a Project Manager for an engineering firm specializing in structural engineering, earthwork and soil testing, and building envelope construction. Primary emphasis with AECC, INC. is on plan review, cost analysis and field observation for multifamily, retail, commercial, and land development projects.

CLIENTS

Some of the Lenders and Clients on Projects where AECC, INC. has furnished the Construction Observations and Consulting Services include:

Aetna Life Insurance Company
 Allstate Insurance Company
 Amegy Bank, N.A.
 American General Investment Corporation
 American Momentum Bank
 American National Bank of Texas
 American National Insurance Company
 American Realty Finance Group
 American Savings Bank
 AmSouth Bank N.A. - Birmingham
 Bank of America
 Bank of Baltimore
 Bank of Boston
 Bank of Houston
 Bank of Montreal
 Bank of North Texas
 Bank of Nova Scotia
 Bank of Texas
 Bank One
 Bank One Capital
 Bank SNB
 Bank United of Texas, FSB
 Barclay's American Business Credit
 BBVA Compass
 Bear-Stearn Company, Inc.
 BehringerHarvard
 Boston Company Real Estate Council
 Broadway National Bank - San Antonio
 Cabot, Cabot and Forbes
 Cadence Bank
 Capital Holding Corporation
 Capital One, N.A.
 Cathay Bank
 CB Richard Ellis - California
 Charter Bank - Houston
 Chase Manhattan Bank
 Chemical Bank of New York
 Citadel Mortgage Company
 Citicorp Real Estate, Inc.
 City of Houston (HCD)
 CNA Insurance Companies
 Coastal Banc ssb
 Coldwell Banker Management Company
 Colonial Bank
 Columbus Bank & Trust - Columbus, GA
 Comerica Bank

Commerce Bank - Kansas City
 Community Federal - St. Louis
 Community Trust Bank
 CommunityBank of Texas
 Compass Bank
 Confederation Life of Canada
 Corus Bank
 Cullen Bank
 Eastern Savings Bank - New York
 Equibank – Pittsburgh
 Farmers & Merchants Bank
 FBS Mortgage Company - Minneapolis
 Fifth Third Bank
 First American Bank
 First Bank - Minneapolis
 First Capital Bank
 First Continental Investment Co.
 First Horizon Home Loan Corporation
 First Interstate Bank of Texas - Dallas
 First Interstate Bank of Texas - Houston
 First Interstate Mortgage Company - Chicago
 First National Bank of Louisville
 First Union National Bank
 First United Bank - Lubbock
 Fleet Bank
 FNMA - Chicago
 Focus Financial Group, Inc. - Chicago
 Ford Motor Credit
 Franklin Bank
 Frost Bank
 General Electric Capital Corporation
 General Electric Investment Corporation
 Gramercy Capital
 Green Bank
 Guaranty Bank & Trust
 Guaranty Federal Bank
 Guardian Savings & Loan
 Hall Structured Finance
 Harbour Financial Mortgage Company
 Harrisburg Bank - Houston
 Heller Financial Services
 Heller Real Estate Financial Services
 Hibernia National Bank
 Hillcrest Bank
 Holliday Fenoglio & Company
 Home Life Insurance Company



(continued)

Household Bank, f.s.b.
 Household Mortgage Services
 Houston Savings Bank
 IBC Bank
 iCap Realty Advisors
 ING Bank
 Inland Mortgage Capital
 International Bank of Commerce
 Invesco Realty Advisors, Inc.
 ITT Real Estate Services - Chicago
 J.E. Robert Companies
 J.P. Morgan Chase Bank
 John Hancock Mutual Life Insurance Company
 KeyBank
 L&B Realty Advisors
 Legacy Bank
 Lincoln National Investment Management Co.
 Lockwood National Bank
 Mellon Bank, N.A.
 Mellon Mortgage Company
 Meridian Bank
 Merrill Lynch Capital
 Merry Land & Investment Company
 Met Life Capital Corporation
 Mitchell Mortgage Company
 Moody National Bank
 Mortgage and Trust, Inc.
 Mutual Benefit Life & Insurance Company
 Mutual of Omaha Bank
 Nations Life and Accident Company
 NationsBank
 Nationwide Life
 New England Mutual Life
 New York Life
 NewFirst National Bank
 North Carolina National Bank
 Northern Trust Bank of Texas
 Ohio National Life Insurance Company
 Old Stone Bank
 Omni American Bank
 ORIX Real Estate Capital
 Pacific Southwest Bank, F.S.B.
 Peoples Financial Mortgage Company
 Pinemont Bank - Houston
 Plains Capital Bank
 PNC Bank
 PNC Real Estate
 Post Oak Bank - Houston
 Protective Life Insurance Company
 PruCrow Industrial
 Prudential Life Insurance Company
 PW Funding
 Q10 / Amegy Mortgage Capital
 QuestStar Bank - Houston

R.M. Crowe Interests
 Regions Bank
 Riverbank - San Francisco
 Robert C. Wilson Company
 Ryan Mortgage Company
 San Antonio Credit Union
 Seamans Savings Bank of New York
 Security Pacific Mortgage Company
 South Trust Bank
 Southwest Bank of Texas
 Sovereign Bank
 State Farm Insurance Company
 State Mutual Life Assurance Company
 Sterling Bank
 Stillwater National Bank
 Stockton, Luedemann, French & West Mortgage, Co.
 Sun Life Insurance Company
 SunAmerica Affordable Housing Partners, Inc.
 TA Associates
 Texans Commercial Capital
 Texas Capital Bank
 Texas Commerce Bank
 Texas Guaranty National Bank
 Texas Housing Finance
 Textron Financial Corporation
 The Mitsubishi Bank, Ltd.
 Third National Bank of Nashville
 Travelers Insurance Company
 Trustmark Bank
 Union Bank & Trust
 Union Bank of Switzerland
 Union Mutual Life Insurance Company
 Union National Bank of Texas
 Union Planters Bank
 United Benefit Life
 United California Bank
 United California Mortgage Company
 United Dominion Realty Trust
 Unity National Bank
 US Bank
 US Life Realty Services
 USAA Insurance Company
 USF&G Realty Advisors, Inc.
 Wachovia Bank, N.A.
 Wallis State Bank
 Washington Mutual
 Wells Fargo Bank
 Wells Fargo Realty Advisors
 Westinghouse Credit Corporation
 Whitney Bank
 Winthrop Financial Services
 WNC & Associates
 Woodforest National Bank
 Zions Bank



REFERENCES

You may reference us with any of the following lenders. Additional references can be furnished if required.

Mr. Donald Moxley, Vice President
Texas Capital Bank, Dallas, TX
(214) 210-3053
donald.moxley@texascapitalbank.com

Mr. Shereef Anbar, PE, Senior Engineer
Hudson Housing Capital, New York, NY
(212) 218-4466
shereef.anbar@hudsonhousing.com

Mr. Jason Walker, Manager – Senior Vice President
Bank of Texas, Houston, TX
(713) 289-5802
jcwalker@bankoftexas.com

Ms. Wendy Feist, CRE Loan Administration / Banking Officer
Bank of Texas, Dallas, TX
(214) 346-3931
wfeist@bankoftexas.com

Mr. Robert Beuttas, Senior Vice President
Hillcrest Bank, Dallas, TX
(214) 756-6706
robert.beuttas@hillcrestbank.com

Mr. Whit Neill, Vice President & Staff Architect
Capital One, N.A., New Orleans, LA
(504) 533-3109
whit.neill@capitalone.com

Mr. Bob Stone, Executive Vice President
Veritex Community Bank, Dallas, TX
(972) 349-6196
bstone@veritexbank.com



(continued)

Mr. Lee Mitchell, Senior Vice President
Hancock Whitney Bank, Houston, TX
(713) 951-7149
lee.mitchell@hancockwhitney.com

Ms. Laura Anderson, Senior Vice President
Comerica Bank, Houston, TX
(713) 507-7127
lyanderson@comerica.com

Mr. Dick Sadka, Senior Vice President
BancorpSouth Bank, Sugar Land, TX
(281) 243-8054
dick.sadka@bxs.com

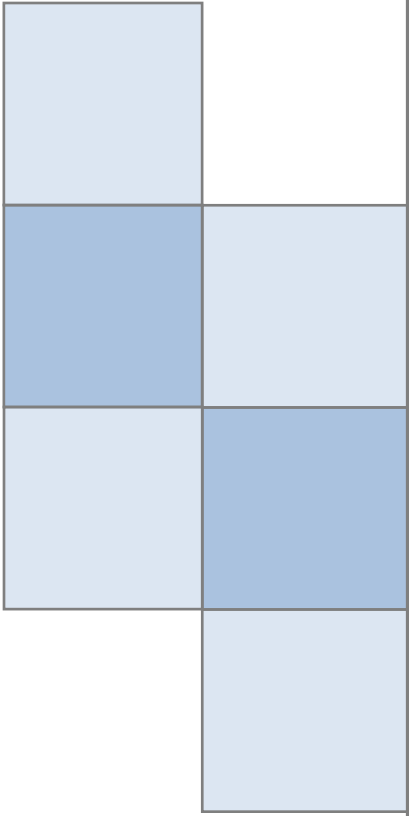
Mr. Andrew Ozuna, Senior Vice President
Broadway Bank, San Antonio, TX
(210) 283-5682
aozuna@broadway.bank

Mr. Gene Johnson, Market President
Frost Bank, Houston, TX
(713) 388-7012
gene.johnson@frostbank.com

Mr. Jimmy Echols, Vice President
NewFirst National Bank, Sugar Land, TX
(832) 344-2078
jechols@newfirst.com

Mr. Raj Bhavsar, Senior Vice President
Wallis State Bank, Houston, TX
(713) 935-3725
raj.bhavsar@wallisbank.com

Mr. Chris Berry, Corporate Relationship Manager
BBVA USA, Houston, TX
(713) 993-8522
chris.berry@bbva.com



(continued)

Mr. William Dawson, Assistant Vice President
International Bank of Commerce, Houston, TX
(713) 285-2155
wdawson@ibc.com

Mr. Phillip Brace, Vice President
Trustmark Bank, Houston, TX
(713) 827-3716
pbrace@trustmark.com

Ms. Terrie English, Construction Loan Specialist
Woodforest National Bank, The Woodlands, TX
(832) 375-2185
tenglish@woodforest.com

Mr. Daniel Bailey, Vice President
Origin Bank, Dallas, TX
(214) 252-2571
dbailey@origin.bank

Mr. Bill Chote, Senior Vice President
Allegiance Bank, Houston, TX
(713) 454-8101
bill.chote@allegiancebank.com

REPRESENTATIVE PROJECTS

OFFICE BUILDINGS:

Katy Ranch Office Building – Katy, TX
 Blue Cross Blue Shield – Richardson, TX
 CIGNA Insurance – Plano, TX
 Del Monte Office Building – Pittsburgh, PA
 Dulles Square East – Herndon, VA
 DuPont First F.A. Building – Orlando, FL
 Energy Towers I, II & III – Houston, TX
 Murphy Oil Tower – Houston, TX

First City Center – Austin, TX
 Frontera Vista – Austin, TX
 Granite Uptown – Dallas, TX
 One Peachtree Center – Atlanta, GA
 Perennial Office Building – Houston, TX
 Tesoro Headquarters – San Antonio, TX
 Trinity Center II – Centreville, VA
 Energy Centers III & V – Houston, TX

SHOPPING CENTERS

Creekside Towne Center – New Braunfels, TX
 Fairground Crossing – Hot Springs, AR
 Galleria – Dallas, TX
 Fairlane Green Retail – Detroit, MI
 Green Mount Commons – Belleville, IL
 Harlingen Corners – Harlingen, TX

Park Place Retail Center – Richmond, VA
 Shops at La Cantera – San Antonio, TX
 Shops at La Centerra – Katy, TX
 Sugar Land Towne Center – Sugar Land, TX
 Timbercreek – Dallas, TX
 Town & Country Crossing – St. Louis, MO

OFFICE/WAREHOUSE – SERVICE CENTERS:

West Ten Office/Warehouse – Katy, TX
 Blencor Cold Storage Facility – Sealy, TX
 Centerpoint Facility – Obetz, OH
 Custom Border Patrol – Houston, TX
 Dallas Cowboys Merchandise Facility – Irving, TX
 Federal Express Freight Facility – Winona, MN

Gyrodata Office/Warehouse – Houston, TX
 Kennedy Greens – Houston, TX
 Kraft Foods Distribution Center – Mason City, IA
 Park 355 Distribution Center – Bolingbrook, IL
 Underwood Distribution Center – La Porte, TX
 Walgreens Distribution Center – Houston, TX

HOTELS/MOTELS:

Embassy Suites – Houston (West), TX
 Embassy Suites – Downtown – Houston, TX
 Embassy Suites – Energy Corridor – Houston, TX
 Hyatt Place – Katy, TX
 Hampton Inn – Katy, TX
 Marriott Hotel – Houston (West), TX
 Mayo Hotel Renovation – Tulsa, OK

Pathenon Hotel – San Antonio, TX
 Renaissance Hotel – Las Vegas, NV
 Springwoods Village Courtyard – Spring, TX
 Townplace Suites – Tucson, AZ
 Victory Hotel – Dallas, TX
 Westin Memorial City Hotel – Houston, TX
 Wyndham Hotel – Austin, TX

(continued)

MULTIFAMILY:

Ashton Judiciary Square – Washington, DC	Emory Point Apts. – Atlanta, GA
Ashton South End Apts. – Charlotte, NC	La Estancia @ River Center – Brownsville, TX
Gables Upper Rock Apts. – Rockville, MD	Lenox Farms Apts. – Braintree, MA
Belle Marais Apts. – Charleston, SC	Madison Apts. – Bellevue, WA
Broadstone Valley View Apts. – Lewisville, TX	Millennium Apts. – The Woodlands, TX
Brookhaven Village Apts. – Atlanta, GA	North Post Oak Apts. – Houston, TX
City View Apts. – San Antonio, TX	River View Apts. – Austin, TX
Collection Apts. – Houston, TX	Ross and Hall Apts. – Dallas, TX
Circle West Campus – Austin, TX	Upper Landing Apts. – Minneapolis, MN

MULTIFAMILY – HIGH-RISE

67 Madison – Memphis, TN	One Arts Plaza – Dallas, TX
1020 Tower – Bellevue, WA	Palisade Palms – Galveston, TX
2727 Kirby – Houston, TX	Plaza @ Harbour Island – Tampa, FL
Akoya Condos – Miami Beach, FL	Quantum Condos – Miami, FL
Continuum Condos – Miami, FL	Sapphire Condos – South Padre Island, TX
Diamond Beach Condos – Galveston, TX	Staples Center – Los Angeles, CA
Endeavor Condos – Clear Lake, TX	The Broadway – San Antonio, TX
Hyperion Blue Condos – Miami, FL	The Vue Apartments – Bellevue, WA
Mosaic Towers – Houston, TX	Victory West Hotel & Condos – Dallas, TX

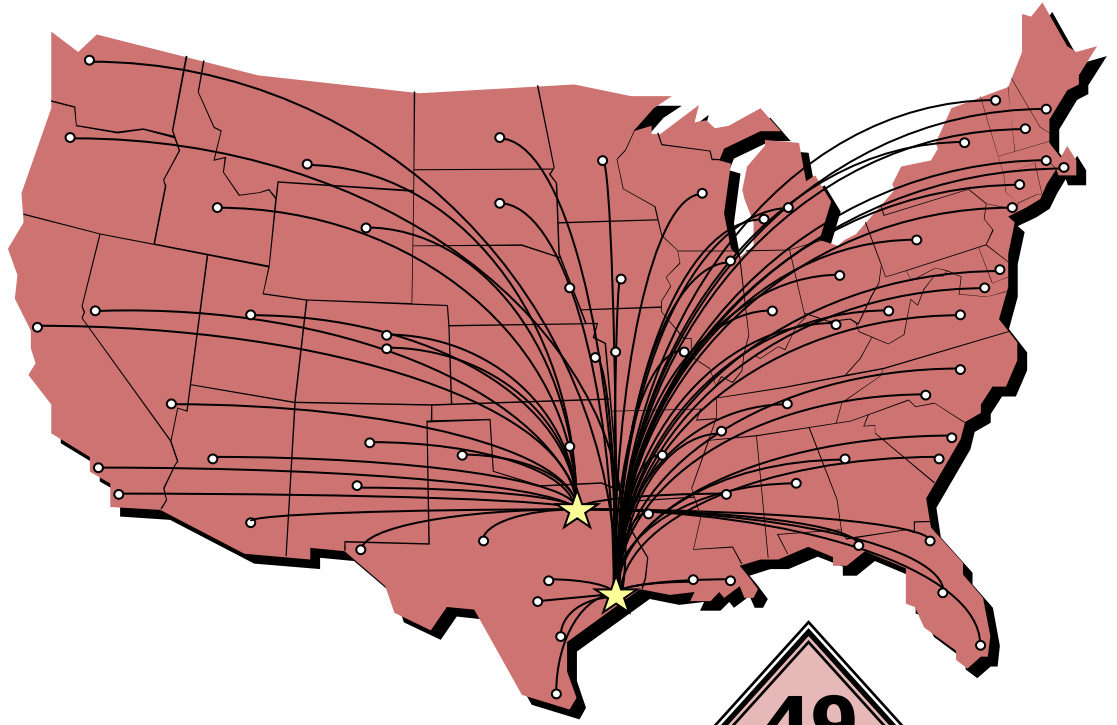
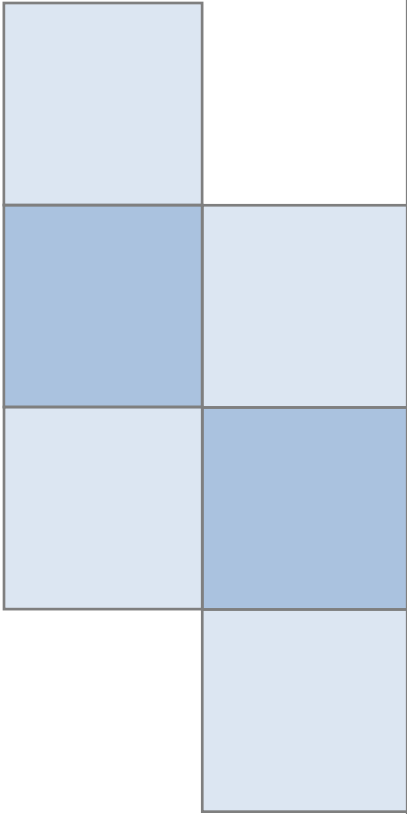
LAND DEVELOPMENT:

Aliana LD – Sugar Land, TX	Ivey Ranch LD – San Diego, CA
Brushy Lake LD – Missouri City, TX	Laguna Harbor LD – Port Bolivar, TX
Four Seasons LD – Raleigh, NC	Rocking Horse LD – Aurora, CO
Greystone LD – Birmingham, AL	Sienna Plantation LD – Missouri City, TX
Heights of Kerrville LD – Kerrville, TX	Steiner Ranch LD – Austin, TX

SPECIALTY:

Acuity Hospital of South Texas – San Antonio, TX	Methodist Hospital – Dallas, TX
California Heart/Surgical Center – Los Angeles, CA	Montgomery County Jail – Conroe, TX
Dequincy Correctional Facility – Dequincy, LA	NW Houston Hospital – Houston, TX
Downtown YMCA – Houston, TX	Orchard Park Assisted Living – Centennial, CO
Ft. Worth Museum of Science & History – Ft. Worth, TX	Quaker Oats Dist. Center – Allen Town, PA
Haven for Hope – Bexar County, TX	Trophy Club Medical/Surgical – Trophy Club, TX
Houston Dynamo Stadium – Houston, TX	Tucson Memory Care – Tucson, AZ
Louisiana Hospital Center – Hammond, LA	U.S. Customs House and Old Post Office – St. Louis, MO
Menninger Clinic – Houston, TX	

SERVICE AREA



49
YEARS

From: [Adams, Jerry - FIN](#)
To: [Shah, Ketan - FIN](#)
Subject: FW: Professional Justification Form for AECC Inc.
Date: Tuesday, May 18, 2021 6:36:31 PM
Attachments: [Bethune Cost Analysis P.O. 5.13.2021.pdf](#)
[image001.png](#)

Approved



Jerry Adams
Chief Procurement Officer
Finance Department
Strategic Procurement Division
Phone: 832.393.9126
Email: jerry.adams@houstontx.gov

Partnering to better serve Houston

From: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Sent: Tuesday, May 18, 2021 1:09 PM
To: Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>
Subject: FW: Professional Justification Form for AECC Inc.

Jerry

As On today, FY21 Citywide non-contract spending for Vendor # 129518 AECC INC: \$0

Current Professional Service Justification requirement: \$50,000.00

For your review and approval please.

Ketan

From: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>
Sent: Monday, May 17, 2021 8:47 AM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>
Subject: RE: Professional Justification Form for AECC Inc.

Good Morning Ketan,

Please be advised that a third line item in the amount of \$35,000 has been created on the PR. This will bring the total amount of the PR to \$50,000.

Also, during the vetting process the vendor was required to provide an estimate of the fees on the informal RFQ.

Expect the fully release PR by cob today.

Thank you,
Clarence Moton
832-394-6212

From: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Sent: Friday, May 14, 2021 10:28 AM
To: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>
Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>
Subject: RE: Professional Justification Form for AECC Inc.

Clarence

How much total request for?
PR request for \$15,000.00, however RFQ is for around \$7,000.00

Please advise.

Ketan

From: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>
Sent: Thursday, May 13, 2021 5:11 PM
To: Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>
Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>
Subject: Professional Justification Form for AECC Inc.

Hello Ketan,

Attached is the Professional Justification Form to procure AECC Inc.
AECC will provide Architectural & Engineering Consultant Services for our Multifamily Programs.
Please forward the package to Mr. Jerry Adams for approval as soon as possible.

Thank you,
Clarence Moton
832-394-6212

From: Subramaniam, Madhuram - HCD <Madhuram.Subramaniam@houstontx.gov>
Sent: Thursday, May 13, 2021 4:14 PM
To: Moton, Clarence - HCD <Clarence.Moton@houstontx.gov>; Sloan-Bosie, Katrina - HCD <Katrina.Sloan-Bosie@houstontx.gov>
Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>; Martinez, Ana - HCD <Ana.Patino-Martinez@houstontx.gov>

Subject: RE: Urgent

Clarence,

Please see attached combined file. I included the Docusign summary in the event there is an issue with interpreting the signatures lines. If SPD does not accept the PO I will reroute as required.

Thanks,

Madhu

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

Sent: Thursday, May 13, 2021 2:34 PM

To: Subramaniam, Madhuran - HCD <Madhuran.Subramaniam@houstontx.gov>; Sloan-Bosie, Katrina - HCD <Katrina.Sloan-Bosie@houstontx.gov>

Cc: Rhone, Tywana - HCD <Tywana.Rhone@houstontx.gov>

Subject: Urgent

Madhu/Katrina,

Please contact me as soon as possible regrading the Professional Justification Form for AECC.

Thanks,

Clarence Moton

832-394-6212