Staff Report

Date: October 15, 2026

Agenda Item: 5.B

Subject: Discussion and Possible Action to Authorize the Executive Director to Execute a Contract for Architectural and Engineering Services with JK Architecture & Engineering in an amount not to exceed $854,940 for the Reno Avenue Development Project.

From: Executive Director

Recommendation: For Possible Action

Background

On August 29, 2025, the Reno Housing Authority (RHA) publicly issued a Request for Proposals (RFP) for architectural services. The RFP was advertised through DemandStar, the RHA website, local newspapers, local plan rooms, and was distributed directly to known qualified firms. A total of four (4) firms submitted proposals by the October 3, 2025, deadline.
A selection committee consisting of the Director of Asset Management, the Director of Development, and the Senior Project Manager from the Development Department evaluated the proposals based on the criteria established in the RFP, including:

- Relevant experience with Low-Income Housing Tax Credit (LIHTC) and affordable housing developments.
- Qualifications and expertise of key personnel.
- Approach to project management and community engagement.
- Past performance and references.
- Approach to value engineering.

Following the initial review and scoring process, the three highest-ranked firms were invited to participate in interviews and presentations held on October 16 and October 17, 2025. Upon completion of the presentations and final evaluation, JK Architecture & Engineering Services (JKAE) was determined to be the most qualified firm and was selected for the project.

Initial Scope of Services
The initial scope of work included:

- Development of three (3) conceptual design alternatives.
- Participation in two (2) neighborhood meetings.
- Preparation of landscape and project plans sufficient to support a competitive application to the Nevada Housing Division (NHD) for Low-Income Housing Tax Credit (LIHTC) funding.

Since their selection, JKAE has provided additional support beyond the initial scope, assisting RHA in securing project funding, and completing various predevelopment activities, entitlement requirements, and planning efforts necessary to advance the project.

Current Status
With project funding now secured, Development and Procurement staff have been working with JKAE to finalize a comprehensive Architectural and Engineering Services Agreement for the design and construction phases of the project. The agreement is currently under review by legal counsel and is expected to be ready for execution shortly following the Board of Commissioners meeting.

The proposed agreement establishes the scope, schedule, and professional services necessary to advance the project through design, permitting, bidding, and construction administration. Importantly, approval of the A&E agreement with JKAE will allow the design team to proceed according to the project schedule and maintain the timeline required to begin construction in May 2027.

Conclusion
JKAE was selected through a competitive procurement process and has successfully supported the project through the conceptual design, funding application, and predevelopment phases. Approval of the A&E Services Agreement will allow RHA to continue project development, maintain critical project milestones, and ensure the project remains on schedule for a May 2027 construction start.

Staff Recommendation and Motion:

Staff recommends that the Board of Commissioners authorize the Executive Director to Execute a Contract for Architectural and Engineering Services with JK Architecture & Engineering in an amount not to exceed $854,940 for the Reno Avenue Development Project following completion of legal review.
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