

RESOLUTION NO. _____

**APPROVAL OF HUD AND FEDERAL RELATED PROFESSIONAL
LEGAL SERVICE CONTRACT WITH RENO & CAVANAUGH, PLLC.**

Item No. 5e

WHEREAS, the Louisville Metro Housing Authority (LMHA) periodically requires general, HUD and Federal-related legal services; and

WHEREAS, funds have been received from multiple funding sources for LMHA to accommodate legal services when required in the course of agency operations; and

WHEREAS, LMHA staff prepared a Request for Proposal to acquire the needed HUD and Federal Related Professional Legal Services and advertised the project in The Courier-Journal, The Louisville Defender, and the Housing Agency Marketplace and on February 23, 2021 proposals for providing the requisite services were received and evaluated; and,

WHEREAS, the evaluation process determined that the proposal submitted by Reno & Cavanaugh, PLLC is the most acceptable proposal for the work to be performed, and staff recommends award to them.

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 the HUD and Federal Related Professional Legal Services Contract with Reno & Cavanaugh, PLLC in the amount not to exceed \$100,000.

RESOLUTION BACKGROUND STATEMENT

APPROVAL OF HUD AND FEDERAL RELATED PROFESSIONAL LEGAL SERVICE CONTRACT WITH RENO & CAVANAUGH, PLLC.

Item No. 5e

I. STATEMENT OF FACTS:

The Louisville Metro Housing Authority (LMHA) periodically has the need for various legal services. LMHA has multiple funding sources available to accommodate legal services, when required, in the course of agency operations. If legal services are required, the cost will be allocated to the appropriate fund based on the project involved.

In accordance with LMHA's Procurement Policy, a "Request for Proposals" (RFP) was issued to prospective offerors. The RFP was advertised on February 10, 2021 in The Courier Journal, the Housing Agency Marketplace and LMHA's Website; and on February 11, 2021 in The Louisville Defender; reaching at least 519 companies that we can confirm received an "invitation for bids" as follows:

MBE / African-American Business Enterprise	95 (18%)
MBE / Asian Indian-American Business Enterprise	7 (1%)
MBE / Asian Pacific-American Business Enterprise	6 (1%)
MBE / Hasidic Jew Business Enterprise	1 (0%)
MBE / Hispanic American Business Enterprise	37 (7%)
MBE / Native American Business Enterprise	5 (1%)
MBE / Woman-owned Business Enterprise	115 (22%)
DBE / Disabled-owned Business Enterprise	10 (2%)
NONE (Not MBE, WBE or DBE-owned)	330 (63%)
SECTION 3 Business	17 (3%)

From the 519 companies listed above, a total of 13 companies downloaded and reviewed the RFP.

Proposals were received on February 23, 2021 from the following firms:

- Coats Rose, P.C.
- Reno & Cavanaugh, PLLC
- Hawkins, Delafield & Wood, LLP

The proposals were reviewed by the Procurement Committee (Angela Larsson, Bernard Pincus, Jeff Ralph and Norma Ward) utilizing the following criteria:

- Experience and Qualifications
- Fee
- Timeliness

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I. STATEMENT OF FACTS (cont'd):

- Knowledge of HUD Regulations, Development Standards and public housing
- Satisfaction with Clients
- Dealing with Locality Project Requirements

The Procurement Committee found the proposal submitted by Reno & Cavanaugh, PLLC was the most acceptable proposal for the work to be performed; additionally, this firm currently holds a professional legal service contract with LMHA.

Reno and Cavanaugh, PLLC is a WBE firm, because over 51% of its equity owners are women; and they will be performing 100% of the work with its own workforce; and therefore, LMHA's MBE, WBE and DBE goals do not apply.

Staff has been pleased with the performance Reno & Cavanaugh, PLLC and they are highly qualified to provide the legal services needed under this RFP.

II. ALTERNATIVES:

- A. Approve award of the HUD and Federal Related Professional Legal Services Contract with Reno & Cavanaugh, PLLC in the amount not to exceed \$100,000.
- B. Do not approve award of the contract at this time.

III. RECOMMENDATION:

Staff recommends Alternative "A".

IV. JUSTIFICATION:

- Reno & Cavanaugh, PLLC is qualified to perform the needed services as demonstrated by their current and past experiences, and based upon projects performed for LMHA.
- This firm has satisfactorily provided HUD and Federal related legal work and miscellaneous consultation to LMHA as the need has arisen.

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IV. JUSTIFICATION (cont'd):

- The proposal submitted by Reno & Cavanaugh, PLLC was responsive and responsible.
- The hourly fees proposed by Reno & Cavanaugh, PLLC have been reviewed by staff and found to be reasonable and acceptable.
- Reno & Cavanaugh, PLLC, which was established in 1977, has a diverse group of attorneys that come from unique employment and educational backgrounds, including in-house counsel positions at housing authorities, nonprofit organizations, policy positions at HUD and joint-degree programs in public policy and business administration. Based out of Washington, D.C., the firm's administrators and paralegals come from all over the country and the world.
- Reno & Cavanaugh, PLLC will have a dedicated team of 5 attorneys working under this contract, of which one is African American and three are female; and they will also have an additional supporting team of 35 attorneys, of which eight are African American, one is Hispanic, and twenty three are female.

V. BUDGET APPROVAL:

Funding for this contract will be sourced from the program related to a specific project.

Angela Larsson, Director of Finance

Date

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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 and Submitted by: Norma Asyn Ward, Director
Capital Improvements
March 16, 2021