



**HOUSING AUTHORITY OF THE CITY OF
CHARLOTTE**

***SPECIAL
NOTICE***

BOARD MEETING

BOARD OF COMMISSIONERS MEETING

February 3, 2012

NOTICE is hereby given that a ***Special*** Board meeting of the Board of Commissioners of the Housing Authority of the City of Charlotte will be held on ***February 3, 2012*** as follows:

TIME/Date: ***9:00 a.m.***
 February 3, 2012

LOCATION: ***Carole A. Hoefener Community Services Center***
 610 E. 7th Street
 Charlotte, NC 28202

TOPIC: ***Procurement***


Shauntè Evans, Interim COO



Charlotte Housing Authority

Building Community, People & Partnerships

NOTICE

Board Workshop Meeting

February 3, 2012

NOTICE is hereby given that a Board Discussion meeting of the Board of Commissioners of the Housing Authority of the City of Charlotte will be held on, **February 3, 2012** as follows:

TIME: *Directly After Special Board Meeting – Meeting Convenes*

DATE: *February 3, 2012*

LOCATION: *Carole A. Hoefener Community Services Center
610 E. 7th Street
Charlotte, NC 28202*

TOPIC: *Board Protocol*



Shauntè Evans/Interim COO

Housing Authority of the City of Charlotte
Special Meeting of the Board of Commissioners

Carole A. Hoefener Community Services Center
610 E. 7th Street
Charlotte, North Carolina 28202

February 3, 2012

9:00 a. m. - Special Board Meeting Convenes:

Regular Meeting Agenda:

1. Pledge of Allegiance
2. Review and Approval of the Agenda
3. **Business Agenda Action Item:**
 - A. Award a Contract for the CEO Search Firm

Special Board Meeting Business Agenda Action Item:

3.A Award a Contract for the CEO Search Firm

Action: Approve a Resolution for an Authorized Signatory to Negotiate and Award a Procurement Contract to Coleman Law and Associates to conduct an Executive Search for a CHA Chief Executive Officer Not to Exceed \$82.500

Staff Resource: Heather Franklin / Steve Lamphere

Strategic Business: Executive

Strategic Goal: Ensure the Authority’s Long-Term Financial Viability

Background/Policy Framework:

On June 15, 2010, the CHA Board of Commissioners approved the final update to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions that exceed the dollar threshold set for that individual classification of material or service as set below:

<u>Dollar Threshold</u>	<u>Procurement Classification</u>
\$100,000	New Construction and Substantial Rehabilitation contracts.
\$50,000	Professional Service contracts, consultants, architects and engineers.

Additionally, any procurement that will cause a single vendor to exceed the above amounts during a rolling twelve (12) month period will require prior approval from the CHA Board of Commissioners before additional contracts are awarded to the vendor.

Explanation:

On December 1, 2011, the CHA issued a Request for Proposal (RFP) to solicit bids for an Executive Search Firm to assist the CHA in the qualification and selection of a Chief Executive Officer (CEO). An evaluation committee of three (3) CHA Board of Commissioners was established to review and evaluate all responses to the RFP and make a final recommendation to the full Board.

On December 15, 2011 a total of five (5) Executive Search Firms responded to the RFP and subsequently were submitted to the evaluation committee for review and qualification. All responses were evaluated for selection on the basis of those firms most qualified to meet the requirements of the RFP. Once the evaluation committee completed the initial assessment and evaluation, three (3) of the Executive Search Firms were selected for an oral interview. Oral interview(s) are for those firms whose proposals qualify for selection,

meet the requirements and are within the competitive range for final selection. The following Firms were selected for an Oral Interview on January 25, 2012.

Summary of Selected Bids:

Name of Firm

1. Coleman Lew & Associates
2. Gans Gans & Associates
3. Sockwell Partners

Upon completion of the final phase of the evaluation and oral interviews with the above firms, the evaluation committee recommends the selection of Coleman Lew and Associates. In the event that negotiations with the top ranked firm are unsuccessful, the Board authorizes the Authorized Signatory to enter into discussions and award a contract to the second ranked firm and so on until an agreement can be negotiated.

The payment shall not exceed \$82,500. This amount includes a fixed fee, a cap on reimbursable expenses, candidate travel expenses and other potential contingency costs.

Committee Discussion:

Staff is requesting Board Approval at a Special Board Meeting to be held on February 2, 2012 to start the Executive search for a CEO in a prompt and timely manner without delay.

Funding:

Central Office Cost Center

Attachment:

Resolution

RESOLUTION

**AUTHORIZE AN AUTHORIZED SIGNATORY TO NEGOTIATE AND AWARD
A PROCUREMENT CONTRACT TO COLEMAN LEW AND ASSOCIATES
FOR EXECUTIVE SEARCH FIRM SERVICES FOR A CHIEF EXECUTIVE
OFFICER.**

WHEREAS, the CHA has a requirement for an Executive Search Firm;

WHEREAS, the CHA has conducted the solicitation process in accordance with 24CFR
Part 85.36 Procurement Regulations;

WHEREAS, the evaluation committee selected Coleman Lew and Associates as the top
ranked firm to conduct an Executive Search for a qualified CEO;

WHEREAS, the CHA now desires to move forward with the negotiation and award of
contract to Coleman Lew and Associates;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby
approve this resolution to authorize an Authorized Signatory to Negotiate and Award a
Procurement Contract to Coleman Lew and Associates.

RECORDING OFFICER'S CERTIFICATION

I, Shaunté Evans, the duly appointed secretary of the Housing Authority of the City of
Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at
a regular meeting held February 2, 2012.

BY: _____

Shaunté Evans

Secretary

(SEAL)