

PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

REPORT TO COMMISSIONERS

**FROM JON M. GUTZMANN
EXECUTIVE DIRECTOR**

REGARDING INFORMATIONAL REPORT
Rental Assistance Demonstration (RAD)
Environmental Assessments
AMPs 1 – 8 (MN001000001 – 8)
Contract No. 18-058

DATE October 25, 2017

Staff awarded a contract in the amount of \$29,500 to Clampett Industries LLC dba EMG Corporation of Owings Mills, Maryland to provide professional services to complete Rental Assistance Demonstration (RAD) Environmental Assessments as required by HUD for the PHA's applications to convert 3,852 units of public housing in eight Asset Management Projects (AMPs 1-8) to project-based Section 8 subsidies through the Rental Assistance Demonstration (RAD). A tabulation of the two proposals that were received September 29, 2017 and a summary of the staff's evaluations are attached.

On August 23, 2017 the Board approved submitting the eight applications for RAD conversions and they were submitted to HUD on August 25, 2017. After HUD staff review the applications, they will issue a Commitment to Enter into a Housing Assistance Payment Contract (CHAP) for each accepted application. The PHA then has 180 days to submit a RAD Financing Plan for each AMP, which must be accompanied by both the RAD Environmental Assessment and a RAD Capital Needs Assessment. As a separate item on this meeting's agenda staff is recommending award of a formal contract (No. 18-056) to EMG in the amount of \$131,592.48 for preparation of the RAD Capital Needs Assessments.

Staff advertised the request for proposals (RFP) for these services in local newspapers and sent it to consultants listed on HUD's RAD Capital Marketplace. Two proposals were received; and PHA staff rated them independently on the criteria stated in the RFP including:

1. Previous experience on similar projects;
2. Quality of proposed capital needs assessments;
3. Quality of response to the RFP and professional and technical competence;
4. MBE/WBE status or other affirmative action efforts;
5. Section 3 Action Plan; and
6. Cost.

The evaluation committee selected EMG as the contractor best able to meet the PHA's RAD Environmental Assessment needs. A summary of the proposal evaluations is attached. EMG has satisfactorily completed energy audits for the PHA in the past.

A copy of the Employer Information Report for EMG and the second highest-rated proposer, Dominion Due Diligence Group, are attached. EMG will meet the PHA's Section 3 requirements by providing an internship for one resident during the contract period. EMG will meet the PHA's 10% MBE and 5% WBE/DBE goals by subcontracting 10% of the work to a MBE/WBE/DBE subcontractor.

Sufficient funding for this contract is provided by the PHA Operating Budget.

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Attachment: Equal Employment Opportunity Reports, EEO-1
Tabulation of Proposed Costs
Summary of Proposal Evaluations