

RESOLUTION NO. _____

**AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT
WITH THE NELROD COMPANY**

Item No. 5h

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for a Professional Services Contract for the “Physical Needs Assessment and Energy Audit”, which is required every five-years in the course of agency operations; and

WHEREAS, Louisville Metro Housing Authority (LMHA) staff prepared a Request for Proposal to acquire the needed consulting services was advertised in The Courier-Journal and The Louisville Defender, and on June 16, 2020 proposals were received and evaluated; and

WHEREAS, staff reviewed the proposals and determined that The Nelrod Company is the acceptable proposal for the work to be performed and staff recommends award of the Professional Services Contract to this firm in the amount of \$67,499.00.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer, Lisa Osanka, is hereby authorized to enter into a Professional Services Contracts with The Nelrod Company in the amount of \$67,499.00.

RESOLUTION BACKGROUND STATEMENT

AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH THE NELROD COMPANY

Item No. 5h

I. STATEMENT OF FACTS:

The U.S. Department of Housing and Urban Development provided Louisville Metro Housing Authority (LMHA) funding under the Capital Fund Program for a Professional Services Contract – Physical Needs Assessment and Energy Audit which is required every five years in the course of agency operations.

In accordance with LMHA's procurement policy, a "Request for Proposal" was issued to prospective offerors. A "Request for Proposal" is based solely on qualifications of the submitting firms and their respective consultants.

The project was advertised on May 27, 2020 in the Courier Journal, LMHA's website and eProcurement's Housing Agency Marketplace, and on May 28, 2020 in the Louisville Defender. The project team also used multiple local and national plan rooms and made direct calls to local MBE, WBE and Section 3 firms found through the Louisville Metro Government's Human Relation Commission Database, reaching at least 780 companies that we can confirm received an "invitation for bids", and it includes 187 MBE, 152 WBE, 22 DBE and 27 Section 3 firms from the tri-state area (Kentucky, Indiana and Ohio). The breakdown is as follows:

MBE / African American Business Enterprise	104	(15%)
MBE / Asian Indian American Business Enterprise	22	(3%)
MBE / Asian Pacific American Business Enterprise	10	(1%)
MBE / Hassidic Jew American Business Enterprise	1	(0%)
MBE / Hispanic American Business Enterprise	41	(6%)
MBE / Native American Business Enterprise	9	(1%)
None (not Woman or Minority owned)	392	(57%)
Qualified Disabled Veteran	22	(3%)
Woman Owned Business Enterprise	152	(22%)
Section 3 Business	27	(4%)

From the 780 companies listed above, a total of 50 companies downloaded and reviewed the Plans and Specifications for the "Physical Needs Assessment and Energy Audit" and they are as follows:

MBE / African American Business Enterprise	4	(9%)
MBE / Asian Indian American Business Enterprise	2	(4%)
MBE / Hispanic American Business Enterprise	3	(7%)
None (not Woman or Minority owned)	34	(74%)
Woman Owned Business Enterprise	4	(9%)
Section 3 Business	3	(7%)

RESOLUTION BACKGROUND STATEMENT

AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH THE NELROD COMPANY

Item No. 5h

I. STATEMENT OF FACTS (cont'd):

The following complete submissions were received on June 16, 2020 from the following firms:

AEI Consultants
Alliance Architect
Ameresco Inc.
Goodwin and Associates
Nelrod Company
Osborn Engineering
Sherman Carter Barnhart Architects
UPCS Engineering Services

Staff reviewed the proposals submitted utilizing the following required criteria:

1. Cover Sheet
2. Experience
3. Qualifications
4. Technical Proposal (Approach/Work Plan)
5. Pricing

The selection was reviewed by the LMHA Procurement Committee and it was determined that The Nelrod Company, who is an MBE Firm, has the necessary qualifications and attributes to provide specific professional services for this project. Staff believes that the proposed fee to perform the work is reasonable and responsive.

II. ALTERNATIVES:

- A. Approve award of the Contract to Nelrod Company
- B. Do not approve award of the contract at this time.

III. RECOMMENDATION:

Staff recommends Alternative "A".

RESOLUTION BACKGROUND STATEMENT

**AUTHORIZATION TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT
WITH THE NELROD COMPANY**

Item No. 5h

IV. JUSTIFICATION:

- The Professional Services Contract will provide a knowledgeable team of consultants to carry out the Physical Needs Assessment at three family sites and Energy Audits throughout our properties required by HUD in the course of agency operations.
- The Nelrod Company has a specialized expertise in Physical Needs Assessment/Energy Audit services and is qualified to perform the needed services.
- The company is 100% MBE-Owned Firm that will do the work with its own workforce.

V. BUDGET APPROVAL:

Funding for this project is provided from the Capital Fund Program.

Angela Larsson, Director of Finance

Date

VI. PROCUREMENT CERTIFICATION:

The procurement of this contract is in compliance with the Louisville Metro Housing Authority's procurement policies and procedures.

Steven Webb, Purchasing Agent

Date

Prepared by: Keith McCarthy, Program Manager
Capital Improvements

Submitted by: Norma Ward, Director
Capital Improvements Department
July 21, 2020