

RESOLUTION NO. _____

**APPROVAL TO RENEW SPECIAL PROJECTS CONSULTANT CONTRACT WITH
HAIRGROVE CONSULTING**

Item No. 5a

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Section 8 Program, which may be used for Program-related consulting services when necessary in the course of agency operation; and

WHEREAS, in July 2020, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract to Hairgrove Consulting to provide consulting services for special projects for a period of one year; and

WHEREAS, the contract awarded to Hairgrove Consulting included an option provision whereby LMHA may renew the contract up to four additional years.

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 exercise the first option to renew the contract for Special Projects Consultant with Hairgrove Consulting with an annual fee not to exceed \$100,000.

RESOLUTION BACKGROUND STATEMENT

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I. STATEMENT OF FACTS:

The Louisville Metro Housing Authority periodically requires the services of a special consultant in the course of agency operations. After undergoing a competition request for proposals process, LMHA awarded a contract for a Special Projects Consultant to Hairgrove Consulting in July 2020. The contract, based on an hourly rate of \$100 per hour for the primary consultant and an annual fee not to exceed \$100,000, included an option allowing LMHA to renew the contract for four additional one-year terms.

Staff has been pleased with the performance of Hairgrove Consulting. LMHA now has the opportunity to renew the contract for another year. Exercising the option will help ensure that LMHA completes the 442-unit off-site project-based voucher replacement housing component by the September 2023 deadline of its Choice Neighborhoods Implementation grant, as required by the HUD. The LMHA Procurement Committee has sanctioned this renewal.

The amount expended from this contract during the past year was \$84,698. The hourly rate of \$100 per hour for the primary consultant remains unchanged for this renewal.

II. ALTERNATIVES:

- Renew the contract with Hairgrove Consulting one additional year by exercising the first renewal option.
- Do not renew the contract with Hairgrove Consulting.

III. RECOMMENDATION

Staff recommends Alternative "A".

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IV. JUSTIFICATION:

- Hairgrove Consulting is a qualified WBE firm that is able to perform the needed services as demonstrated on the attached evaluation form.
- Hairgrove Consulting was instrumental in the development of LMHA's project-based voucher housing program and off-site housing replacement plan, and has the lead role in implementing this extensive component of the Choice Neighborhoods Implementation grant.
- Hairgrove Consulting has specialized expertise in the Section 8, Low-Income Housing Tax Credit, and other affordable housing programs. Their primary consultant has worked for the Kentucky Housing Corporation, HUD Kentucky Field Office, and Louisville Metro Government's Office of Housing and Community Development.
- The hourly fees proposed by Hairgrove Consulting have been reviewed by staff and found to be reasonable and acceptable.
- LMHA can enjoy the full benefit of the option clause by executing a simple one-year contract renewal.

V. BUDGET APPROVAL:

Funding for this project is provided from the Section 8 Program.

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: John Hawkins, Special Activities Project Manager
Kathleen O'Neil, Choice Neighborhoods
Coordinator/Executive Planner
August 17, 2021