

RESOLUTION NO. _____

**APPROVAL TO EXTEND THE ANNUAL ARCHITECTURAL SERVICES CONTRACT
WITH LUCKETT & ASSOCIATES**

Item No. 5c

WHEREAS, funds have been received from the U.S. Department of Housing and Urban Development under the Capital Fund Program for architectural services when necessary in the course of agency operation; and

WHEREAS, on May 1, 2019, LMHA staff, in accordance with LMHA procurement procedures, awarded a contract to Lockett & Associates to provide the requisite services for an initial period of one year; and

WHEREAS, the contract awarded to Lockett & Associates included an option provision whereby LMHA may renew the contract 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, Lisa Osanka, is hereby authorized to exercise the second option to renew the general annual architectural services contract with Lockett & Associates one additional year with an annual fee not to exceed \$300,000.

RESOLUTION BACKGROUND STATEMENT

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I. STATEMENT OF FACTS:

The Louisville Metro Housing Authority periodically requires architectural services in the course of agency operations. On May 1, 2019, LMHA awarded the annual architectural services contract to Lockett & Associates. The contract, based on an annual fee not to exceed \$500,000, included an option allowing LMHA to renew the contract four additional one-year terms.

In April 2020, a resolution to execute the first-year renewal option was approved by the Board of Commissioners in the amount of \$300,000. The contract will expire on April 30, 2021 unless LMHA exercises the second option to renew. Extending the contract at this time will guarantee completion of work associated with various Capital Funded projects already underway and it will allow for the development of other much needed projects.

Staff has been pleased with the performance of Lockett & Associates, who perform part of their work in conjunction with 1 MBE and 3 FBE sub-consulting firms, as a commitment to LMHA's MBE/WBE/DBE Program. The amount expended from this contract in the past is as follows:

<u>Year</u>	<u>Amount Spent</u>	
2019	\$282,283.50	(Original Contract)
2020	\$298,308.82	(1 st Year Renewal, to date)

Exercising the second renewal option will also save LMHA the considerable time and expense of preparing and advertising a new contract. Because of the current workload and amount of Capital Fund yet to be obligated, we are recommending renewing the second option for fee not to exceed \$300,000.

The LMHA Procurement Committee (Angela Larsson, Bernard Pincus, Jeff Ralph and Norma Ward) has sanctioned this renewal.

II. ALTERNATIVES:

- A. Extend the Lockett & Associates contract one additional year by exercising the second contract renewal option.
- B. Do not extend the contract with Lockett & Associates.

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III. RECOMMENDATION:

Staff recommends Alternative "A".

IV. JUSTIFICATION:

- The annual architectural service contract will provide a knowledgeable team of consultants immediately available to perform emergency work or act on a consulting basis as projects develop in the course of agency operations.
- Lockett & Associates 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 initially proposed by Lockett & Associates, which were then found to be reasonable and acceptable, have not changed from the initial year.
- LMHA can enjoy the full benefit of the option clause by executing a simple contract extension.
- LMHA staff completed the Contract Renewal Evaluation Form. This vendor received an overall rating of Above Average.

V. BUDGET APPROVAL:

Funding for this project is provided from the Capital Fund Program.

Angela Larsson, Director of Finance

Date

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VI. PROCUREMENT CERTIFICATION:

The procurement of this contract is in compliance with the Louisville Metro Housing Authority's procurement policies and procedures.

Steve Webb, Purchasing Agent

Date

Prepared and Submitted by: Norma Ward,
Director Capital Improvements
April 20, 2021