

RESOLUTION NO. _____

APPROVAL TO RENEW RUSSELL CHOICE NEIGHBORHOODS HUD & MISCELLANEOUS LEGAL CONSULTANT SERVICES CONTRACT WITH STITES & HARBISON, PLLC.

Item No. 5b

WHEREAS, the U.S. Department of Housing and Urban Development provided the Louisville Metro Housing Authority (LMHA) Capital Funds to be utilized in conjunction with the Russell Choice Neighborhoods program for HUD and miscellaneous legal services; and

WHEREAS, in 2020, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract for Russell Choice Neighborhoods legal services to Stites & Harbison, PLLC to provide the requisite legal services for a period of one year; and

WHEREAS, the contract awarded to Stites & Harbison, PLLC 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 Russell Choice Neighborhoods HUD & Miscellaneous Legal Consultants Services Contract with Stites & Harbison, PLLC for one year with an annual fee not to exceed \$200,000.

RESOLUTION BACKGROUND STATEMENT

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I. STATEMENT OF FACTS:

The Louisville Metro Housing Authority periodically requires legal services in the course of agency operations. In 2020, LMHA awarded the Russell Choice Neighborhoods HUD and Miscellaneous Legal Consultant Services Contract to Stites & Harbison, PLLC. The contract, based on an annual fee not to exceed \$200,000, included an option allowing LMHA to renew the contract four additional one-year terms. The contract will expire unless LMHA exercises the first option to renew.

There is no change in the hourly rates quoted from the 2020 RFP in the contract with Stites & Harbison, PLLC.

Staff has been pleased with the performance of Stites & Harbison, PLLC. LMHA now has the opportunity to renew the contract for another year. The amount expended from this contract in the past year is as follows:

<u>Year</u>	<u>Amount Spent</u>		
2020	\$11,290.00	(as of Nov. 2021)	(Original Contract)

Exercising the option will also save LMHA the considerable time and expense of preparing and advertising a new contract. We are recommending renewing the contract with a fee not to exceed \$100,000. The LMHA Procurement Committee (Angela Larsson, Keith McCarthy, Jeff Ralph and Norma Ward) has sanctioned this renewal.

II. ALTERNATIVES:

- A. Renew the contract with Stites & Harbison, PLLC one additional year by exercising the first renewal option.
- B. Do not renew the contract with Stites & Harbison, PLLC.

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III. RECOMMENDATION:

Staff recommends Alternative "A".

IV. JUSTIFICATION:

- Stites & Harbison, PLLC has been working on the Russell Choice Neighborhoods project since the inception and is infinitely familiar with the project. They will provide continuity and consistency to a very complex undertaking.
- Stites & Harbison, PLLC is qualified to perform the needed services as demonstrated by their current and past experience as well as projects performed for LMHA. They have provided legal services to LMHA for the Park DuValle, Sheppard Square and Liberty Green projects and provided consultation on MBE and Section 3.
- The hourly fees proposed by Stites & Harbison, PLLC 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.
- Staff completed the Contract Renewal Evaluation form. This vendor received an overall rating of Above Average (Above Average/Average/Below Average).

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: Keith McCarthy, Assistant Director
Capital Improvements
December 21, 2021