

RESOLUTION NO. _____

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

Item No. 5

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 first 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

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

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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. The contract will expire on May 1, 2020 unless LMHA exercises the first option to renew.

Staff has been pleased with the performance of Lockett & Associates. LMHA now has the opportunity to renew the contract for another year. The amount expended from this contract in the past is as follows:

<u>Year</u>	<u>Amount Spent</u>
2019	\$147,556.50 (as of December 2019) (Original Contract)

Exercising the option will also save LMHA the considerable time and expense of preparing and advertising a new contract. Although the original contract amount was for a fee not to exceed \$500,000, due to the actual contract amount previously utilized, we are recommending renewing the contract with a 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 contract renewal option.
- B. Do not extend the contract with Lockett & Associates.

III. RECOMMENDATION:

Staff recommends Alternative "A".

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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.

V. BUDGET APPROVAL:

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

Angela Larsson, Director of Finance

Date

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 Department
April 21, 2020