

AGENDA

HOUSTON FIRST CORPORATION

OPERATIONS COMMITTEE MEETING

August 25, 2021 – 2:00 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, Meg Booth, Council Member David Robinson, Tom Segesta, Bobby Singh

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 – February 11, 2021**
- IV. Presentations, Reports, and Updates**
 - A. Programming and Event Update
- V. Committee Business**
 - A. Consideration and possible recommendation of a Lighting Controls Upgrade Construction Services Agreement with Prism Electric, Inc.
- VI. Adjournment**

III. Minutes – February 11, 2021

MINUTES

HOUSTON FIRST CORPORATION

**Operations Committee Meeting
February 11, 2021 – 2:00 P.M.
Live Video and Audio Conference Meeting**

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., posted a meeting via live video and audio conference on Thursday, February 11, 2021, commencing at 2:00 p.m.

In accordance with the modified Texas Open Meetings Act provisions announced by Texas Governor Greg Abbott on March 16, 2020, this Agenda is posted for public information, at all times, for at least 72 hours preceding the scheduled time of the meeting online at <https://www.houstonfirst.com>.

1. The Committee Chair called the meeting to order at 2:02 p.m. and a quorum of Committee Members was established with the following members present virtually: Desrye Morgan (Chair), Reginald Martin (Vice-Chair), Alex Brennan-Martin, Dean Gladden, Bobby Singh, Tom Segesta, and Council Member David Robinson.
2. **Public Comments.** None.
3. **Review and approval of minutes from prior meeting.** Following a motion duly seconded, the minutes of December 10, 2020 were approved as presented.
4. **Presentations, Reports, and Updates**
 - A. **Programming and Event Update.** HFC Chief Operating Officer, Luther Villagomez, began the report by discussing preparations made at HFC facilities in anticipation of the winter storm and the potential warming center at the George R. Brown Convention Center (GRB). At this time, he said, the Houston Symphony will perform over the weekend, but staff will continue to monitor the situation and follow the guidance of the Office of Emergency Management. Mr. Villagomez said through the latter half of the year, and as the number of COVID-19 cases decrease, HFC staff will increase capacity limits at the GRB with the help of the City of Houston (City). Mr. Villagomez then introduced Todd Holloman to discuss programming on Avenida Houston.

HFC Director of Live Events and Experiences, Todd Holloman, began his update by discussing activations related to Black History Month. Mr. Holloman stated that the cultural market has been a great success thus far with approximately 600 attendees and features 25 local vendors as well as live entertainment. He further stated Mayor

Sylvester Turner attended the event and was very pleased with the increased safety protocols. Mr. Holloman informed the Committee that this Saturday's event may be cancelled due to inclement weather, but staff is prepared to reschedule the event for a later date. Additionally, he noted that HFC Cultural Programs Manager, Christine West, curated several art exhibits at Partnership Tower that feature local African-American artists. He then discussed programming during the spring season and stated that HFC will host a Coffee & Cars event on Avenida. Mr. Holloman stated HFC will also work with the University of Houston to host a March Madness Watch Party. In conclusion, Mr. Holloman stated that cultural heritage celebrations will take place in the month of May for Asian Pacific American Heritage month and activations for Comicpalooza will round out programming for the spring season.

Bobby Singh congratulated HFC management on a job well done with the increase in activity on Avenida Houston.

HFC Senior Vice President & General Manager of Convention & Cultural Services, John Gonzalez, provided a brief update on events. Mr. Gonzalez stated that the Sales team has hosted a total of six site visits at the GRB in the past month and is optimistic about a return to business. He also explained that many clients and meeting planners are pleased with the additional safety protocols that have been implemented at the GRB. He then shared the event calendar through the end of May in the convention district and theater district. He concluded his update by stating that HFC continues to work closely with the City in hopes of increasing capacity limits at event venues.

HFC Acting President & CEO, Michael Heckman, stated that Houston's ability to position itself as being "open for business" is only made possible by HFC's ability to host safe events. He also stated that Houston's efforts have been discussed in various trade publications thanks to the collaboration between the Operations and Sales teams.

Tom Segesta asked how events are evaluated from a profitability standpoint. Mr. Villagomez provided further explanation. He also explained that HFC is accepting all events regardless of size at this time.

Bobby Singh then asked if HFC has lost profits in hosting events. Mr. Villagomez stated since the adjustments made in March 2020, the GRB continues to operate with fewer events, but expenses do not exceed profits according to financials.

Council Member David Robinson asked about the status of the I-69 project with the Texas Department of Transportation (TxDOT). Mr. Villagomez stated that he anticipates a project update, but it is his understanding that the schedule has not changed. He further explained that TxDOT has received all of HFC's project documents. Council Member Robinson requested that management contact his office so that he may be fully briefed on the status of the project.

Vice Chair, Reginald Martin, clarified that the Greater Houston Convention & Visitors Bureau (GHCVB) put a significant investment into Comicpalooza that resulted in a loss

of \$260,000, in addition to a loss of \$550,000 the previous year, so not all events have broken even or resulted in a profit.

The Committee Chair, Desrye Morgan, stated that the collaboration between HFC and the GHCVB regarding Comicpalooza is a long-term commitment, and despite not garnering the dollars anticipated in recent years, it is important to have the continuity to keep the event going.

5. **Committee Business.**

A. Consideration and possible recommendation of a Construction Services Agreement with Manhattan Construction Company for the construction of Lynn Wyatt Square for the Performing Arts and Owner's Contingency.

HFC Purchasing Agent, Mitch Miskowski, discussed the solicitation process for selecting a construction contractor for Lynn Wyatt Square for the Performing Arts (Lynn Wyatt Square). After discussing the selection criteria, Mr. Miskowski shared the names of the selection committee, which included HFC staff members and members of the community. He then asked HFC Development Specialist Manager, Roger Harris, to discuss the diversity participation goal.

Mr. Harris discussed the process of assigning a diversity goal to the project. He explained that the decision was a collaborative effort made with the Urban Development team. Mr. Harris stated that he is confident that Manhattan Construction Company will reach a 41% diversity goal and may even exceed the goal proposed.

The Committee Chair asked about the ethnic breakdown of the diverse firms proposed by Manhattan Construction Company. Mr. Harris responded that he will provide that information at a later date.

Bobby Singh suggested that Mr. Harris include an additional column to the existing slide presented to the Committee.

HFC Chief Financial Officer, Frank Wilson, stated in the four years he has been with HFC, he has not seen other companies show the level of commitment that Manhattan Construction Company has shown toward working with diverse partners. Mr. Villagomez confirmed that the proposed diversity goal is much higher than the goal set in previous contracts.

The Committee Chair stated, in light of the climate in this country, it is important that management research the background of the organizations it works with and Manhattan Construction Company has some challenges. She further explained that she would have liked to see Manhattan Construction Company go a step further and form a joint venture if permitted under the solicitation.

Michael Heckman thanked the Committee Chair for her comment. He also reminded the Committee that the project at Lynn Wyatt Square has been years in the making and once completed will be a jewel for all of downtown Houston.

Bobby Singh discussed the factors he used to evaluate the item and also echoed the sentiments of the Committee Chair.

The Committee Chair stated that she is looking forward to the Lynn Wyatt Square project being complete and has personally been involved for a number of years. Alex Brennan-Martin also commented on the completion of the project.

Council Member Robinson asked about the project schedule. HFC Urban Development Officer, Roksan Okan-Vick, stated that HFC hopes to break ground in early May, assuming the item is approved by the HFC Board, and a grand opening will take place in the summer of 2022.

Following a motion duly seconded, the recommendation of a Construction Services Agreement with Manhattan Construction Company for the construction of Lynn Wyatt Square for the Performing Arts and Owner's Contingency was approved unanimously.

B. Consideration and possible recommendation of increased funding for Manhattan Construction Company and a comparable increase to the guaranteed maximum amount for the continued repair and replacement of damages to the Theater District Parking Garage due to Hurricane Harvey.

Roksan Okan-Vick gave a brief presentation and confirmed that the request of the Committee is for approval of funds in the amount of \$420,000 to close out construction at the Theater District Parking Garage and to acquire, install, test, and commission a supplemental generator. Ms. Okan-Vick informed the Committee that HFC is eligible for reimbursement from FEMA for a majority of project expenses. She also stated that the lead time for the project is sixteen weeks with an additional two weeks to install the generator. She further explained that management also requests an additional \$130,000 for expenses related to project design, and added that approximately 60% of the total expenses for the project will go to diverse contractors.

Alex Brennan-Martin asked about the source of funds and Ms. Okan-Vick stated that the expenses will come from HFC funding.

Bobby Singh stated that the request appears to be a necessary expense in order to remain in compliance with life safety measures. He also thanked Ms. Okan-Vick for her stewardship of the expenses related to the Hurricane Harvey Recovery Project.

Following a motion duly seconded, the recommendation of increased funding for Manhattan Construction Company and a comparable increase to the guaranteed maximum amount for the continued repair and replacement of damages to the Theater District Parking Garage due to Hurricane Harvey was approved unanimously.

- C. Consideration and possible recommendation of increased funding for Harrison Kornberg Architects, LLC and ARUP Texas, Inc., a joint venture, for a task order for additional design services related to the continued repair and replacement of damages to the Wortham Theater and Theater District Parking Garage due to Hurricane Harvey.

Ms. Okan-Vick clarified the request of the Committee in light of her earlier presentation. She stated that the request in item 5C is for funds in the amount of \$130,000 for design documents related to the previously-discussed installation of a generator in the Theater District Parking Garage.

Following a motion duly seconded, the recommendation of increased funding for Harrison Kornberg Architects, LLC and ARUP Texas, Inc., a joint venture, for a task order for additional design services related to the continued repair and replacement of damages to the Wortham Theater and Theater District Parking Garage due to Hurricane Harvey was approved unanimously.

6. **Adjournment.** The meeting was adjourned at 2:58 p.m.

V. (A) Consideration and possible recommendation of a Lighting Controls Upgrade Construction Services Agreement with Prism Electric, Inc.

Consideration and possible approval of the Lighting Controls Upgrade Construction Services Agreement between Houston First Corporation and Prism Electric, Inc. for a project at the George R. Brown Convention Center.

DESCRIPTION: On April 23, 2021, Houston First Corporation (“HFC”) issued a Lighting Controls Upgrade Invitation to Bid (“ITB”) for qualified electrical contractors to replace the original lighting controls system at the George R. Brown Convention Center. The contractor selected is responsible for the supervision, labor, materials and all equipment to remove and replace all existing relay panels and will work collaboratively with Jacobs Engineering Group, Inc.

HFC received a total of three bids and the lowest qualified bid was submitted by Prism Electric, Inc. HFC will enter into Lighting Controls Upgrade Construction Services Agreement (“Agreement”) with Prism Electric, Inc. in the amount of \$617,839.55. Prism Electric, Inc. has also agreed to meet a 15% diversity goal under the Agreement.

RESOLVED, that the Board of Directors of Houston First Corporation approves the following resolutions with respect to an agreement for Lighting Controls Upgrade Construction Services:

RESOLVED, that the Board of Directors of Houston First Corporation hereby approves and authorizes the finalization and negotiation of a Lighting Controls Upgrade Construction Services Agreement (the “Agreement”) with Prism Electric, Inc. together with such conditions or modifications that are approved by the Chairperson or Acting President, as they may determine to be in the best interest of the Corporation and to execute such Agreement; each acting alone hereby is, severally and without the necessity for joinder of any other person, authorized, empowered and directed for and on behalf of the Corporation to execute and deliver the Agreement in a form as approved by either the Chairperson or the Acting 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 each of the Chairperson, Acting President and Chief Executive Officer, Chief Operating Officer, General Counsel, and Chief Financial Officer of this Corporation are each hereby designated by this 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 this 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.

HOUSTON FIRST CORPORATION

OPERATIONS COMMITTEE MEETING

Miller Outdoor Theatre
HERMANN PARK

HFC BOARD ROOM
Partnership Tower

Wednesday, August 25, 2021
2:00 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

August 25, 2021



MINUTES

February 11, 2021

HFC OPERATIONS COMMITTEE MEETING
August 25, 2021

GIANCARLO ESPO

THE MANDALORIAN, BREAKING BAD, BETTER CALL SAUL,
THE BOYS, THE MAZE RUNNER SERIES, FAR CRY 6



HOUSTON FIRST PROGRAMMING AND EVENT UPDATE

JOHN GONZALEZ

Sr. Vice President & General Manager

HFC OPERATIONS COMMITTEE MEETING

August 25, 2021

YTD TOTAL EVENTS AND ATTENDANCE

GRB

- **Events to Date:** 50
- **Attendance Q2 (April–June):** 138,822
- **Year to Date Attendance at the GRB:** 443,085

THEATERS

- **Wortham Theater Center** and **Jones Hall** to reopen for the season in September

FACILITY SAFETY & SECURITY PROTOCOLS

Continued safety & security protocols:

- Over 50 hand sanitizing stations located throughout the GRB, sanitizing stations also available in the theater venues
- Social distancing markers and signage in place where physical distancing is recommended
 - Ex. Queueing lines and elevators
- Sanitizing technology in use
 - Sanitizing sprayers, UV sanitizers on escalators, “Catch and Kill” Biodefense Air-Filtration system available for use in event spaces at GRB
- Masks encouraged for those who are not fully vaccinated in all facilities



Q3 EVENTS AT THE GRB

- Dr. Seuss Experience **Ended 8/15**
- Shriners International **7/4-8**
- Anime Matsuri 2021 **7/9-11**
- Comicpalooza 2021 **7/16-18**
- 2021 Star of the South **7/23-24**
- AAU Junior Olympics **7/29-8/7**
- URTeC 2021 **7/26-28**
- Bridal Extravaganza **7/31-8/1**
- Vision Source The Exchange **8/4-7**
- ENTELEC 2021 **8/11-12**
- 2021 NAPE Summit **8/18-19**
- Dino Stroll **9/11-12**
- National Recovery Day Conference **9/18**
- The Ultimate Women's Expo **9/25-26**
- Breakbulk Americas 2021 **9/28-30**



The Dr. Seuss Experience

Q4 EVENTS AT THE GRB

- The IMAGE Expo 10/3-4
- ILTA – 41st Annual International Operating Conference & Trade Show 10/5-6
- HOUSTEX 2021 10/5-7
- 2021 TML Annual Conference & Exhibition 10/6-8
- User Group Summit 2021 10/13-15
- The HempWorld Expo 10/9-10
- Texas Contemporary Art Fair 10/14-17
- Valve World Expo Americas 2021 10/12-13
- ARMA Annual Convention 2021 10/18-20
- 2021 International Quilts Market & Festival 10/22-31
- Project Cargo & Breakbulk Conference and Exhibition 2021 11/3-4
- Automation Fair 2021 11/7-11
- International Table Tennis Federation 2021 11/22-30
- World Petroleum Congress 12/6-9
- Turbomachinery and Pump Symposium 2021 12/13-16
- Encore Championship 12/18-19
- Generation of Youth for Christ Annual Convention 12/29-1/2



RECENT BOOKINGS AT GRB

- Collab-Lab Unveiling Press Conference 9/2021
- Community Summit 10/2021
- Phi Beta Sigma National Conclave 7/2023
- International Trademark Association 5/2028



UPCOMING EVENTS AT HFC THEATERS

JONES HALL

- Once Upon a Time: Alan Menken 9/3
- Opening Night with Renee Fleming 9/11

WORTHAM THEATER CENTER

- Houston SummerJAZZ 2021
 - Dianne Reeves 8/20
 - Dafnis Prieto Big Band 8/21
 - Marquis Hill 8/22
- The Millennial Merch Fashion Show 9/4



PAST LIVE EVENTS & PROGRAMMING

- **UFC Press Conference, Weigh-In & Fan Experience – MAY 2021**
 - Estimated more than 3,000 people on Friday and 8,000 on Saturday
 - **“Best fan experience to date.”**
– Peter Dropick, EVP, Event Development and Operations, UFC
- **Pride@ Avenida Houston – JUNE 2021**
 - Sponsored by Houston area community organizations and businesses
- **Shriners International Imperial Session – JULY 2021**
 - Nobility Party and Parade on Plaza at Avenida Houston
 - **First City-wide Parade Permitted** – more than 200 entries and 4,000 spectators
- **Comicpalooza – JULY 2021**
 - Main Street Live Entertainment Concept



ONGOING & UPCOMING LIVE EVENTS & PROGRAMMING

- **Coffee & Cars – Invitational Presented by Scuderia**

- First Saturday of every month, 9 a.m. – 11 a.m.
- Features 60–80 exotic vehicles

- **Flea by Night**

- Third Saturday of every month, 6 p.m. – 10 p.m.
- Features 35 local merchants and vendors in partnership with Discovery Green

- **Countdown to Kickoff**

- Saturday, September 11, live broadcast from 7 p.m. – 8 p.m.
- In partnership with KHOU featuring upcoming analysis for NFL season

- **Blues and More at the Brown**

- Pop-up live music series featuring local artists on the Avenida Plaza
- Added value for GRB client events and visitors to the district

- **Lamborghini Festival**

- Sunday, October 3
- Featuring more than 300 vehicles and in partnership with Discovery Green



ONGOING & UPCOMING LIVE EVENTS & PROGRAMMING

• Art Exhibition in the PT 1st Fl Lobby

- Opens on September 18, 2021, through January 9, 2022
- Paintings by Gerardo Rosales (born in Venezuela, currently lives and works in Houston)
- In celebration of Hispanic Heritage Month

• Art Exhibition in the PT 2nd FL Garage Lobby

- *Solid State* – Opens on September 18, 2021, through January 9, 2022
- In conjunction with Sculpture Month Houston
- Features 3-D works from 9 Houston-area artists

• Dia de los Muertos – Mid-October to Mid-November 2021

- *Monumentales* – An exhibit of 10, eight-foot-tall skulls painted by Oaxacan artists
- Month long exhibition beginning early October
- In celebration of Hispanic Heritage Month
- Altar-making one-day event featuring Angel Quesada, Houston artist and folklorist



PERMANENT MURAL INSTALLATION

Decorative and wayfinding mural by David Maldonado

- On 3 walls in the Jones Hall Tunnel (Theater District Garage)
- Developed in partnership with Houston Symphony and SPA





COMMITTEE BUSINESS

- A. Consideration and possible recommendation of Lighting Controls Upgrade Construction Services Agreement with Prism Electric, Inc.

PRESENTER

MITCH MISZKOWSKI

Purchasing Agent

HFC OPERATIONS COMMITTEE MEETING

August 25, 2021

GOALS & OBJECTIVES

Houston First Corporation (“HFC”) requests bids from qualified electrical contractors for replacement of the original lighting controls system at the George R. Brown Convention Center in Houston, Texas.

CURRENT SYSTEM

- **The direct and programmable communication options of our existing system are failing at varied points in the building** leaving us unable to remotely command the functioning relays in a way that can accurately achieve the lighting environment desired.
- **These failed areas are now having to be manipulated manually**, which is labor intensive and severely detrimental to response times when requests for changes in lighting levels or configurations are received.
- **In addition, our current system can no longer be technically supported or materially repaired** due to the unavailability of parts and equipment originally designed for its operation.
- **In order to regain operational options for function, it is imperative that this system be upgraded so that we can successfully meet the lighting requirements of all future events scheduled for the GRB.**

PROCESS OF SOLICITATION

APRIL

- 4/23**
ITB Issue Date
-

MAY

- 5/11**
Pre-Bid Meeting
& Site Tour
 - 5/25**
Submission Deadline
& Public Bid Opening
-

AUGUST

- 8/25**
Operations
Committee Meeting
 - 8/26**
Board
Recommendation
-

SOLICITATION MEDIA ADVERTISEMENT

Notice of Solicitation:

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

PUBLICATIONS ADVERTISED

HOUSTON
BUSINESS JOURNAL

¡QUE ONDA!
MAGAZINE™
A Hispanic News & Entertainment Publication

 **Defender**
Network.com

PROPOSERS & STAFF RECOMMENDATION



C W Henderson
Electric Inc.

PRICE	\$617,840	\$677,992	\$987,000
DIVERSITY	66% Sub: Elect-Net	20.5%	0

STAFF RECOMMENDATION:

Approve lighting controls upgrade Construction Services Agreement with Prism Electric, Inc.

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