

RESOLUTION NO. _____

**AUTHORIZATION TO RENEW THE ANNUAL
ENVIRONMENTAL CONSULTANT CONTRACT**

Item No. 5E

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for the identification and abatement of asbestos, lead, mold and other environmental hazards where present in the course of agency operations; and

WHEREAS, the Louisville Metro Housing Authority (LMHA) needs an environmental consultant to monitor and supervise such abatement work and to perform testing and conduct clearance procedures related to such abatement work to protect LMHA's interests; and

WHEREAS, on July 23, 2021, LMHA staff awarded a contract to CMec, LLC to provide the requisite services for an initial period of one year; and

WHEREAS, the contract awarded to CMec, LLC 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 second option to renew the contract for the Annual Environmental Consultant Contract with CMec, LLC in the amount not to exceed \$300,000.

RESOLUTION BACKGROUND STATEMENT

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I. STATEMENT OF FACTS:

The U.S. Department of Housing and Urban Development provided LMHA funding under the Capital Fund Program for maintenance and modernization of existing buildings, including abatement of asbestos, lead, mold and environmental hazards where present and as they arise in the course of agency operations. When such hazards arise, LMHA must eliminate them. To protect its interests, LMHA requires an environmental consultant to monitor and supervise abatement operations and to conduct tests and perform clearance services in connection with abatement operations.

In accordance with LMHA's Procurement Policy, on July 23, 2021, the LMHA awarded the Annual Environmental Consultant Contract to CMec, LLC. The original contract, based on an annual fee not to exceed \$300,000, included an option allowing LMHA to renew the contract for four additional one-year terms. The original contract will expire on July 22, 2023, unless LMHA exercises the second option to renew.

Staff has been pleased with the performance of CMec, LLC, and upon completion of the Contract Renewal Evaluation Form, this vendor received an overall rating of Above Average (Above Average/Average/Below Average).

LMHA now has the opportunity to renew the contract for another year. The amount expended from this contract in the past is as follows:

<u>Year</u>	<u>Amount Spent</u>	
2021	\$297,734.58	(Original Contract)
2022	\$187,054.84 (as of May 4, 2023)	(1 st Renewal)

Exercising the option will also save LMHA the considerable time and expense of preparing and advertising a new contract. With 2.5 months remaining on the current contract and an average utilization of \$20,000 per month, we anticipate the current contract will close at about \$240,000. With many Capital Projects anticipated to be completed in the upcoming year, of which various will require environmental consulting services; and with the continuous testing and cleanings due to COVID-19 and other issues associated with our aging housing stock, we are recommending renewing the contract for the original fee of \$300,000. The

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I. STATEMENT OF FACTS (cont'd):

LMHA Procurement Committee (Jeff Ralph, Keith McCarthy and Norma Ward) has sanctioned this renewal. This is the only Contract CMec, LLC holds with LMHA.

II. ALTERNATIVES:

- A. Renew the Annual Environmental Consultant Contract with CMec, LLC for an amount not to exceed \$300,000.
- B. Do not approve award of the contract at this time.

III. RECOMMENDATION:

Staff recommends Alternative "A."

IV. JUSTIFICATION:

- CMec, LLC is qualified to perform the needed services as demonstrated by their current and past experiences and based upon projects performed for LMHA.
- The hourly fees submitted with the proposal in 2021, which were reviewed by staff and found to be reasonable and acceptable, will not change in this renewal option. The Program Manager hourly fee is \$75; the Kentucky Certified Lead Hazard Project Designer, Risk Assessor, Inspector and Supervisor hourly fees are \$50 each; and the Asbestos Inspector and Survey Assistant hourly fees are \$50 and \$35, respectively.
- Staff completed the Contract Renewal Evaluation Form. This firm received an overall rating of Above Average (Above Average/ Average/Below Average) from Staff.

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IV. JUSTIFICATION (cont'd):

- CMec, LLC is a firm that is both a certified Women-Owned Business (WBE) and Economically Disadvantaged Women-Owned Small Business (EDWOSB), and all members of the firm are certified, and licensed as needed and required.
- CMec, LLC will perform 100% of the work with its own employees and 20% of the firms' workforce are minorities.

V. BUDGET APPROVAL:

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

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.

Steven Webb, Purchasing Agent

Date

Prepared and Submitted by: Norma Asyn Ward, Director Capital Improvements
LaTasha Kilgore, Design Tech II-Green Init. Coord.
May 16, 2023