

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

**AUTHORIZATION TO RENEW CONTRACT FOR PARK DUVALLE  
PROPERTY MANAGEMENT SERVICES**

Item No. 5C

WHEREAS, the Park DuValle Revitalization Housing is a federal HOPE VI development consisting of four (4) individual Low-Income Housing Tax Credit (LIHTC) phases (Park DuValle Limited Partnership I, Park DuValle Limited Partnership II, Park DuValle Limited Partnership III and Park DuValle Limited Partnership IV); and

WHEREAS, LMHA prepared a Request for Proposal (RFP) for the Property Management function of Park DuValle, with the assistance of LMHA's Financial Advisor, (Duvernay & Brooks). The RFP was advertised in The Courier-Journal, The Louisville Defender, and using the E-Procurement Marketplace and on June 22, 2021 two proposals were received; and

WHEREAS, the proposals received were thoroughly reviewed and analyzed by an evaluation committee comprised of three LMHA staff; and

WHEREAS, the proposal submitted by Winterwood Inc. has been determined to be the most responsive and responsible proposal; and

WHEREAS, LMHA entered into a one-year contract with Winterwood Inc., with the option for four (4) additional one-year renewals subject to LMHA Board approval; and

WHEREAS, LMHA is satisfied with the management services provided by Winterwood; and

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WHEREAS, the initial and first year renewal has expired and LMHA and Winterwood Inc. would like to execute the second one-year renewal option.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS, that the Executive Director and Contracting Officer is hereby authorized to enter into a Property Management Agreement with Winterwood Inc. to perform the property management duties at the Park DuValle development, in an amount not to exceed \$278,088 annually.

**RESOLUTION BACKGROUND STATEMENT**

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**I. STATEMENT OF FACTS:**

Staff developed specifications and advertised on June 2<sup>nd</sup>, 3<sup>rd</sup>, and the 9<sup>th</sup> of 2021. The project team used the LMHA’s Website and the Housing Agency Marketplace (e-Procurement), reaching at least 654 companies that we can confirm received an “invitation for bids.”

From the 654 companies, a total of 18 companies downloaded and reviewed the Plans and Specifications for the Park DuValle Property Management Services and they are as follows:

MBE / African American Business Enterprise	3 (17%)
NONE / (Not Woman- or Minority-owned)	12 (67%)
QDVO / Qualified Disabled Veteran Owned	1 (06%)
FBE / Woman-owned Business Enterprise	3 (17%)
/Section 3 Business	2 (11%)

The Louisville Metro Housing Authority released Request for Proposal No. 1547 on June 2, 2021 and received responses from the following companies:

<u>Vendor</u>	<u>Bid</u>
○ Winterwood Inc	\$278,088 per year
○ CT Group	\$285,045 per year

The two proposals were analyzed by the LMHA’s Review Committee consisting of three LMHA Staff (Ucresia Sistrunk, Angela Larsson, and Brent Reece) who independently reviewed and scored each of the two proposals. The proposal from Winterwood Inc. received the highest evaluation score from all the evaluators.

The Procurement Committee has discussed this project and recommended award of the contract to Winterwood Inc., in the amount not to exceed \$278,088 annually. Winterwood, Inc. is a 100% WBE. The diversity composition for Winterwood is 51% female, 21% minority, and 1% disabled. They also have an existing relationship with the Youth Build program and agrees to hire qualified graduates from that program.

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**II. ALTERNATIVES:**

- A. Award a contract to Winterwood Inc. for Property Management of Park DuValle.
- B. Do not award a contract to Winterwood Inc. for Property Management of Park DuValle.

**III. RECOMMENDATION:**

Staff recommends Alternative "A."

**IV. JUSTIFICATION:**

Winterwood Inc. has the software, experience, and qualifications to perform the duties of the Property Manager at Park DuValle. LMHA has been satisfied with their past performance. Approval of this contract will ensure that management compliance and reporting will be performed in an outstanding and professional manner, by a company who specializes in managing mixed finance properties.

LMHA staff completed the Contract Renewal Evaluation Form. This vendor received an overall rating of Above Average (Above Average/Average/Below Average).

**V. BUDGET APPROVAL:**

The funding for this contract is included in the Park DuValle Limited Partnerships I, II, III and IV (PDV I, II, III and IV) Budgets.

\_\_\_\_\_  
Jeffrey Ralph, Director of Finance

\_\_\_\_\_  
Date

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**VI. PROCUREMENT CERTIFICATION:**

The procurement complies with the Louisville Metro Housing Authority Procurement Policies and Procedures.

\_\_\_\_\_  
Steve Webb, Purchasing Agent

\_\_\_\_\_  
Date

Submitted by: Uclesia Sistrunk, Director of Property Management  
Greg Crum, Assistant Director of Property Management  
September 19, 2023