

RESOLUTION NO. _____

**APPROVAL TO EXTEND THE ANNUAL ARCHITECTURAL SERVICES CONTRACT
WITH LUCKETT & ASSOCIATES**

Item No. 5G

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for architectural services, when necessary, in the course of agency operation; and

WHEREAS, on May 1, 2019, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract to Lockett & Associates to provide the requisite services for an initial period of one year; and

WHEREAS, the contract awarded to Lockett & Associates included an option provision whereby LMHA may renew the contract for 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 fourth and final option to renew the general annual architectural services contract with Lockett & Associates one additional year with an annual fee not to exceed \$500,000.

RESOLUTION BACKGROUND STATEMENT

APPROVAL TO EXTEND THE ANNUAL ARCHITECTURAL SERVICES CONTRACT WITH LUCKETT & ASSOCIATES

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I. STATEMENT OF FACTS:

The Louisville Metro Housing Authority periodically requires architectural services in the course of agency operations. On May 1, 2019, LMHA awarded the annual architectural services contract to Luckett & Associates. The contract, based on an annual fee not to exceed \$500,000, included an option allowing LMHA to renew the contract for four additional one-year terms.

With this Resolution, the contract with Luckett & Associates will be extended one more year. Some examples of the work Luckett & Associates have completed or is currently working on under the Capital Funded program includes the Scattered Sites Window Replacement, Parkway Place Window Replacement and Exterior Renovations, St. Martin's Roof Replacement, to name a few.

Staff have been pleased with the performance of Luckett & Associates, and upon completion of the Contract Renewal Evaluation Form, the firm has obtained an "Above Average" rating from the Staff. This firm is committed to LMHA's MBE/FBE and DBE Program and has partnered with 1 MBE and 3 FBE firms.

The contract will expire on April 30, 2023, unless LMHA exercises the fourth and final option to renew. Extending the contract at this time will guarantee completion of work associated with various Capital Funded projects already underway and it will allow for the development of other much-needed projects.

The amount expended from this contract in the past is as follows:

<u>Year</u>	<u>Amount Spent</u>
2019 (Original Contract)	\$282,283.50
2020 (1 st Year Renewal)	\$298,308.82
2021 (2 nd Renewal)	\$461,544.66
2022 (3 rd Renewal)	\$341,535.06 (est. to date)

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I. STATEMENT OF FACTS (cont.):

Exercising the fourth renewal option will also save LMHA the considerable time and expense of preparing and advertising a new contract. Because of the current workload and amount of Capital Fund yet to be developed, we are recommending renewing the fourth and final option for fee not to exceed \$500,000.

II. ALTERNATIVES:

- A. Extend the Lockett & Associates contract one additional year by exercising the second contract renewal option.
- B. Do not extend the contract with Lockett & Associates.

III. RECOMMENDATION:

Staff recommends Alternative "A".

IV. JUSTIFICATION:

- Lockett & Associates is qualified to perform the needed services as demonstrated by their current and past experiences and based upon projects performed for LMHA.
- The annual architectural service contract with Lockett & Associates will provide a knowledgeable and diverse team of consultants immediately available to perform emergency work or act on a consulting basis as projects develop in the course of agency operations. This firm is committed to LMHA's MBE/ FBE and DBE Program and has partnered with 1 MBE and 3 FBE firms.
- The hourly fees initially proposed by Lockett & Associates, which were then found to be reasonable and acceptable, will not change from the initial year. The Project Architect/ Principal hourly fee is \$120; the Registered Architect hourly fee is \$110; the Architect Graduate hourly fee is \$85; and the Draftsperson hourly fee is \$65.

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IV. JUSTIFICATION (cont.):

- Staff completed the Contract Renewal Evaluation Form. This firm received an overall rating of Above Average (Above Average/ Average/Below Average) from Staff.
- LMHA can enjoy the full benefit of the option clause by executing a simple contract extension.

V. BUDGET APPROVAL:

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

Jeff Ralph, 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.

Steve Webb, Purchasing Agent

Date

Prepared and Submitted by: Norma Ward, Director
Capital Improvements Department
April 18, 2023