

RESOLUTION NO. _____

**APPROVAL TO RENEW THE HUD AND FEDERAL RELATED PROFESSIONAL
LEGAL SERVICE CONTRACT WITH RENO & CAVANAUGH, PLLC.**

Item No. 5D

WHEREAS the Louisville Metro Housing Authority (LMHA) periodically requires general, HUD and Federal-related legal services; and

WHEREAS funds have been received from multiple funding sources for LMHA to accommodate legal services when required in the course of agency operations; and

WHEREAS in 2021, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract to Reno & Cavanaugh, PLLC to provide the requisite legal services for a period of one year; and

WHEREAS the contract awarded to Reno & Cavanaugh, PLLC 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, Elizabeth Strojan, is hereby authorized to exercise the third option to renew the contract for the HUD and Federal Related Professional Legal Services Contract with Reno & Cavanaugh, PLLC for a fee not to exceed \$100,000.

RESOLUTION BACKGROUND STATEMENT

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I. STATEMENT OF FACTS:

The Louisville Metro Housing Authority (LMHA) periodically requires legal services in the course of agency operations. In 2021, LMHA awarded the HUD and Federal Related Professional Legal Services Contract to Reno & Cavanaugh, PLLC. The original contract, based on an annual fee not to exceed \$100,000, included an option allowing LMHA to renew the contract for four additional one-year terms. The contract will expire on March 15, 2024, unless LMHA exercises the third option to renew.

Staff has been pleased with the performance of Reno & Cavanaugh, PLLC, and upon completion of the Contract Renewal Evaluation Form, the firm has obtained an "Above Average" rating from the Staff.

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	\$48,711.00	(Original Contract)
2022	\$72,452.11	(1 st Renewal Option)
2023	\$61,067.00 (as of Jan. 2024)	(2 nd Renewal Option)

Exercising the option will also save LMHA the considerable time and expense of preparing and advertising a new contract. The original contract amount was for a fee not to exceed \$100,000. A LMHA Procurement Committee (Aaron Dean, Jeff Ralph, and Kathleen Burton) has reviewed this renewal and recommends renewing the contract for the same amount. Reno & Cavanaugh, PLLC also holds a Choice Legal Contract.

II. ALTERNATIVES:

- A. Renew the HUD and Federal Related Professional Legal Services Contract with Reno & Cavanaugh, PLLC for a fee not to exceed \$100,000.
- B. Do not renew the contract at this time.

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III. RECOMMENDATION:

Staff recommends Alternative "A."

IV. JUSTIFICATION:

- Reno & Cavanaugh, PLLC 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 Attorney hourly fees are \$385 and \$330; the Associate hourly fee is \$250, and the Paralegal hourly fee is \$150.
- Staff completed the Contract Renewal Evaluation Form. This firm received an overall rating of Above Average (Above Average/ Average/Below Average) from Staff.
- This firm has satisfactorily provided HUD and Federal related legal work and miscellaneous consultation to LMHA as the need has arisen.
- Reno & Cavanaugh, PLLC, is a WBE firm which was established in 1977, has a diverse group of attorneys that come from unique employment and educational backgrounds, including in-house counsel positions at housing authorities, nonprofit organizations, policy positions at HUD and joint-degree programs in public policy and business administration. Based out of Washington, D.C., the firm's administrators and paralegals come from all over the country and the world.
- Reno & Cavanaugh, PLLC has assigned a dedicated team of 5 attorneys working under this contract, of which one is African American and three are female; and they will also have an additional supporting team of 35 attorneys, of which eight are African American, one is Hispanic, and twenty-three are female.

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IV. JUSTIFICATION (cont'd):

- LMHA can enjoy the full benefit of the option clause by executing a simple one-year contract renewal.

V. BUDGET APPROVAL:

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

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

Prepared and Submitted by:

Norma Asyn Ward, Director
Capital Improvements
February 20, 2024