

RESOLUTION NO. \_\_\_\_\_

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

Item No. **5B**

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, LLC for a period of one year to provide consulting services for special projects, including the development and implementation of the Project Based Voucher program that was launched in conjunction with the Choice Neighborhoods Implementation (CNI) grant program; and

WHEREAS, the contract awarded to Hairgrove Consulting, LLC 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 third option to renew the contract for Special Projects Consultant with Hairgrove Consulting, LLC with a not-to-exceed fee of \$110,000.

## RESOLUTION BACKGROUND STATEMENT

### APPROVAL TO RENEW SPECIAL PROJECTS CONSULTANT CONTRACT WITH HAIRGROVE CONSULTING, LLC

#### Item No. 5B

#### 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 competitive request for proposals process, LMHA awarded a contract for a Special Projects Consultant to Hairgrove Consulting, LLC in July 2020.

Hairgrove Consulting, LLC originally developed and now leads the off-site project-based voucher (PBV) replacement housing component of the Beecher Terrace Choice Neighborhoods Implementation (CNI) grant. The firm's on-going participation was essential in meeting the CNI grant's one-for-one replacement housing goal of 442 off-site units, which was achieved in June 2023. As a direct result of Hairgrove Consulting's efforts, this goal has been surpassed with a total of 937 PBV replacement and 188 PBV non-replacement units in the off-site housing pipeline. This includes 234 replacement units that are under HAP contract and leased or currently leasing up, and 417 replacement PBV units and 188 non-replacement PBV units that are under AHAP contract and under construction.

Over the next year, Hairgrove Consulting, LLC will assist LMHA with transitioning the units under AHAP contract and under construction over to HAP contracts as the developers complete construction. Hairgrove Consulting, LLC will also continue assisting staff with pre-leasing activities and monthly reporting requirements, the redevelopment of Iroquois Homes, and the Authority's Special Referral Programs.

The original contract included an option allowing LMHA to renew the contract for four additional one-year terms, and the contract was renewed in 2021 and 2022. The contract also included an option to increase the primary consultant's hourly rate by 10% at the time of the second contract renewal, which occurred during the second contract renewal in July 2022. An increase of \$10 per hour (9%) is now being requested with this third contract renewal.

Because of Hairgrove Consulting's exemplary performance and progress in meeting the required CNI grant goals and other LMHA initiatives, staff is seeking approval for a third renewal of this contract. The not-to-exceed limit for the contract will remain at \$110,000. The LMHA Procurement Committee has sanctioned this contract renewal.

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#### II. ALTERNATIVES:

- A. Approve the increase and renew the contract with Hairgrove Consulting, LLC one additional year by exercising the third renewal option.
- B. Do not approve the increase or renew the contract with Hairgrove Consulting.

#### III. RECOMMENDATION:

Staff recommends Alternative "A."

#### IV. JUSTIFICATION:

- Hairgrove Consulting, LCC was instrumental in the development of LMHA's project-based voucher housing program and off-site housing replacement plan for Beecher Terrace and has the lead role in implementing this extensive component of the Choice Neighborhoods Implementation grant.
- Hairgrove Consulting, LLC has specialized expertise in Section 8, Low-Income Housing Tax Credits, 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, LLC and the annual not-to-exceed amount 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.
- Hairgrove Consulting, LLC is a qualified WBE firm that is able to perform the needed services. LMHA staff completed the Contract Renewal Form. This vendor received an overall rating of Above Average (Above Average/Average/Below Average).

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**V. BUDGET APPROVAL:**

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

\_\_\_\_\_  
Jeffrey 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

Submitted by: Kathleen O'Neil  
Choice Neighborhoods Coordinator/Executive Planner  
July 18, 2023