



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with Edgemere Consulting Corporation and Du & Associates for Consulting Services

2. Date of Board Meeting: August 17, 2021

3. Proposed Board Resolution:

Resolution:

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Edgemere Consulting Corporation, in the amount not to exceed \$180,000 and Du & Associates in the amount not to exceed \$180,000 for Consultant Services for a length of one (1) year, with HHA having the option of extending the contract two (2) additional years, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated July 29, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature DocuSigned by:
Robin Walls
532E7E61028640A Date: 8/12/2021

5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source HCV OPERATING BUDGET 2021/2022

VP of FO Approval Signature DocuSigned by:
Mike Rogers
3FC67AD4710742D Date: 8/12/2021

6. Approval of President & CEO
Signature DocuSigned by:
Mark Thiele
6072D2C8367A4C7 Date: 8/12/2021



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MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: ROBIN WALLS, VICE PRESIDENT OF HCVP
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH EDGEMERE CONSULTING CORPORATION AND DU & ASSOCIATES FOR CONSULTING SERVICES
DATE: JULY 29, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with two vendors, two vendors, Edgemere Consulting Corporation in the amount not to exceed \$180,000 and Du and Associates in the amount not to exceed 180,000 for Consulting Services for a length of one (1) year.

BACKGROUND:

HHA continually reviews how services are delivered to applicants, public housing residents and HCVP participants. On-going initiatives include expanding the project-based voucher portfolio, focusing on serving homeless households, and developing a mobility program.

In addition to initiatives that enhance its core service mission, HHA is simultaneously exploring technological solutions that will transform, streamline and economize its service delivery model. HHA's goal is to transform itself from traditional, paper-based processing for its core functions to utilizing web-based technology for all operational functions when financially and technologically feasible. A recent example is the online waitlist application process for the Housing Choice Voucher (HCV) Program. Planned technological solutions include enhancing our current owner portal and developing a tenant web portal.

The intent of the RFP 21-37 was to solicit proposals to establish a contract for consulting services. HHA requested proposals from qualified consultants with relevant experience for services associated with program policy, procedure development, information technology, quality control, and staff training. HHA will enter into a contract with selected vendors for an initial period of performance of one (1) year, with HHA having the option of extending the contract two (2) additional years, in one (1) year increments.

EVALUATION PROCESS:

The proposals were scored independently by an evaluation committee consisting of Robin Walls, VP of HCVP, Khalilah Smith, HVCP Management Analyst, and Cody Roskelley, Vice President, REID.

Evaluation/Selection Criteria	Maximum Score
Offeror's qualifications and experience in performing similar work and record of performance, including prior work with HHA.	45
Methodology / Project Plan	30
Proposed Fees	30
Cost Control	10
M/WBE Participation	5
Section 3 Participation	5
Total Points Possible	125

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Edgemere	N/A	114.8
2	Du and Associates	M/WBE	107.2
3	AvachaTech	N/A	51.7

Evaluation Criteria	Edgemere	Du and Associates
Offeror's qualifications and experience in performing similar work and record of performance, including prior work with HHA.	43.3	40
Methodology / Project Plan	27.6	26.6
Proposed Fees	27.3	23.3
Cost Control	9	9
M/WBE Participation	3.3	4
Section 3 Participation	4.3	4.3
Total Points	114.8	107.2

- References have been checked and returned positive. There are no conflicts of interest, and Edgemere and Du & Associates are not on the HUD Debarment List

DESCRIPTION OF WINNING PROPOSALS**Edgemere**

Edgemere Consulting Corporation has been providing management, consulting, training, and technical assistance services to Public Housing Authorities and other affordable housing providers since 1993. In 2015, Edgemere was selected to provide Consulting Services for the Housing Choice Vouchers Programs (HCVP) Department. In February of 2018, it was determined that it was appropriate that Edgemere would continue to provide professional services to HVCP, and a new two (2) year-contract was signed. In January

of 2020, it was again determined that additional professional services were necessary, and the current two (2) year-contract was executed.

As professionals with extensive experience in all aspects of housing program operations, Edgemere has a documented track record of working with other public housing authorities that administer Housing Choice Voucher (Section 8), Public Housing, Moving to Work (MTW), Low Income Housing Tax Credit and other programs. With the wealth of hands-on experience and knowledge, Edgemere has the ability to provide a wide range of technical assistance and training services to meet HHA's needs.

Edgemere provides expertise and services in a variety of areas, including:

- Program and Policy Development
- Housing Choice Voucher Programs
- The Low-Income Housing Tax Credit (LIHTC) Program
- Information Technology Systems
- Technical Assistance

Du & Associates

Du & Associates, Inc. (D&A) is a minority woman-owned professional consulting firm founded in 1996 that specializes in asset management, RAD advisory services, project-based contract administration, compliance consulting, staff development and training, innovative information technology solutions, financing and underwriting, property management consulting, MTW consulting, performance tracking, process improvement, and other consulting services to the multifamily affordable housing industry.

D&A has extensive public housing administrative and operational experience through direct administration and oversight of public housing programs over several decades. D&A's staff and specialized contractors are industry experts in HUD's multifamily project-based rental assistance (PBRA), public housing, and housing choice voucher (HCV) programs, including project-based vouchers (PBV), as well as other assisted housing programs such as the low-income housing tax credit (LIHTC), Section 202, and various FHA Insurance programs.

RECOMMENDATION

Accordingly, I recommend that the Board considers this resolution, which states:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Edgemere Consulting Corporation, in the amount not to exceed \$180,000 and Du & Associates in the amount not to exceed \$180,000 for Consultant Services for a length of one (1) year, with HHA having the option of extending the contract two (2) additional years, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated July 29, 2021, to Mark Thiele, Interim President & CEO.