

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
JUNE 26, 2014**

RESOLUTION NO. 2014-18

WHEREAS, The Housing Authority of New Orleans (HANO) seeks to provide on call real property legal services in connection with the development of affordable low-income housing, and related matters; and

WHEREAS, HANO's prior three year contract for on call real property legal representation has expired and a new procurement was necessary to secure the required legal expertise; and

WHEREAS, there are General and Capital Funds allocated for the provision of on call real property legal services to be by issued by Task Order(s) for properties in HANO's portfolio; and

WHEREAS, HANO issued Request for Proposals (RFP) Number 14-906-12 to procure on call real property legal services on Wednesday, June 4, 2014, and received proposals from five (5) respondents on Wednesday, June 18, 2014; and

WHEREAS, HANO conducted evaluations of each proposal submitted establishing Reno & Cavanaugh, PLLC, Ballard Spahr, LLP, and Kinney, Ellinghausen, Richard & DeShazo, APLC as the three (3) highest ranking respondents; and

WHEREAS, Reno & Cavanaugh, PLLC, Ballard Spahr, LLP and Kinney, Ellinghausen, Richard & DeShazo, APLC submitted evidence of their commitment to comply with HANO's requirements relative to subcontracting opportunities for DBE/WBE and Section 3 Businesses, and will work with HANO's Section 3 Coordinator to identify training opportunities for Section 3 residents; and

WHEREAS, HANO has successfully completed due diligence verification on Reno & Cavanaugh, PLLC; Ballard Spahr, LLP, and Kinney, Ellinghausen, Richard & DeShazo, APLC and determined they are responsible; and

WHEREAS, it is recommended to provide the agency with the maximum choice of law to provide on call real property legal services, that approval be given to award contracts to Reno & Cavanaugh, PLLC, Ballard Spahr, LLP, and Kinney, Ellinghausen, Richard & DeShazo, APLC at the hourly rates set forth in their fee proposal in the cumulative amount of all contracts and in the cumulative not to exceed \$1,450,000.00 for the period of three years

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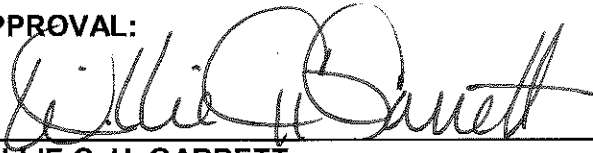
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THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes the award of contracts to Reno & Cavanaugh, PLLC; Ballard Spahr, LLP; and Kinney, Ellinghausen, Richard & DeShazo, APLC at the hourly rates set forth in their fee proposals for the cumulative amount of all contracts awarded not to exceed \$1,450,000.00 for the period of three years.

Executed this 26th day of June, 2014

APPROVAL:

A handwritten signature in black ink, appearing to read "Willie C. H. Garrett", written over a horizontal line.

**WILLIE C. H. GARRETT
CHAIRMAN, BOARD OF COMMISSIONERS**

WALK-ON ITEM
Resolution No. 2014-18
June 26, 2014



June 26, 2014

MEMORANDUM

**To: Willie C. H. Garrett
Chairman, Board of Commissioners**

**Through: Marilyn O'Sullivan
Administrative Receiver**

**From: Audrey Plessy
Procurement Manager**

Re: Request for Proposals No. 14-906-12 - On Call Real Property Legal Services

The Housing Authority of New Orleans (HANO) issued a Request for Proposals (RFP) on Wednesday, June 4, 2014 for the purpose of procuring one or more firms to provide On Call Real Property Legal Services, pursuant to Request for Proposals Number 14-906-12.

The proposal package was prepared and distributed by the Procurement and Contracts Department. The RFP was advertised for a total of 15 days. The advertisement was published in the Times-Picayune on Wednesday, June 4, 2014 and Friday, June 13, 2014. Additionally, the solicitation, in its entirety, was posted on the HANO website and made available to the public for download. A total of five (5) proposals were received on Wednesday, June 18, 2014 from the following firms:

- Becker & Hebert
- Law Office of Alexandra Mora, APLC
- Kinney, Ellinghausen, Richard & DeShazo, APLC
- Ballard Spahr, LLP
- Reno & Cavanaugh, PLLC

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, June 23, 2014, the evaluation committee met, and was given an overview of the scope of services, and instructed on the proper procedure for proposal evaluation. Upon completion of the training, the committee discussed the proposals and determined a consensus score for each proposal received. The committee scored the proposals and ranked the respondents as follows:

Name	Total - (100 Points)
Reno & Cavanaugh, PLLC	96
Ballard Spahr, LLP	96
Kinney, Ellinghausen, Richard & DeShazo, APLC	82
Becker & Hebert	68
Law Office of Alexandra Mora, APLC	35

In determining the scores, the committee discussed each proposal in detail and was able to reach consensus on all scores. Based on the technical scores from Stage I of the evaluation process, and to provide the agency with the maximum choice of law firms in the areas of expertise as defined in the scope of services, the committee decided to forgo Stage II, and recommend award of contracts to the three (3) highest ranked respondents. Fee Proposals submitted by Reno & Cavanaugh, PLLC, Ballard Spahr, LLP and Kinney, Ellinghausen, Richard & DeShazo, APLC identified hourly rates to provide on call real property legal services that were reviewed and were determined to be fair and reasonable in comparison to the in-house cost estimate.

Reno & Cavanaugh, PLLC, Ballard Spahr, LLP and Kinney, Ellinghausen, Richard & DeShazo, APLC submitted evidence of their commitment to comply with HANO's requirements relative to subcontracting opportunities for DBE/WBE and Section 3 Businesses, and will work with HANO's Section 3 Coordinator to identify training opportunities for Section 3 residents.

A due diligence review was conducted on the three (3) highest ranked respondents. The review consisted of reference verifications regarding the previous work performance of each firm. Additionally, the List of Parties Excluded from Federal Procurement and Non Procurement Programs was checked to ensure that the firms are not debarred from participation in federally funded contracts. Further, the Louisiana Secretary of State website was checked to determine if the firms are active and in good standing. Results from the due diligence review indicate that the respondents are responsible.

Therefore, I hereby certify that this procurement was conducted in accordance with all applicable Federal and State regulations and laws, and in accordance with HANO's Procurement Policy. I further certify that Reno & Cavanaugh, PLLC; Ballard Spahr, LLP; and Kinney, Ellinghausen, Richard & DeShazo, APLC submitted the highest ranked proposals in response to the RFP.

To provide the agency with the maximum choice of law firms in the areas of expertise as defined in the scope of services, it is recommended that approval be given to award contracts to Reno & Cavanaugh, PLLC, Ballard Spahr, LLP, and Kinney, Ellinghausen, Richard & DeShazo, APLC. All contracts awarded pursuant to this RFP shall be in the cumulative not to exceed amount of \$1,450,000.00 for the period of three years.