

RESOLUTION NO. _____

**APPROVAL OF RAD PHYSICAL CONDITION ASSESSMENT AND
CNA e-TOOL PROCUREMENT**

Item No. 5c

WHEREAS, Louisville Metro Housing Authority's (LMHA) Strategic Plan includes a benchmark to complete a comprehensive physical needs assessment of 100% of the LMHA portfolio of properties; and

WHEREAS, Louisville Metro Housing Authority (LMHA) staff prepared a Request for Proposal to acquire the needed consulting services that was advertised in The Courier-Journal and The Louisville Defender, and on November 2, 2021 three proposals were received and evaluated; and

WHEREAS, staff reviewed the three proposals and determined that Atlas Technical Consultants 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 \$139,557.00.

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 Contract with Atlas Technical Consultants, LLC in the amount of \$139,557.00.

RESOLUTION BACKGROUND STATEMENT

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I. STATEMENT OF FACTS:

The LMHA Strategic Plan contains Objective 1A, which instructs staff to: “Complete a comprehensive physical needs assessment of the portfolio/determine capital needs/long-range budgeting for modernization.” After much research, staff chose to procure for the RAD Physical Condition Assessment (RPCA) and CNA e-Tool. The RPCA will have all the benefits of a standard Physical Needs Assessment while having the additional benefit of fulfilling Rental Assistance Demonstration (RAD) requirements. RAD is a Housing and Urban Development (HUD) program designed to facilitate the transfer of a development’s source of subsidy from Public Housing to RAD Project Based Voucher (PBV) assistance. RAD PBV is a form of Housing Choice Voucher (HCV or Section 8) Housing Assistance Payment (HAP) subsidy while Public Housing (Section 9) consists of two subsidies, the Operating Fund and the Capital Fund. Some developments may benefit from the change in subsidy source.

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 October 20, 2021 in the Courier Journal, LMHA’s website and eProcurement’s Housing Agency Marketplace, and on October 21, 2021 in the Louisville Defender. The Request for Proposal was received by at least 301 companies. The breakdown is as follows:

MBE/African-American Business Enterprise	60
MBE/Asian Indian-American Business Enterprise	8
MBE/Asian Pacific-American Business Enterprise	6
MBE/Hassidic Jew-American Business Enterprise	1
MBE/Hispanic-American Business Enterprise	21
MBE/Native American Business Enterprise	5
None (not Woman-or Minority-owned)	173
Woman-owned Business Enterprise	63
Section 3 Business	15

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I. STATEMENT OF FACTS (cont'd):

From the 301 companies listed above, a total of 15 companies downloaded and reviewed the Request for Proposal for the RAD Physical Needs Assessment and CNA e-Tool. The breakdown is as follows:

MBE/Hispanic-American Business Enterprise	1
None (not Woman- or Minority-owned)	14

The proposals were received on November 2, 2021 from the following four firms:

Atlas Technical Consultants	Complete Submission
Bureau Veritas	Complete Submission
Dominion Due Diligence Group	Complete Submission
Nelrod Company	Late Submission

Staff reviewed the three proposals submitted by the Request for Proposal deadline 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 Atlas Technical Consultants 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.

II. ALTERNATIVES:

- A. Approve award of the contract to Atlas Technical Consultants.
- B. Do not approve award of the contract at this time.

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III. RECOMMENDATION:

Staff recommends Alternative "A".

IV. JUSTIFICATION:

- The Professional Services Contract will provide a knowledgeable team of consultants to carry out the RAD Physical Condition Assessment and CNA e-Tool at the various Public Housing sites.
- Atlas Technical Consultants has a specialized expertise in RAD Physical Condition Assessment and CNA e-Tool 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

Submitted by: Jeffrey Ralph, Director
Strategic Initiatives Department
December 21, 2021