



## Housing Authority of the City of Columbia, Missouri

### Board Resolution Staff Memo

---

To: Board of Commissioners

From: Phil Steinhaus, CEO

Date: April 17, 2012

RE: **Resolution 2503:** A Resolution authorizing the Chief Executive Officer to negotiate and sign Letters of Intent and Contract Agreements with ND Consulting; Capital Consultants, Inc.; Tim Person and Associates, LLC; and E.M. Harris Construction Company for the purpose of assisting the CHA in developing and implementing a long-range strategic plan for the development of new affordable housing and the revitalization of the CHA's aging Public Housing stock.

---

On February 10, 2012, the CHA published a Request for Qualifications (RFQ) to solicit qualifications from experienced consultants and/or development firms to assist the CHA in developing and implementing a long-range strategic plan for the development of new affordable housing and the long-term, multi-project revitalization of up to 294 public housing residential units in CHA's Downtown Family Sites. The RFQ was authorized by the CHA Board of Commissioners at their annual planning retreat held on November 16, 2011 as part of their strategic planning process for the development of affordable housing that was initiated at the annual planning retreat on September 18, 2007.

Five (5) qualified firms responded to the RFQ and three (3) firms were selected for the second round of the review process and were requested to submit a comprehensive written proposal and conduct an oral presentation focusing on services directly related to Columbia Housing Authority's (CHA) efforts. The review team consisted of Phil Steinhaus, CEO; Rick Hess, Director of Asset Management; Mary Harvey, Accountant; Greg Willingham, Modernization Coordinator; and Tim Teddy, Director of Community Development for the City of Columbia.

Prior to providing a written proposal and oral presentation, each of the three (3) firms were invited to meet with CHA staff and to tour the CHA's four (4) Public Housing Asset Management Properties and adjoining neighborhoods in order to be able to submit a detailed proposal tailored to the CHA's needs. Following oral and written presentations by the three (3) firms, it was the unanimous decision of the review team to select the team assembled by ND Consulting which also includes Capital Consultants, Inc.; Tim Person and Associates, LLC; and the E.M. Harris Construction Company.

ND Consulting will attend the CHA Board meeting to present an overview of their experience in developing affordable housing and to discuss the services they are prepared to provide to the CHA. Their proposed fees are described in their written proposal and are subject to final negotiation. In general their proposed fees for consulting services on the development of new affordable housing stock and/or the revitalization of Public Housing stock will be a 50/50 split of the development fee between the CHA and the ND Consulting team. The proposed fee for the long-range strategic planning and community relationship services is \$40,000 subject to the final scope of work, deliverables, and requirements that may be requested by the CHA.

Attached for your review is a copy of the proposal that was submitted by the ND Consulting team along with supportive information.

**CEO Recommendation:** Adopt Resolution 2503 authorizing the Chief Executive Officer to negotiate and sign Letters of Intent and Contract Agreements with ND Consulting; Capital Consultants, Inc.; Tim Person and Associates, LLC; and E.M. Harris Construction Company for the purpose of assisting the CHA in developing and implementing a long-range strategic plan for the development of new affordable housing and the revitalization of the CHA's aging Public Housing stock.



Board Resolution

---

**RESOLUTION #2503**

**A Resolution authorizing the Chief Executive Officer to negotiate and sign Letters of Intent and Contract Agreements with ND Consulting; Capital Consultants, Inc.; Tim Person and Associates, LLC; and E.M. Harris Construction Company for the purpose of assisting the CHA in developing and implementing a long-range strategic plan for the development of new affordable housing and the revitalization of the CHA's aging Public Housing stock.**

WHEREAS, On February 10, 2012, the CHA published a Request for Qualifications (RFQ) to solicit qualifications from experienced consultants and/or development firms to assist the CHA in developing and implementing a long-range strategic plan for the development of new affordable housing and the long-term, multi-project revitalization of up to 294 public housing residential units in CHA's Downtown Family Sites; and

WHEREAS, The RFQ was authorized by the CHA Board of Commissioners at their annual planning retreat held on November 16, 2011, as part of their strategic planning process for the development of affordable housing that was initiated at the annual planning retreat on September 18, 2007; and

WHEREAS, Five qualified firms responded to the RFQ and three firms were selected for to submit a comprehensive written proposal and conduct an oral presentation focusing on services directly related to Columbia Housing Authority's (CHA) efforts; and

WHEREAS, Following the oral and written presentations, it was the unanimous decision of the review team to select the team assembled by ND Consulting which also includes Capital Consultants, Inc.; Tim Person and Associates, LLC; and the E.M. Harris Construction Company; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Columbia, Missouri hereby adopts Resolution 2503 authorizing the Chief Executive Officer to negotiate and sign Letters of Intent and Contract Agreements with ND Consulting; Capital Consultants, Inc.; Tim Person and Associates, LLC; and E.M. Harris Construction Company for the purpose of assisting the CHA in developing and implementing a long-range strategic plan for the development of new affordable housing and the revitalization of the CHA's aging Public Housing stock as attached hereto and made a part hereof.

---

Marvin Kinney, Chairman

---

Phil Steinhaus, Secretary

Adopted April 17, 2012