

**HOUSING AUTHORITY OF NEW ORLEANS
BOARD OF COMMISSIONERS
REGULAR MEETING
SEPTEMBER 30, 2014**

RESOLUTION NO. 2014-28

WHEREAS, The Housing Authority of New Orleans (HANO), seeks to procure professional Federal Emergency Management Agency (FEMA) Recovery Services, and related services; and

WHEREAS, HANO's previous contract for FEMA recovery services has expired and a new procurement is necessary to secure the required support; and

WHEREAS, the Finance Department has certified that funding is available via FEMA reimbursement through the Direct Administrative Cost (DAC) line from approved project worksheets for services provided to the properties in HANO's portfolio; and

WHEREAS, HANO issued Request for Proposals (RFP) Number 14-905-37 to procure professional FEMA Consultant Services on Wednesday, August 13, 2014, and received responsive proposals from eight (8) respondents on Monday, September 8, 2014; and

WHEREAS, HANO conducted evaluations of the proposals submitted establishing IAF Consulting, LLC as the highest ranking respondent; and

WHEREAS, IAF Consulting, LLC submitted evidence of its commitment to comply with HANO's requirements relative to subcontracting opportunities for DBE/WBE and Section 3 Businesses and has committed to hire an individual to comply with HANO's Section 3 Training requirement; and

WHEREAS, HANO has successfully completed due diligence verification on IAF Consulting, LLC and determined it is responsible; and

WHEREAS, it is recommended that approval be given to award a contract to IAF Consulting, LLC at hourly rates set forth in its fee proposal, in a not to exceed amount of \$271,500.00 per year for a one (1) year period, with an option to extend for an additional two (2) years.

THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Housing Authority of New Orleans hereby authorizes award of a contract to IAF Consulting, LLC at hourly rates set forth in its fee proposal, in a not to exceed amount of \$271,500.00 per year for the provision of FEMA consulting services to perform inspections, administration, management and close out of its existing Project Worksheets for a one (1) year period, with an option to extend for an additional two (2) years, if exercised.

Executed this 30th day of September, 2014

APPROVAL:



**DWAYNE G. BERNAL
CHAIRMAN, BOARD OF COMMISSIONERS**



September 30, 2014

MEMORANDUM

**To: Dwayne G. Bernal
Chairman, Board of Commissioners**

**Through: Gregg Fortner
Executive Director**

**From: Audrey Plessy
Procurement Manager**

**Re: Request for Proposals No. 14-905-37
FEMA Consultant Services**

The Housing Authority of New Orleans (HANO) issued Request for Proposals Number 14-905-37 (RFP) on Wednesday, August 13, 2014 for the purpose of procuring professional Federal Emergency Management Agency (FEMA) Recovery Services, to perform inspections, administration, management and close out of its existing Project Worksheets.

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, August 13, 2014, Friday, August 22, 2014 and Wednesday, August 27, 2014. 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, September 8, 2014 from the following firms:

- IAF Consulting, LLC
- Resilire Consulting, LLC
- Adjusters International, Inc.
- Tidal Basin Consulting, LLC
- Landmark Consulting, LLC
- MR Recovery, LLC
- All South Consulting Engineers, LLC
- The Sulzer Group, 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, September 11, 2014, and Wednesday, September 17, 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 instruction, the committee discussed the proposals in detail and was able to reach consensus on all scores. The committee scored the proposals and ranked the respondents as follows:

Name	Total (100 Points)
IAF Consulting, LLC	96
Resilire Consulting, LLC	95
Adjusters International, Inc.	87
Tidal Basin Consulting, LLC	86
Landmark Consulting, LLC	86
MR Recovery, LLC	81
All South Consulting Engineers, LLC	77
The Sulzer Group, LLC	71

Based on the technical scores from Stage I of the evaluation process, the committee decided to forgo Stage II of the evaluation process and recommend award of a contract to IAF Consulting, LLC as it was the highest ranked respondent. The Fee Proposal submitted by IAF Consulting, LLC to provide FEMA consultant services was reviewed and determined to be fair and reasonable in comparison to the in-house cost estimate.

IAF Consulting, LLC provided an Employment, Training and Contracting Plan that addressed all requirements of HANO's policy relative to subcontracting with DBE/WBE and Section 3 Businesses and has committed to hire an individual to comply with HANO's Section 3 Training requirement.

A due diligence review was conducted on IAF Consulting, LLC which consisted of reference verifications regarding the previous work performance of the firm. Additionally, the List of Parties Excluded from Federal Procurement and Non-Procurement Programs was checked to ensure that the firm was not debarred from participation in federally funded contracts. Further, the Louisiana Secretary of State's website was checked to determine whether the firm was active and in good standing. Results from the due diligence review indicates that the respondent is 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 IAF Consulting, LLC submitted the highest ranked proposal in response to the RFP.

It is recommended that approval be given to award a contract to IAF Consulting, LLC to provide FEMA Consulting Services, to perform inspections, administration, management and close out of its existing Project Worksheets as outlined in the scope of services, at hourly rates set forth in its fee proposal, in an amount not to exceed \$271,500.00 per year. The contract shall be for an initial one (1) year, with an option to extend for an additional two (2) years.