

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
FEBRUARY 19, 2013**

RESOLUTION NO. 2013-02

WHEREAS, funds are allocated in the Capital Fund Project budget to provide for comprehensive program management services for modernization and development programs; and

WHEREAS, the Housing Authority of New Orleans (HANO) issued a Request for Proposals No. 13-911-06 to procure a contractor to provide comprehensive program management services for modernization and development programs on January 16, 2013, and received submissions from three (3) respondents on January 30, 2013; and

WHEREAS, the proposal submitted by LHT Services Inc. was deemed non responsive, as it was received after the time proposals were due; and

WHEREAS, HANO conducted evaluations of proposals submitted by each firm, establishing CVR Associates, Inc. as the highest ranking firm; and

WHEREAS, HANO has successfully completed due diligence verification on CVR Associates, Inc.; and

WHEREAS, it is recommended that a contract be awarded to CVR Associates, Inc. at the contracted hourly rates, in an amount not to exceed \$447,210.00 to provide comprehensive program management services for modernization and development programs.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans authorizes the award of the contract to CVR Associates, Inc at the contracted hourly rates, in an amount not to exceed \$447,210.00 to provide comprehensive program management services for modernization and development programs.

Executed this 19th day of February, 2013

APPROVAL:



**DAVID GILMORE
ADMINISTRATIVE RECEIVER
CHAIRMAN, BOARD OF COMMISSIONERS**



February 19, 2013

MEMORANDUM

**To: David Gilmore
Administrative Receiver
Chairman, Board of Commissioners**

**From: Audrey Plessy
Interim Procurement Manager**

**Re: Request for Proposal No. 13-911-06
Comprehensive Program Management Services for
Modernization and Development Programs**

The Housing Authority of New Orleans (HANO) issued a Request for Proposals (RFP) for the purpose of procuring a contractor to provide comprehensive program management services for modernization and development programs, pursuant to Request for Proposals Number 13-911-06.

The proposal package was prepared and distributed by the Department of Procurement and Contracts. The RFP was advertised for a total of fifteen (15) days. The advertisement was published in the Times-Picayune on Wednesday, January 16, 2013 and Friday, January 25, 2013. Additionally, the advertisement was distributed to HANO Certified DBE/WBE and Section 3 Businesses and published on the Housing Authority of New Orleans' website. Three (3) proposals were received from the following companies on Wednesday, January 30, 2013:

- Vanir Construction Management Inc.
- CVR Associates, Inc.
- LHT Services Inc.

The proposal submitted by LHT Services Inc. was deemed non responsive, as it was received after the time proposals were due. In accordance with the Supplemental Instructions to Respondents, the firm's proposal was not evaluated and returned to them unopened.

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 4, 2013, the committee convened 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 commenced with a review of the proposals. The committee was able to reach consensus on all scores. In determining the scores, the committee discussed the proposals in detail. The result of the Stage I evaluation process is as follows:

Name	Technical Proposal (100 Pts.)
CVR Associates, Inc.	95
Vanir Construction Management Inc.	83

Based upon initial review of the technical proposals, the evaluation committee decided to negotiate with the highest ranked respondent. The negotiations resulted in the submission of a revised cost proposal that has been determined to be fair and reasonable.

In accordance with the evaluation plan outlined in the RFP, a due diligence review was conducted on CVR Associates, Inc., as they were the highest ranked respondent to the solicitation. The review consisted of a reference verification, whereby references were contacted to respond to questions regarding the previous performance of the contractor. Additionally, the List of Parties Excluded from Federal Procurement and Non Procurement Programs was checked to ensure that the contractor is not debarred from participation in federally funded contracts. Further, the Louisiana Secretary of State and State of Louisiana Licensing Board of Contractors websites were checked to determine if the contractor is registered and licensed with the State. Results from the due diligence review indicate that the respondent is responsible and capable of providing the services required in the RFP.

Therefore, pursuant to the recommendation of the Interim General Counsel, 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 CVR Associates, Inc. submitted the highest ranked proposal in response to the solicitation. As such, it is recommended CVR Associates, Inc. be awarded a contract to provide comprehensive program management services for modernization and development programs, at the contracted hourly rates, in an amount not to exceed \$447,210.00.