



**CITY OF HOUSTON**  
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND  
DELIVERY CORRESPONDENCE

# PURCHASE ORDER

**Vendor Address**  
Vendor Address Number 153941  
SQ ENVIRONMENTAL LLC  
3614 MONTROSE UNIT 907  
HOUSTON TX 77006  
USA

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

**Information**  
Purchase Order Number/Date 4500342150-0 / 02/22/2021  
CoH Vendor Number 153941  
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

**Your person responsible:** SUSAN LITHERLAND

| Item              | Quantity | UM | Material # / Description   | Unit Cost      | Extended Cost        |
|-------------------|----------|----|--|----------------|----------------------|
| 10                | 1.00     | AU | 91843 ENVIRONMENTAL CONSUL<br>Environmental Services<br>Environmental Site Assessments for various acquisition projects.<br>Refer to Bid No: 103792. | 50,000.00 / AU | 50,000.00            |
|                   |          |    | Gross Price  | 50,000.00 USD  | 1 AU 1.000 50,000.00 |
|                   |          |    | Expected value of unplanned services:  | 50,000.00      |                      |
|                   |          |    | <b>Delivery Date:</b>  | 02/22/2021     |                      |
| <b>Total ****</b> |          |    |  |                | <b>USD 50,000.00</b> |

**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.

*Suzanne Turner* Mayor  
*Jimmy Adams* Chief Procurement Officer  
*Clarence Moton* Controller



### 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 *   | Environmental * | HCDD Division: * | Commercial *        |
| Deadline Date of Request: * | 02/08/2021 *    | Purchase Type: * | Service Under &lt * |
| Requester Name: *           | Rupa Sen *      | Created:         | 01/29/2021 *        |
| Requester Phone Number: *   | 832-394-6217    |                  |                     |

Brief Description of Scope of Work for Goods/Services:

(Please see the attached documents.) Environmental site assessment.

**Funding Source(s)** BI3200077-19

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-2017       | Purchase Order No#:  |                  |
| Cost Center:   | 3200030002    | Name of Vendor:      | SQ Environmental |
| G/L Account:   | 520159        | Date Processed:      |                  |
| Business Area:   | 3200          | Date Received:       |                  |
| Internal Order:  | BI3200077-19  | Total Amount:        | 20,000           |
| BFY:   | FY-2021       | Procurement Staff:   |                  |
| Grant:   | 32000077-2019 | Priority:            |                  |
| Funds Reservation:   |               | Notify Department:   | Procurement      |
| Funds Approval Mgr:  | Mary Owens    | Notify Department:   | Finance          |
| Justification of Need for Goods/Services                         |               | Procurement Notes:   |                  |
| Please see the attached documents.Environmental site assessment. |               |                      |                  |

|   |   |
|---|---|
| Requestors Signature:<br>Date:<br>DocuSigned by:<br>Gerard Miles<br>2/1/2021                                  | Supervising Manager (Purchase under \$5,000)<br>Manager:<br>Date:<br>DocuSigned by:<br>Ray Miller<br>2/1/2021                   |
| Buyer's Signature:<br>Date:<br>DocuSigned by:<br>Clarence Moton<br>2/2/2021                                   | Funds Approval Signature:<br>Date:<br>DocuSigned by:<br>Mary Owens<br>2/10/2021   |
| Procurement DPU Signature:<br>Date:<br>DocuSigned by:<br>Tywana, Rhone<br>2/10/2021                           | (Purchase over \$5,000)<br>CFO Signature<br>Date:<br>DocuSigned by:<br>Temika Jones<br>2/1/2021                                 |
| (Purchase over \$5,000)<br>Assistant or Deputy Director: Date<br>DocuSigned by:<br>Keith W. Byram<br>2/1/2021 | Director Signature (Only Consultant Services)<br>Director or Designee:<br>Date:<br>DocuSigned by:<br>Keith W. Byram<br>2/1/2021 |

Attachments

[Click here to attach a file](#)





**SQ Environmental, LLC**

P.O. Box 1991  
Austin, TX 78767  
www.SQEnv.com  
512-900-7731

4 November 2020

City of Houston Strategic Purchasing

Via: On-line Submittal

RE: **Bid No: 103792**  
**Proposal for Phase I Environmental Site Assessment**  
**± 10.7-Acre Parcel – Hardy Yard**  
**SQE PN: 1163.001.001**

The following provides the proposal of SQ Environmental, LLC (SQE) to prepare a Phase I Environmental Site Assessment (ESA) for the above-referenced property. For the purpose of this proposal, we have assumed that City of Houston is considering acquisition of the property for unrestricted future use, including residential use. This proposal includes: 1) a description of the proposed scope of work, 2) a brief discussion of SQE's unique experience and qualifications to provide the Hardy Yard environmental services, and 3) a list of references who can be contacted regarding SQE's past performance on similar projects. As is noted in the qualifications and experience section, SQE is a City of Houston Certified Women Business Enterprise (WBE) and holds a Texas Historically Underutilized Business (HUB) Certificate.

The approximate boundaries of the property to be included in the ESA are shown below (outlined in yellow):



\* The Google Earth image, which is used for the base map, is dated 9 May 2020.



## SCOPE OF WORK

This Phase I will be conducted in a manner that complies with both the Environmental Protection Agency's (EPA) All Appropriate Inquiry (AAI) rules found at *40 Code of Federal Regulations (CFR) Part 312 – Standards and Practices for All Appropriate Inquiries (AAI)*, and ASTM International (ASTM) – *Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process E 1527-13*. The work to be performed by SQE includes the completion of a Phase I ESA for the property listed above. Specifically, SQE will conduct:

- A site visit and inspection of the property will be conducted by experienced environmental professionals to observe existing conditions and surrounding land use. Conditions will be documented with written field notes and photographs. In particular, we will look for any signs of waste disposal or contamination; potential environmental issues; any significant emissions, discharges, or hazardous waste; and potential impacts to the subject property from adjacent properties. The site visit and inspection will include a visual inspection of the adjoining properties from the subject property and/or public areas.
- A regulatory database search of publicly available federal and state environmental records for the subject property and adjacent/nearby properties. This search will typically identify any environmental matters that have been brought to the attention of the regulatory agencies.
- A review of reasonably available city directories, fire insurance maps, topographic maps, and historical aerial photographs to first development or as far back as the records go to provide information regarding the historical use of the property.
- A review physical site data including hydrogeologic and Federal Emergency Management Agency (FEMA) floodplain maps, Harris County Flood Control District information, surface water, geology, and soils data.
- Interviews with knowledgeable existing landowners, city officials, and/or other individuals who may have knowledge of current and historical activities on the subject property. This will include discussions of any past waste disposal practices.
- An evaluation of the potential presence of wells, tanks (above and below ground), and any waste disposal facilities, whether active, inactive or closed. Registered water wells within a 0.5-mile radius will be identified through a review of available on-line databases.
- Identify any enforcement actions, consent decrees, clean-up orders, and spills within the last 10 years through the data base search and interviews.
- Review registries or publicly available lists of engineering controls, institutional controls, and environmental liens, including Municipal Settings Designations.

In addition, the Phase I ESA will evaluate the property conditions with respect to Housing and Urban Development (HUD) regulations 24 CFR 58.5(i)(2)(i) and 24 CFR 58.5(i)(2)(ii). These require that properties being proposed for use in HUD programs: 1) *“be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property,”* and 2) *be evaluated to ascertain “previous uses of the site or other evidence of contamination on or near the site, to ensure that the occupants of the proposed site are not adversely affected by any of the hazards listed in paragraph (i)(2)(i) of this section.”*

The results of the Phase I ESA will be documented in a Phase I ESA report. This report will document the environmental conditions of the property, based on the work performed. Any data gaps that are identified as part of the Phase I ESA activities will be noted, along with an assessment of the impact of the gaps on the findings, opinions and conclusions of the ESA. Attachments will include aerial photographs, topographic maps, site photographs, regulatory records review report, and a site map. Further, the report will: 1) identify the presence or likely presence of a Recognized Environmental Condition (REC) that could trigger an



environmental liability on, restrict the use of, or affect the marketability of value of the subject property, and 2) provide recommendations regarding the potential need for additional assessment activities (such as a Phase II ESA) or other evaluations that might be needed to identify the type and location of any potential contaminants.

## **QUALIFICATIONS AND EXPERIENCE**

SQE is a full service environmental engineering and consulting firm with a team of professionals dedicated to providing high quality solutions to complex environmental challenges. SQE was founded by Susan T. Litherland, PE and Quintin K. McNulty, PE, in 2013 and now employs 13 full-time professionals and several part-time professionals. SQE brings years of environmental experience to the public sector, commercial/industrial, and oil and gas industries. SQE is a City of Houston Certified WBE and State of Texas HUB contractor with personnel in Houston, Austin, Corpus Christi, and Dallas/Fort Worth.

SQE's Principals, Susan T. Litherland, PE, Quintin K McNulty, PE, and Sam Enis, PG, have combined environmental experience of over 80 years, the majority of which has been in the Houston and Gulf Coast area. This includes thousands of Phase I ESAs, Phase II ESAs, and regulatory closures through the Texas Commission on Environmental Quality (TCEQ) Voluntary Cleanup Program (VCP) and Innocent Owner/Operator Program (IOP). Ms. Litherland has been providing environmental services for the Hardy Yard property for over 15 years. A summary of Hardy Yard projects that Ms. Litherland and/or SQE have been involved with is provided below:

- ~2005-2008: Review and oversight of remediation activities. This work was being performed by a contractor for the seller of the property. Susan Litherland worked with the purchaser of the property, Cypress Real Estate Advisors, to review documents prepared by the Seller's consultant and observe portions of the field work. This work was generally performed between 2005 and 2008.
- 2008-2011: Removal of slabs from beneath demolished buildings to allow removal of impacted soil. Ms. Litherland served as the Project Manager for this work. The purpose of this work was to remove engineering controls to facilitate redevelopment. The work included removal and disposal of underground rail cars, and assistance with obtaining a Municipal Settings designation. This work was done under the direction of Ms. Litherland.
- 2013-2014: Assisted with obtaining VCP Certificates of completion for the large western tract and the "Metro" eastern tract. Completion of a vapor intrusion study. Completion of cleanup activities on the Metro tract. Much of this work was done under SQE.
- 2015-Present: Oversight and monitoring of environmental activities during construction along Burnet, Leone and Chapman, and the N. Main Street underpass construction. This included waste characterization, assistance with impacted soil management and air sampling. Work performed during this period by SQE also included: documentation of removal of a 10,000-gallon fuel tank, evaluation of restrictions on 10-acre parcel and discussion with TCEQ regarding the restrictive covenant, planning and assistance with site preparation activities, and design of a Vapor Mitigation System for an apartment complex in the southeastern area of the larger tract.

As noted above, SQE personnel and SQE have previously completed numerous environmental studies for the Hardy Yard property including Phase I ESAs and environmental assessment activities under the National Environmental Policy Act (NEPA). SQE is uniquely qualified to perform the requested services based on the long history with the property, and maintains a property-related environmental file.

SQE personnel that will be involved in the requested services are:

- **Susan T. Litherland, P.E.** – Ms. Litherland received a B.S. in Chemical Engineering from the University of Texas at Austin in 1980 and has over 40 years of environmental engineering experience. She is a registered professional engineer in the states of Arkansas, Louisiana,



Oklahoma, South Carolina, Texas, and New Mexico. Ms. Litherland has extensive experience with litigation support, environmental compliance and due diligence, site investigation/assessments, agency coordination, permitting, audits, remediation design and implementation, and management of industrial and hazardous wastes.

- **Quintin K. McNulty, P.E.** – Mr. McNulty received a B.S in Civil Engineering from the University of Texas at Austin in 1995 and has over 25 years of technical and project management experience. He is a registered professional engineer in the states of Louisiana, Oklahoma, and Texas. Mr. McNulty’s areas of expertise include site investigations, corrective measures studies, remediation engineering design, environmental compliance, and due diligence.
- **Samuel Enis, P.G.** – Sam received a Bachelor of Science degree in Geology from the University of Texas at Austin in 2005. He is a registered Professional Geologist in the State of Texas. Sam has over 15 years of experience as a Project Manager and Project Geoscientist for projects involving the management of industrial and hazardous wastes, environmental due diligence, site assessments, implementation of remedial activities, and regulatory resolution of environmental issues.
- **Samantha Litherland, P.E.** – Samantha received a Bachelor of Science degree in Civil Engineering from the University of Texas at Austin in 2012. She is a registered Professional Engineer in the State of Texas. Samantha has more than eight years of experience in the environmental field on projects including property transactions, due diligence, permitting, compliance reviews and assessments, permitting, and coordinating and support for property remediation. Samantha currently serves as the lead for SQE’s environmental due diligence team.

All of the above-listed SQE employees are qualified as “Environmental Professionals” under ASTM E 1527-13.

SQE is both a City of Houston certified Women Business Enterprise (WBE), and a State of Texas registered Historically Underutilized Business (HUB). Copies of the current certificates are included in Attachment A.

## REFERENCES

The following references can provide input regarding SQE’s prior performance on similar projects:

- Ed Wendler – Cypress Real Estate Advisers ([ewendler@cypress-advisers.com](mailto:ewendler@cypress-advisers.com), 512-494-8510).
- Adrin Biagas – Houston Parks Board ([Adrin@houstonparksboard.org](mailto:Adrin@houstonparksboard.org), 713-942-8500).
- Debbie Patterson – Reiss Services ([dpatterson@reisservice.com](mailto:dpatterson@reisservice.com), 832-410-1417).

## COST, SCHEDULE AND CLOSING

In accordance with the Invitation to Bid and subject to all terms and conditions thereof we quote as follows: SQE will complete the requested Phase I ESA activities for a lump sum of \$2,500. A copy of the General Conditions of Bidding for Informal Bids is included as Attachment B. We can provide the final report, electronically, approximately two weeks following authorization to proceed.



Please let me know if you have any questions or comments. I can be reached by e-mail ([s.litherland@sqenv.com](mailto:s.litherland@sqenv.com)) or phone (512-656-9445).

Sincerely,  
**SQ Environmental, LLC**

A handwritten signature in blue ink that reads "Susan T. Litherland".

Susan T. Litherland, P.E.  
Principal

cc: Quintin McNulty – SQE ([Q.McNulty@sqenv.com](mailto:Q.McNulty@sqenv.com); 512-417-4659)  
Sam Enis – SQE ([S.Enis@sqenv.com](mailto:S.Enis@sqenv.com); 512-574-1199)  
Samantha Litherland – SQE ([Sam.Litherland@sqenv.com](mailto:Sam.Litherland@sqenv.com); 512-695-9509)

---

---

# **ATTACHMENT A**

---

---



Sylvester Turner,  
Mayor



# CITY OF HOUSTON

Office of Business Opportunity

**SQ Environmental, LLC**

is duly certified as a

## Women Business Enterprise (WBE)

**Certified Categories:**

- NAICS 541380: ENVIRONMENTAL TESTING LABORATORIES OR SERVICES
- NAICS 541620: ENVIRONMENTAL CONSULTING SERVICES
- NAICS 562910: ENVIRONMENTAL REMEDIATION SERVICES

Certification Number: 18-1-12768

Certification Review Date:

December 31, 2020

*Carlecia D. Wright*

Expiration Date

Note: This certificate is the property of the City of Houston Office of Business Opportunity, and may be revoked should the above named firm graduate from the MWDBE program.



**GLENN HEGAR** TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority-, woman- and service disabled veteran-owned businesses as HUBs and facilitates the use of HUBs in state procurement and provides them with information on the state's procurement process. The CPA has established Memorandums of Agreement with other organizations that certify minority-, woman- and service disabled veteran-owned businesses that meet certification standards as defined by the CPA. The agreements allow for Texas-based minority-, woman- and service disabled veteran-owned businesses that are certified with one of our certification partners to become HUB certified through one convenient application process.

In accordance with the Memorandum of Agreement the CPA has established with the CITY OF HOUSTON (COH), we are pleased to inform you that your company is now certified as a HUB. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. Provided that your company continues to remain certified with the COH, and they determine that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the COH in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. Note: Any changes made to your company's information may require the COH and/or the HUB Program to re-evaluate your company's eligibility. Failure to remain certified with the COH, and/or failure to notify them of any changes affecting your company's compliance with HUB eligibility requirements, may result in the revocation of your company's certification.

Please visit our website at <http://comptroller.texas.gov/procurement/prog/hub/> and reference our publications (i.e. Grow Your Business pamphlet, HUB Brochure and Vendor Guide) that will provide you with addition information on state procurement resources that can increase your company's chances of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free In Texas at 1-888-863-5881.

**Texas Historically Underutilized Business (HUB) Certificate**



Certificate/VID Number: **1462674090700**  
File/Vendor Number: **483431**  
Approval Date: **02-JAN-2018**  
Scheduled Expiration Date: **31-DEC-2020**

In accordance with the Memorandum of Agreement between the  
CITY OF HOUSTON (COH)  
and the Texas Comptroller of Public Accounts (CPA), the CPA hereby certifies that

**SQ ENVIRONMENTAL, LLC**

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate, printed 06-DEC-2018, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification into the COH's program, you must immediately (within 30 days of such changes) notify the COH's program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility. If your firm ceases to remain certified in the COH's program, you must apply and become certified through the State of Texas HUB program to maintain your HUB certification.

*Laura Cagle-Hinojosa, Statewide HUB Program Manager  
Statewide Support Services Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

---

---

## **ATTACHMENT B**

---

---

## **IMPORTANT – READ CAREFULLY BEFORE SUBMITTING BID**

### **GENERAL CONDITIONS OF BIDDING FOR INFORMAL BIDS**

1. All bids should be made on this form. Bids made on other forms will not be considered unless statement to this effect is included: "In accordance with this Invitation to Bid and subject to all terms and conditions thereof we quote as follows:"
2. By submission of bid, the bidder certifies that the merchandise to be furnished will not infringe any valid patent or trademark, and the successful bidder will at his/her own expense defend any and all actions of suits charging such infringement and will save the City of Houston harmless in case of any such infringement.
3. Where a brand or trade name appears in the specifications, it is understood that the brand or trade name referred to, or its approved equal shall be furnished. If, however, the bidder proposes similar but not identical items, he/she must furnish full particulars. If no mention is made of any exceptions, it is assumed that he is bidding on the article specified and not an approved equal and he/she will be required to deliver the exact article specified.
4. Bidder shall submit with his/her bid descriptive literature of equipment or supplies, which he/she proposes to furnish, if such articles are of a different manufacturer than those specified herein. Should the description furnished in such literature differ from the specifications submitted by the City, and no mention is made to the contrary, it shall be construed to mean that such bidder proposes to furnish equipment or supplies in accordance with such description and not in accordance with the City's specifications, and his bid will be evaluated accordingly.
5. Samples of items shall be furnished, if requested by the City, without charge, and if not destroyed, shall, upon request, be returned at the bidder's expense.
6. Time of proposed delivery should be stated in number of calendar days. General terms such as "stock", "immediately", and "as soon as possible", may be cause for rejection.
7. Prices should be itemized. The City of Houston reserves the right to award by item or by total bid.
8. In case of discrepancy between the unit price and the extension, the unit price shall govern.
9. The City of Houston reserves the right to reject any or all bids or parts of bids.
10. NOTE: The City of Houston is exempt from all Federal Excise Taxes. DO NOT include these taxes in your bid price or invoice. Taxable items must be so designated and the City will supply Contractor with Tax Exemption Certificate, properly executed. However, if the bidder believes that certain taxes are properly payable by the City of Houston, he may list such taxes separately in each case directly below the respective item bid price.
11. All bids are F.O.B. Destination unless stated otherwise by the City on the bid document.
12. Pricing submitted will be irrevocable for ninety (90) days.
13. Mail all invoices in triplicate to the City of Houston INVOICE TO address noted on the purchase order.
14. Payment is due thirty (30) days after the City has approved the invoice or after the City has accepted the goods/services, whichever occurs later.
15. If unable to bid, please sign and return the NO BID SHEET, advising reason for not submitting quotation.
16. Submission or attachment of QUOTATION FORMS containing terms and/or conditions is not acceptable and can result in your bid being determined as non-responsive.
17. The General Conditions of Bidding defined herein shall be a part of this bid.

**From:** [Adams, Jerry - FIN](#)  
**To:** [Shah, Ketan - FIN](#)  
**Subject:** FW: SQ Environmental Professional Justification form  
**Date:** Tuesday, February 16, 2021 3:13:55 PM  
**Attachments:** [professional\\_env\\_services\\_justification\\_SQE\\_-3.docx.pdf](#)  
[SQE Proposal - Phase I ESA Hardy Yard Property 20201104 \(003\).pdf](#)

---

Approved

---

**From:** Shah, Ketan - FIN <Ketan.Shah@houstontx.gov>  
**Sent:** Monday, February 15, 2021 10:36 AM  
**To:** Adams, Jerry - FIN <Jerry.Adams@houstontx.gov>  
**Subject:** FW: SQ Environmental Professional Justification form

Jerry

As On today, FY21 Citywide non-contract spending w/o council action for Vendor #153941 SQ ENVIRONMENTAL LLC: \$0

Current Professional Service Justification requirement: NTE \$50,000.00

For your review and approval please.

Ketan

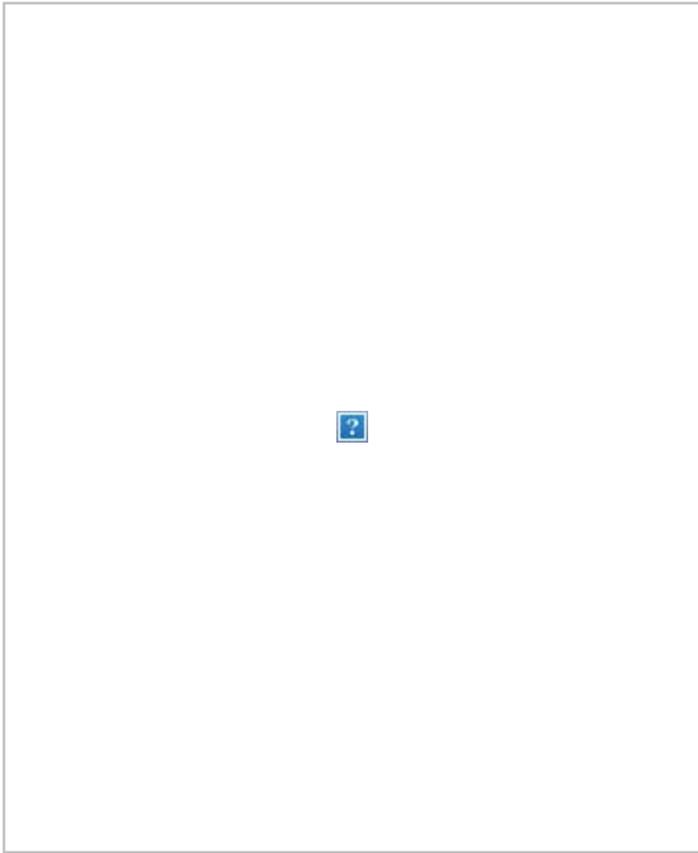
---

**From:** Moton, Clarence - HCD <[Clarence.Moton@houstontx.gov](mailto:Clarence.Moton@houstontx.gov)>  
**Sent:** Friday, February 12, 2021 11:42 AM  
**To:** Shah, Ketan - FIN <[Ketan.Shah@houstontx.gov](mailto:Ketan.Shah@houstontx.gov)>  
**Cc:** Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>  
**Subject:** RE: SQ Environmental Professional Justification form

Hello Ketan,

Please accept my apology, the correct vendor number for SQ Environmental LLC is **153941**.

Thank you,  
Clarence  
832-394-6212



---

**From:** Shah, Ketan - FIN <[Ketan.Shah@houstontx.gov](mailto:Ketan.Shah@houstontx.gov)>  
**Sent:** Thursday, February 11, 2021 2:36 PM  
**To:** Moton, Clarence - HCD <[Clarence.Moton@houstontx.gov](mailto:Clarence.Moton@houstontx.gov)>  
**Cc:** Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>  
**Subject:** RE: SQ Environmental Professional Justification form

Can you verify the vendor number? Below vendor number is not matching with Justification vendor name.

Please advise.

---

**From:** Moton, Clarence - HCD <[Clarence.Moton@houstontx.gov](mailto:Clarence.Moton@houstontx.gov)>  
**Sent:** Wednesday, February 10, 2021 9:24 AM  
**To:** Shah, Ketan - FIN <[Ketan.Shah@houstontx.gov](mailto:Ketan.Shah@houstontx.gov)>  
**Cc:** Rhone, Tywana - HCD <[Tywana.Rhone@houstontx.gov](mailto:Tywana.Rhone@houstontx.gov)>  
**Subject:** SQ Environmental Professional Justification form

Hello Ketan

Attached is a copy of the Professional Justification Form to procure SQ Environmental LLC. Please be advised that an informal Procurement was advertised in November 2020 to select a qualified

Environmental firm. After reviewing the Proposals, the Project Manager selected SQ Environmental. Please submit the Professional Justification Form to Jerry Adams (CFO) for approval as soon as possible.

**Vendor # 153841**

Thank you,  
Clarence Moton  
832-394-6212