

**HOUSING AUTHORITY OF NEW ORLEANS  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
APRIL 25, 2017**

**RESOLUTION NO. 2017-06**

**WHEREAS**, The Housing Authority of New Orleans (HANO), through its Legal Department, continues to require local litigation support in matters relating to construction law, employment and labor law, contract disputes, class action litigation, and related matters; and

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

**WHEREAS**, there are funds allocated to provide in HANO's Operating Budget for the provision of on call legal services; and

**WHEREAS**, HANO issued Request for Proposals (RFP) Number 17-906-09 to procure on call legal services on Wednesday, February 22, 2017, and received responsive proposals from eight (8) respondents on Monday, March 20, 2017; and

**WHEREAS**, HANO conducted evaluations of each proposal submitted establishing as the six (6) highest ranking respondents; and

**WHEREAS**, HANO has successfully completed due diligence verification on Rodney & Etter, LLC; Stone Pigman Walther Wittmann LLC; DeCuir, Clark & Adams, LLP; Burglass & Tankersley, LLC; Deutsch Kerrigan, LLP; Law Office of Alexandra Mora, APLC; Butler Law Firm, LLC; and Coats Rose, PC and determined they are responsible; and

**WHEREAS**, it is recommended to provide the agency with the maximum choice of law firms in the areas of expertise as defined in the scope of services, that approval be given to award contracts in the cumulative not to exceed amount of \$700,000.00/per year for the initial contract period and each option year, if exercised, to Rodney & Etter, LLC; Stone Pigman Walther Wittmann LLC; DeCuir, Clark & Adams, LLP; Burglass & Tankersley, LLC; Deutsch Kerrigan, LLP; Law Office of Alexandra Mora, APLC; Butler Law Firm, LLC; and Coats Rose, PC to provide the HANO on call legal services.

**THEREFORE, BE IT RESOLVED**, that the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes the award of contracts to Rodney & Etter, LLC; Stone Pigman Walther Wittmann LLC; DeCuir, Clark & Adams, LLP; Burglass & Tankersley, LLC; Deutsch Kerrigan, LLP; Law Office of Alexandra Mora, APLC; Butler Law Firm, LLC; and Coats Rose, PC in the cumulative not to exceed amount of \$700,000.00/per year for the initial contract period and each option year, if exercised, to provide the HANO on call legal services.

**Executed this 25<sup>th</sup> day of April, 2017**

**APPROVAL:**



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**ALICE RIENER  
PRESIDENT, BOARD OF COMMISSIONERS**



**April 25, 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: Robert Barbor  
General Counsel  
  
Kevin Oufnac  
Deputy General Counsel**

**Re: Request for Proposals No. 17-906-09 - On Call Legal Services**

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The Housing Authority of New Orleans (HANO) issued a Request for Proposals (RFP) on Wednesday, February 22, 2017 for the purpose of procuring one or more firms to provide On Call Legal Services for the HANO, pursuant to Request for Proposals Number 17-906-09.

The proposal package was prepared and distributed by the Procurement and Contracts Department. The RFP was advertised for a total of 26 days. The advertisement was published in the Times-Picayune on Wednesday, February 22, 2017, and Friday, March 3, 2017. Additionally, the solicitation, in its entirety, was posted on the HANO website and made available to the public for download. A total of eight (8) proposals were received on Monday, March 20, 2017 from the following firms:

- Burglass & Tankersley, LLC
- Butler Law Firm, LLC
- Coats Rose, PC
- DeCuir, Clark & Adams, LLP
- Deutsch Kerrigan, LLP
- Law Office of Alexandra Mora, APLC
- Rodney & Etter, LLC
- Stone Pigman Walther Wittmann, LLC

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 Thursday, April 6, 2017, 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 ranking of the respondents is as follows:

<b>Name</b>	<b>Total (100 Points)</b>
Rodney & Etter, LLC	94
Stone Pigman Walther Wittmann LLC	93
DeCuir, Clark & Adams, LLP	91
Burglass & Tankersley, LLC	90
Deutsch Kerrigan, LLP	89
Law Office of Alexandra Mora, APLC	89
Butler Law Firm, LLC	88
Coats Rose, PC	84

Based on the technical scores from Stage I of the evaluation process, a limited Stage II of the evaluation process requested a Best and Final Offer from the Law Office of Alexandra Mora, APLC on Thursday, April 7, 2017. The Best and Final Offer from the Law Office of Alexandra Mora, APLC was received on Wednesday, April 12, 2017. The evaluation committee reconvened on Tuesday, April 18, 2017 to review the Stage II submission. At the conclusion of the review of all the Stage I and Stage II submissions, the committee determined that in order to provide the agency with the maximum choice of law firms in the areas of expertise as defined in the scope of services, HANO should contract with the eight (8) highest ranked respondents. Fee proposals received from these firms were reviewed, and the hourly rates were determined to be fair and reasonable in comparison to the in-house cost estimate.

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 the Board Of Commissioners approve to award of contracts to Rodney & Etter, LLC; Stone Pigman Walther Wittmann LLC; DeCuir, Clark & Adams, LLP; Burglass & Tankersley, LLC; Deutsch Kerrigan, LLP; Law Office of Alexandra Mora, APLC; Butler Law Firm, LLC; and Coats Rose, PC to provide the HANO on call legal services in the cumulative not to exceed amount of \$700,000.00/per year for the initial contract period and each option year, if exercised.