

**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



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.