



MUSCATINE MUNICIPAL HOUSING AGENCY

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MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Dick Yerington, Housing Administrator
DATE: July 30, 2014
RE: Green Physical Needs Assessment (GPNA)

INTRODUCTION: Over \$2 billion of Capital Funds are provided to PHAs each year to develop or modernize public housing, but HUD had no assessment tool that could measure the impact of these funds. Also, capital planning requirements today are aimed at only short or moderate term needs of PHAs. The new HUD GPNA will allow Public Housing Authorities to assess the life cycle needs for a term of 20 years and move them closer to standard industry practices for effective capital planning.

GPNA Requirements

- All PHAs, regardless of size, must prepare and submit to HUD a Physical Needs Assessment.
- The GPNA will include PHA level summary information, as well as detailed data on each public housing project.
- The GPNA will reflect life cycle costs over a 20-year period.
- The GPNA will be conducted without regard to the amount of funding available to perform work identified in the GPNA.
- The GPNA will be completed in the form and manner prescribed by HUD.
- The GPNA will also account for costs associated with complying with Section 504 of the Rehab Act and Healthy Homes guidance regarding air quality and pest management.

BACKGROUND: In June 2014 requests for proposal were solicited for the GPNA. On July 25, 2014 the solicitation was closed. We received a total of five proposals.

RECOMMENDATION/RATIONALE: Based on the scoring award evaluation criteria on page nine of the solicitation, we recommend that the GPNA be awarded to AEI Consulting of Chicago, IL. AEI scored 100 points out of a 100 point scale, and is the lowest bidder at \$6,900. The budget for this activity was \$9,700.

Attached
Resolution
Bid Evaluation

RESOLUTION NO. _____

**A RESOLUTION ACCEPTING THE LOW BID AND AWARDING CONTRACT FOR
GREEN PHYSICAL NEEDS ASSESSMENT**

WHEREAS, the City Council of Muscatine wishes to enter into a professional service contract for a Green Physical Needs Assessment (GPNA) as outlined in the Request for Proposals (RFP) issued on June 6, 2014; and

WHEREAS, the housing department opened bids on July 25, 2014; and

WHEREAS, it has been determined the following is the lowest responsible bidder:

CONTRACTOR NAME & ADDRESS

AEI Consulting
8600 W. Bryn Mawr Ave Suite 540N
Chicago, IL 60631

AMOUNT OF BID

\$6,900.00;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Muscatine, Iowa, the bid presented herein for this service is accepted; and a contract be awarded to AEI Consulting.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Muscatine, Iowa, on August 7, 2014.

DEWAYNE HOPKINS, MAYOR
MUSCATINE, IOWA

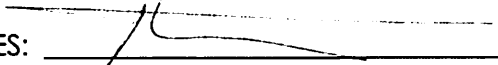

ATTEST:

GREGG MANDSAGER, CITY CLERK
MUSCATINE, IOWA

MUSCATINE MUNICIPAL HOUSING AGENCY / GREEN PHYSICAL NEEDS ASSESSMENT (GPNA)

| GPNA RFP EVALUATION July 28, 2014 | AEI Consulting 8600 W. Bryn Mawr Ave., Suite 540N, Chicago, IL 60631 | NFC, Inc. 1225 Johnson Ferry Road Suite 460 Marietta, Georgia 30068 | Keres Consulting, Inc. 5600 Wyoming Blvd. NE, Suite 150 Albuquerque, NM. 87109 | Dominion 4121 Cox Road, Suite 200 Glen Allen, Virginia 23060 | Nelrod Company 3109 Lubbock Ave. Fort Worth TX. 76109 |
|---|---|---|--|---|--|
| Experience and GPNA (20 pt. max) | 20 | 20 | 20 | 15 | 20 |
| Capability and capacity (25 pt. max) | 25 | 25 | 25 | 25 | 25 |
| Submission of required documents (10 pt. max) | 10 | 10 | 10 | 10 | 10 |
| Lump sum price for the entire GPNA as described. Lump Sum Price (25 pt. max) | 25 | 24 | 22 | 21 | 23 |
| Project timeline outlining action items from beginning to completion and time of completion. (20 pt. max) | 20 | 20 | 20 | 20 | 10 |
| Lump Sum Bid Amount | \$6,900 | \$6,995 | \$9,137 | \$11,900 | \$7,999 |
| TOTAL POINTS | 100 | 99 | 97 | 91 | 88 |

RECOMMENDATION: AEI Consulting

SIGNATURES:  7/28/14  7/28/14
RICHARD YERINGTON, HOUSING ADMINISTRATOR DATE KAITLYN LOVE, ASSISTANT HOUSING ADMINISTRATOR DATE