



HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING

HELEN W. LANG MEMORIAL BOARDROOM, BUILDING B
4100 TOURO STREET, NEW ORLEANS, LA 70122

MARCH 9, 2017 at 4:00 P.M.

BOARD OF COMMISSIONERS

PRESIDENT
ALICE RIENER

VICE PRESIDENT
ANDREANECIA M. MORRIS

COMMISSIONERS
DWAYNE G. BERNAL
TONI HACKETT ANTRUM
DONNA JOHNIGAN
DEBRA JOSEPH
VONDA RICE
CANTRESE WILSON

COMMITTEE APPOINTMENTS

DEVELOPMENT,
ASSET MANAGEMENT & OPERATIONS

CHAIR
DWAYNE G. BERNAL

COMMISSIONERS
DEBRA JOSEPH
CANTRESE WILSON
VONDA RICE (Alternate)

FINANCE & AUDIT

CHAIR
TONI HACKETT ANTRUM

COMMISSIONERS
DWAYNE G. BERNAL
ALICE RIENER
DEBRA JOSEPH (Alternate)

AGENDA

- I. STATEMENT BY GENERAL COUNSEL
- II. CALL TO ORDER
- III. ROLL CALL
- IV. APPROVAL OF THE AGENDA
- V. APPROVAL OF THE MINUTES OF THE MEETING HELD ON JANUARY 31, 2017
- VI. EXECUTIVE DIRECTOR'S REPORT
- VII. COMMITTEE REPORT(S)
- VIII. COMMITTEE APPOINTMENTS
- IX. ITEMS FOR APPROVAL

AUTHORIZATIONS

- Resolution #2017-02 –Award of Contract IFB 16-912-62 Completion and Corrective Work at the Guste III Housing Development Group 7
- Resolution #2017-03 - Award of Contract IFB 17-912-02 Completion and Corrective Work at the Guste III Housing Development Group 3 - 4
- Resolution #2017-04 - Award of Contract RFP 17-912-04 Construction Quality Control Consultant Services for Guste III Group 3-7 Completion and Corrective Work

RATIFICATION

- Resolution #2017-05 –Ratification of the Award of Contract RFP 16-914-58 Rent Reasonableness Market Study and Software

- X. COMMENTS
 - Public Comment(s)
 - Board of Commissioners Comment(s)

- XI. ADJOURNMENT



March 9, 2017

MEMORANDUM

**To: Board of Commissioners
President Alice Riener, Vice President Andreanecia M. Morris,
Commissioner Toni Hackett Antrum, Commissioner Dwayne G. Bernal,
Commissioner Donna Johnigan, Commissioner Debra Joseph,
Commissioner Vonda Rice and Commissioner Cantrese Wilson**

**Through Gregg Fortner
Executive Director**

**From: Jennifer Adams
Director, Development and Modernization**

**Re: Award of Contract - IFB #16-912-62
Completion and Corrective Work at the Guste III Housing Development
Group 7**

In 2013, the Housing Authority of New Orleans (HANO) awarded the contract for the construction of 155 mixed-income housing rental units at the Guste III redevelopment site in Central City to Parkcrest Builders (Contractor). The Contractor was obligated to deliver 155 residential rental units in seven groups between October 2014 and March 26, 2015. The Contractor missed all of the completion dates. On April 10, 2015, HANO sent a Notice of Final Default and Termination to the Contractor and requested that the Contractor's surety company, Liberty Mutual (Surety), fulfill its obligation to complete the project. HANO signed a Takeover Agreement with the Surety, effective June 9, 2015, to restart work on the project after termination of the Contractor. The Surety rehired the Contractor to complete the work on the Surety's behalf with new completion dates for the seven groups between July and November 2015. The Surety missed all of the completion dates. Because of the Surety's failure to address code compliance and punch list issues within the 10 units for which they had obtained Certificates of Occupancy, HANO sent notice to the Surety that HANO would assume control of the first 10 units on July 15, 2016 and procure a contractor to complete the outstanding items so that the units could be occupied. Subsequently, with 10 of 155 Certificates of Occupancy obtained, the Surety provided notice that as of August 9, 2016 they would abandon the project.

HANO developed a scope of work to complete the remaining punch list items for the first 10 units on site, procured a contractor, and tenants occupied those units in October 2016. A contractor has also been procured to complete the next 12 units and work is presently underway.

The scope of work for IFB #16-912-62 is for the completion of 49 units located in one multi-family building, also called the M Building or Group 7. In accordance with all applicable Federal and State regulations and laws, and in accordance with HANO's procurement policy, Invitation for Bids (IFB) #16-912-62 for the Completion and Corrective Work at the Guste III Housing Development Group 7 was released on December 16, 2016 and bids were opened on January

30, 2017. HANO received one (1) quote for \$13,080,000.00 from Gibbs Construction, LLC. In that only one (1) quote was received, which was over the in-house cost estimate, a cost analysis was performed. Based on a review of the contractor's Schedule of Values, the complexity of the work to be performed, timeframe for completion, and the necessity of occupying units, the contractor's base bid amount of \$13,080,000.00 was determined to be reasonable. The contract duration is 210 days.

CERTIFICATIONS

Finance

The Finance Department has certified that the funds are available to complete the project from HANO funds.

Procurement

The Procurement Manager has certified that this procurement was conducted in accordance with all applicable Federal and State regulations and laws, and in accordance with HANO's procurement policy. The results of the due diligence indicate that the bidder is responsible. Gibbs Construction, LLC submitted the lowest, responsive and responsible bid. The procurement memo is in your packet.

DBE/WBE/Section 3

The Section 3 / MWBE Program Coordinator has reviewed the Employment, Training and Contracting Plans submitted by Gibbs Construction, LLC and finds them in accordance with HANO's Employment, Training and Contracting Policy. The plans are in your packet.

HANO requests that the Board of Commissioners authorize the Executive Director to execute a contract with Gibbs Construction, LLC for the Completion and Corrective Work at the Guste III Housing Development Group 7 in an amount not to exceed Thirteen Million Eighty Thousand Dollars (\$13,080,000.00), pursuant to Invitation for Bid #16-912-62.

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
MARCH 9, 2017**

RESOLUTION NO. 2017-02

WHEREAS, the Guste Homes Phase III project will consist of 155 rental units, which includes 99 public housing/low-income housing tax credit units, 10 public housing only units, and 46 Project-Based Voucher units (Project); and

WHEREAS, the Housing Authority of New Orleans (HANO) procured a contractor in 2013 to build the Project (Contract #13-912-13; Guste III New Affordable Housing Units, between HANO and Parkcrest Builders, LLC); and

WHEREAS, the contractor failed to perform under the contract and was terminated by HANO on April 10, 2015; and

WHEREAS, HANO notified the contractor's surety, Liberty Mutual, of its obligation to complete the project and entered into a Takeover Agreement to that effect on June 9, 2015; and

WHEREAS, the surety missed all the construction deadlines under the Takeover Agreement and ultimately the surety abandoned the project on August 9, 2016 before completion; and

WHEREAS, the Board of Commissioners of the Housing Authority of HANO authorized the award of contract #16-912-34 for the completion of the first 10 units (Group 1) through Resolution #2016-21; and

WHEREAS, the Board of Commissioners of the Housing Authority of HANO authorized the award of contract #16-912-55 for the completion of the next 12 units (Group 2) through Resolution #2016-35; and

WHEREAS, HANO developed a scope of work to complete the 49 units (Group 7) for occupancy; and

WHEREAS, the Finance Department has certified there is sufficient funding to provide for the Completion and Corrective Work at the Guste III Housing Development Group 7; and

WHEREAS, HANO issued Invitation for Bids (IFB) #16-912-62 to procure a contractor to complete the corrective work at the Guste III Housing Development Group 7; and

WHEREAS, responses to the IFB #16-912-62 for the Completion and Corrective Work at the Guste III Housing Development Group 7 were received on January 30, 2017 from one (1) contractor, Gibbs Construction, LLC; and

WHEREAS, in that only one (1) quote was received, which was over the in-house cost estimate, a cost analysis was performed, and based on a review of the contractor's Schedule of Values, the complexity of the work to be performed, timeframe for completion, and the necessity of occupying units, the contractor's base bid amount of \$13,080,000.00 was determined to be reasonable; and

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WHEREAS, Gibbs Construction, LLC submitted evidence of their commitment to comply with HANO's requirements relative to subcontracting opportunities for DBE/WBE and Section 3 Businesses and hiring opportunities for Section 3 individuals; and

WHEREAS, HANO has successfully completed due diligence verification and determined they are responsible.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes the award of a contract to Gibbs Construction, LLC in an amount not to exceed Thirteen Million Eighty Thousand Dollars (\$13,080,000.00) for the Completion and Corrective Work at the Guste III Housing Development Group 7, pursuant to IFB #16-912-62.

Executed this 9th day of March, 2017

APPROVAL:

ALICE RIENER
PRESIDENT, BOARD OF COMMISSIONERS



March 9, 2017

MEMORANDUM

To: Board of Commissioners
President Alice Riener, Vice President Andreanecia M. Morris,
Commissioner Toni Hackett Antrum, Commissioner Dwayne G. Bernal,
Commissioner Donna Johnigan, Commissioner Debra Joseph,
Commissioner Vonda Rice and Commissioner Cantrese Wilson

Through Gregg Fortner
Executive Director

From: Jennifer Adams
Director, Development and Modernization

Re: Award of Contract - IFB #17-912-02
Completion and Corrective Work at the Guste III Housing Development
Group 3 - 4

In 2013, the Housing Authority of New Orleans (HANO) awarded the contract for the construction of 155 mixed-income housing rental units at the Guste III redevelopment site in Central City to Parkcrest Builders (Contractor). The Contractor was obligated to deliver 155 residential rental units in seven groups between October 2014 and March 26, 2015. The Contractor missed all of the completion dates. On April 10, 2015, HANO sent a Notice of Final Default and Termination to the Contractor and requested that the Contractor's surety company, Liberty Mutual (Surety), fulfill its obligation to complete the project. HANO signed a Takeover Agreement with the Surety, effective June 9, 2015, to restart work on the project after termination of the Contractor. The Surety rehired the Contractor to complete the work on the Surety's behalf with new completion dates for the seven groups between July and November 2015. The Surety missed all of the completion dates. Because of the Surety's failure to address code compliance and punch list issues within the 10 units for which they had obtained Certificates of Occupancy, HANO sent notice to the Surety that HANO would assume control of the first 10 units on July 15, 2016 and procure a contractor to complete the outstanding items so that the units could be occupied. Subsequently, with 10 of 155 Certificates of Occupancy obtained, the Surety provided notice that as of August 9, 2016 they would abandon the project.

HANO developed a scope of work to complete the remaining punch list items for the first 10 units on site, procured a contractor, and tenants occupied those units in October 2016. A contractor has also been procured to complete the next 12 units and work is presently underway.

The scope of work for IFB #17-912-02 is for the completion of 42 units located in 17 buildings, also called Group 3 and Group 4. In accordance with all applicable Federal and State regulations and laws, and in accordance with HANO's procurement policy, Invitation for Bids (IFB) #17-912-02 for the Completion and Corrective Work at the Guste III Housing Development Group 3-4 was

released on January 11, 2017 and bids were opened on February 13, 2017. HANO received one (1) quote for \$1,983,750.00 from Colmex Construction, LLC. In that only one (1) quote was received, which was over the in-house cost estimate, a cost analysis was performed. Based on a review of the contractor's Schedule of Values, the complexity of the work to be performed, timeframe for completion, and the necessity of occupying units, the contractor's base bid amount of \$1,983,750.00 was determined to be reasonable. The contract duration is 90 days.

CERTIFICATIONS

Finance

The Finance Department has certified that the funds are available to complete the project from HANO funds.

Procurement

The Procurement Manager has certified that this procurement was conducted in accordance with all applicable Federal and State regulations and laws, and in accordance with HANO's procurement policy. The results of the due diligence indicate that the bidder is responsible. Colmex Construction, LLC submitted the lowest, responsive and responsible bid. The procurement memo is in your packet.

DBE/WBE/Section 3

The Section 3 / MWBE Program Coordinator has reviewed the Employment, Training and Contracting Plans submitted by Colmex Construction, LLC and finds them in accordance with HANO's Employment, Training and Contracting Policy. Because the duration of the contract is less than 180 days, the training component of the plan is not applicable. The plans are in your packet.

HANO requests that the Board of Commissioners authorize the Executive Director to execute a contract with Colmex Construction, LLC for the Completion and Corrective Work at the Guste III Housing Development Group 3-4 in an amount not to exceed One Million Nine Hundred Eighty-three Thousand Seven Hundred Fifty Dollars (\$1,983,750.00), pursuant to IFB #17-912-02.

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
MARCH 9, 2017**

RESOLUTION NO. 2017-03

WHEREAS, the Guste Homes Phase III project will consist of 155 rental units, which includes 99 public housing/low-income housing tax credit units, 10 public housing only units, and 46 Project-Based Voucher units (Project); and

WHEREAS, the Housing Authority of New Orleans (HANO) procured a contractor to in 2013 to build the Project (Contract #13-912-13; Guste III New Affordable Housing Units, between HANO and Parkcrest Builders, LLC); and

WHEREAS, the contractor failed to perform under the contract and was terminated by HANO on April 10, 2015; and

WHEREAS, HANO notified the contractor's surety, Liberty Mutual, of its obligation to complete the project and entered into a Takeover Agreement to that effect on June 9, 2015; and

WHEREAS, the surety missed all the construction deadlines under the Takeover Agreement, and ultimately the surety abandoned the project on August 9, 2016 before completion; and

WHEREAS, the Board of Commissioners of the Housing Authority of HANO authorized the award of a contract 16-912-34 for the completion of the first 10 units (Group 1) through Resolution #2016-21; and

WHEREAS, the Board of Commissioners of the Housing Authority of HANO authorized the award of a contract 16-912-55 for the completion of the next 12 units (Group 2) through Resolution #2016-35; and

WHEREAS, HANO developed a scope of work to prepare 42 units (Group 3-4) for occupancy; and

WHEREAS, the Finance Department has certified there is sufficient funding to provide for the Completion and Corrective Work at the Guste III Housing Development Group 3-4; and

WHEREAS, HANO issued Invitation for Bids (IFB) #17-912-02 to procure a contractor to complete the corrective work at the Guste III Housing Development Group 3-4; and

WHEREAS, responses to the IFB #17-912-02 for the Completion and Corrective Work at the Guste III Housing Development Group 3-4 were received on February 13, 2017 from one (1) contractor, Colmex Construction, LLC; and

WHEREAS, in that only one (1) quote was received, which was over the in-house cost estimate, a cost analysis was performed, and based on a review of the contractor's Schedule of Values, the complexity of the work to be performed, timeframe for completion, and the necessity of occupying units, the contractor's base bid amount of \$1,983,750.00 was determined to be reasonable; and

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Page 2

WHEREAS, Colmex Construction, LLC submitted evidence of their commitment to comply with HANO's requirements relative to subcontracting opportunities for DBE/WBE and Section 3 Businesses and hiring opportunities for Section 3 individuals; and

WHEREAS, HANO has successfully completed due diligence verification and determined they are responsible.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes the award of the contract to Colmex Construction, LLC in an amount not to exceed One Million Nine Hundred Eighty-three Thousand Seven Hundred Fifty Dollars (\$1,983,750.00) for the Completion and Corrective Work at the Guste III Housing Development Group 3-4, pursuant to IFB #17-912-02.

Executed this 9th day of March, 2017

APPROVAL:

ALICE RIENER
PRESIDENT, BOARD OF COMMISSIONERS



March 9, 2017

MEMORANDUM

**To: Board of Commissioners
President Alice Riener, Vice President Andreanecia M. Morris,
Commissioner Toni Hackett Antrum, Commissioner Dwayne G. Bernal,
Commissioner Donna Johnigan, Commissioner Debra Joseph,
Commissioner Vonda Rice and Commissioner Cantrese Wilson**

**Through Gregg Fortner
Executive Director**

**From: Jennifer Adams
Director, Development and Modernization**

**Re: Award of Contract - RFP #17-912-04
Construction Quality Control Consultant Services for Guste III Group 3-7
Completion and Corrective Work**

In 2013, the Housing Authority of New Orleans (HANO) awarded the contract for the construction of 155 mixed-income housing rental units at the Guste III redevelopment site in Central City to Parkcrest Builders (Contractor). The Contractor was obligated to deliver 155 residential rental units in seven groups between October 2014 and March 26, 2015. The Contractor missed all of the completion dates. On April 10, 2015, HANO sent a Notice of Final Default and Termination to the Contractor and requested that the Contractor's surety company, Liberty Mutual (Surety), fulfill its obligation to complete the project. HANO signed a Takeover Agreement with the Surety, effective June 9, 2015, to restart work on the project after termination of the Contractor. The Surety rehired the Contractor to complete the work on the Surety's behalf with new completion dates for the seven groups between July and November 2015. The Surety missed all of the completion dates. Because of the Surety's failure to address code compliance and punch list issues within the 10 units for which they had obtained Certificates of Occupancy, HANO sent notice to the Surety that HANO would assume control of the first 10 units on July 15, 2016 and procure a contractor to complete the outstanding items so that the units could be occupied. Subsequently, with 10 of 155 Certificates of Occupancy obtained, the Surety provided notice that as of August 9, 2016 they would abandon the project.

The Board of Commissioners has approved contracts for the completion of groups 1(10 units) and 2 (12 units). HANO staff will request the Board of Commissioners to authorize the award of at least 3 additional contracts for the completion of the remaining 133 units, which work is expected to continue through most of 2017. HANO previously monitored construction progress with its own staffing. After the departure of its primary on-site construction monitor in 2016, HANO recognized the need for additional capacity to monitor the completion work due to the following factors: (1) the number of contracts that need to be monitored; (2) the complexity of the contracts, including the reconciliation of unit prices on a unit-by-unit basis; (3) the time constraints under

which the work must be completed; (4) the extent to which HANO must document the construction defects of the previous contractor in anticipation of future litigation; (5) the request from project investors to add a neutral party (other than owner, architect, and contractor) to assist with the administration of the project.

Housing Authority of New Orleans (HANO) issued a Request for Proposals (RFP) #17-912-04 on Wednesday, January 24, 2017 for the purpose of procuring a firm to provide construction quality control services for Guste III Group 3-7 Completion and Corrective Work. A total of four (4) proposals were received on Monday, February 13, 2017.

In accordance with the evaluation process outlined in the RFP, an evaluation committee was established to review the proposals received in response to the solicitation. On Monday, February 20, 2017, the evaluation committee met to evaluate and score proposals. The ranking of the respondents is as follows:

<u>Firm Name</u>	<u>Score</u>
ECM Consultants, Inc.	87
Ozanne Construction Company	80
ABM Enterprises, Inc.	67
Noriek Constructors LLC	33

The budget for the services is \$231,612.00. The cost proposal provide by the highest ranked respondent was \$189,748.64. Therefore, it is recommended that HANO award a contract to the highest ranked respondent, ECM Consultants, Inc.

CERTIFICATIONS

Finance

The Finance Department has certified that the funds are available to complete the project from HANO funds.

Procurement

The Procurement Manager has certified that this procurement was conducted in accordance with all applicable Federal and State regulations and laws, and in accordance with HANO's procurement policy. The results of the due diligence indicate that the respondent is responsible. ECM submitted the lowest, responsive and responsible bid. The procurement memo is in your packet.

DBE/WBE/Section 3

The Section 3 / MWBE Program Coordinator has reviewed the Employment, Training and Contracting Plans submitted by ECM and finds them in accordance with HANO's Employment, Training and Contracting Policy. The plans are in your packet.

The Board of Commissioners is hereby requested to authorize the Executive Director to award a contract to ECM Consultants, Inc. to provide construction quality control consultant services for Guste III Group 3-7 Completion and Corrective Work in an amount not to exceed One Hundred Eighty-nine Thousand Seven Hundred Forty-eight Dollars and Sixty-four Cents (\$189,748.64).

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
MARCH 9, 2017**

RESOLUTION NO. 2017-04

WHEREAS, the Guste Homes Phase III project will consist of 155 rental units, which includes 99 public housing/low-income housing tax credit units, 10 public housing only units, and 46 Project-Based Voucher units (Project); and

WHEREAS, the Housing Authority of New Orleans (HANO) procured a contractor in 2013 to build the Project (Contract #13-912-13; Guste III New Affordable Housing Units, between HANO and Parkcrest Builders, LLC); and

WHEREAS, the contractor failed to perform under the contract and was terminated by HANO on April 10, 2015; and

WHEREAS, HANO notified the contractor's surety, Liberty Mutual, of its obligation to complete the project and entered into a Takeover Agreement to that effect on June 9, 2015; and

WHEREAS, the surety missed all the construction deadlines under the Takeover Agreement, and ultimately the surety abandoned the project on August 9, 2016 before completion; and

WHEREAS, the Board of Commissioners of the Housing Authority of HANO authorized the award of a contract 16-912-34 for the completion of the first 10 units (Group 1) through Resolution #2016-21; and

WHEREAS, the Board of Commissioners of the Housing Authority of HANO authorized the award of a contract 16-912-55 for the completion of the next 12 units (Group 2) through Resolution #2016-35; and

WHEREAS, HANO staff will be requesting the Board of Commissioners to authorize the award of at least 3 additional contracts for the completion of 133 units; and

WHEREAS, HANO requires additional capacity to monitor the contracts for the completion of the remaining 133 units, including tracking of unit prices and documenting the previous contractor's defective work; and

WHEREAS, the Finance Department has certified there is sufficient funding to provide for the construction quality control consultant services; and

WHEREAS, HANO issued Request for Proposals (RFP) #17-912-04 on Wednesday, January 11, 2017 to procure a firm to provide construction quality control services for Guste III Group 3-7 completion and corrective work; and

WHEREAS, Four (4) proposals were received on Monday, February 13, 2017; and

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March 9, 2017
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WHEREAS, HANO conducted evaluations of proposals submitted by each firm, establishing ECM Consultants, Inc. as the highest ranked proposal in response to the solicitation; and

WHEREAS, HANO has successfully completed due diligence verification on ECM Consultants, Inc.; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans authorizes the Executive Director to award a contract to ECM Consultants, Inc. to provide construction quality control consultant services for Guste III Group 3-7 Completion and Corrective Work in an amount not to exceed One Hundred Eighty-nine Thousand Seven Hundred Forty-eight Dollars and Sixty-four Cents (\$189,748.64) pursuant to RFP #17-912-04.

Executed this 9th day of March, 2017

APPROVAL:

ALICE RIENER
PRESIDENT, BOARD OF COMMISSIONERS



March 9, 2017

MEMORANDUM

To: Board of Commissioners
President Alice Riener, Vice President Andreanecia M. Morris,
Commissioner Toni Hackett Antrum, Commissioner Dwayne G. Bernal,
Commissioner Donna Johnigan, Commissioner Debra Joseph,
Commissioner Vonda Rice and Commissioner Cantrese Wilson

Through Gregg Fortner
Executive Director

From: April Kennedy
Interim Co-Director of HCVP/ CNI Administrator

Re: Ratification of Rent Reasonableness Market Study and Software Contract

Pursuant to 24 CFR 982.507, a Public Housing Authority (PHA) may not approve a lease until the PHA determines that the initial rent to owner is a reasonable rent. Therefore, the Housing Authority of New Orleans (HANO) is required by HUD regulations to conduct a rent reasonableness analysis on every leased unit under the Housing Choice Voucher Program.

On Wednesday, December 7, 2017, HANO issued a Request for Proposals (RFP) for the purpose of securing qualified consultants to prepare an analysis of local unassisted housing market conditions and develop a computerized database system to retrieve housing data for use in determining rents for units leased under the Housing Choice Voucher (HCV) Program, pursuant to Request for Proposals Number 16-914-58.

HANO received two (2) proposals on January 2, 2017 in response to the solicitation. It was further determined that the proposal reviews resulted in the evaluation and scoring as listed below:

Consultant Firms	Total Possible Points (100)
Applied Real Estate Analysis, Inc.	95.5
GoSection8.com	74.5

Based upon the above scores, the evaluation committee recommended the contract award to the highest ranked respondent, Applied Real Estate Analysis, Inc. (AREA). The scope of services provided by AREA will include the following:

- Housing Market Analysis – Identify housing submarkets in the City of New Orleans and conduct research and field work necessary to collect data on 800 rental housing units.

- Computerized Rental Housing Database and Maintenance – using the data collected during the market analysis, recalibration of the computerized system to retrieve and analyze the appropriate rental rates for HCVP leased units.
- Training and Technical support – Providing system training to HANO staff on use of the rental housing database system and on call technical support.

During the February 14, 2017 meeting of the Development, Asset Management & Operations Committee, the award of a contract was discussed and the Committee was informed that in order to avoid an interruption in services from our vendor (AREA), it was requested and approved that the Executive Director could execute the new contract with AREA prior to the March 2, 2017 meeting of the Board of Commissioners and this would be brought to the Board as a ratification.

CERTIFICATIONS

Finance

The Finance Department has certified that the funds are available for this scope of work.

Procurement

The Procurement Department has certified that, Applied Real Estate Analysis, Inc. submitted the highest ranked proposal in response to the RFP. The Procurement Department further certified that this procurement was conducted in accordance with all applicable Federal and State regulations and laws, and in accordance with HANO's procurement policy. The procurement memo is in your packet for review.

DBE/WBE/Section 3

The Section 3 / MWBE Program Coordinator has reviewed the Employment, Training and Contracting (ETC) Plans submitted by Applied Real Estate Analysis, Inc. and finds them in accordance with HANO's current ETC Policy.

HANO requests that the Board of Commissioners ratify the actions of the Executive Director in executing the contract entered into on February 14, 2017 between the HANO and Applied Real Estate Analysis, Inc. (AREA) to perform the scope of services as described above in an amount not to exceed Ninety-two thousand eight hundred twenty dollars (\$92,820.00) for the initial contract period with consecutive contract options in the second year and third year in an amount not to exceed Seventy thousand one hundred fifty seven dollars (\$70,157.00), and Seventy-two thousand four hundred five dollars (\$72,405.00) respectively, should HANO choose to exercise these options.

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
MARCH 9, 2017**

RESOLUTION NO. 2017-05

WHEREAS, federal regulations and HUD guidance require a determination by the PHA that the initial rent to the landlord is reasonable before payment under the Housing Choice Voucher Program (HCVP) can be made; and

WHEREAS, there are funds allocated in the HCV Program budget to provide for an analysis of local unassisted housing market conditions and to develop and maintain a database and computerized system to retrieve housing data to determine rents for units leased under the HCV program; and,

WHEREAS, HANO issued a Request for Proposals (RFP) No. 16-914-58 on December 7, 2017 to procure a contractor to provide for an analysis of local unassisted housing market conditions and to develop a database and computerized system to retrieve housing data; and

WHEREAS, responses to the RFP No. 16-914-58 were received on January 2, 2017 from two (2) contractors; and

WHEREAS, HANO conducted evaluations of the proposals submitted by each firm, establishing Applied Real Estate Analysis, Inc. (AREA) as the highest ranking firm; and,

WHEREAS, HANO has successfully completed due diligence verification on AREA; and,

WHEREAS, in order to avoid a lapse in services, on February 14, 2017 the Executive Director, on the authorization of the President of the Board of Commissioners, executed a contract with Applied Real Estate Analysis, Inc (AREA) to perform an analysis of local unassisted housing market conditions, and develop and maintain a database and computerized system to retrieve housing data for use in determining rents for units leased under the Housing Choice Voucher Program, in an amount not to exceed Ninety-two thousand eight hundred twenty dollars (\$92,820.00) for the initial contract period with consecutive contract options in the second year and third year in an amount not to exceed Seventy thousand one hundred fifty seven dollars (\$70,157.00), and Seventy-two thousand four hundred five dollars (\$72,405.00) respectively, should HANO choose to exercise these options.

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THEREFORE BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans hereby ratifies the actions of the Executive Director in executing the contract entered into on February 14, 2017 between the HANO and Applied Real Estate Analysis, Inc. (AREA) to perform the scope of services as described above in an amount not to exceed Ninety-two thousand eight hundred twenty dollars (\$92,820.00) for the initial contract period with consecutive contract options in the second year and third year in an amount not to exceed Seventy thousand one hundred fifty seven dollars (\$70,157.00), and Seventy-two thousand four hundred five dollars (\$72,405.00) respectively, should HANO choose to exercise these options.

Executed this 9th day of March, 2017

APPROVAL:

**ALICE RIENER
PRESIDENT, BOARD OF COMMISSIONERS**