



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2015-6-25 (1)

**Date:** June 24, 2015  
**To:** THA Board of Commissioners  
**From:** Michael Mirra  
Executive Director  
**Re:** Architectural & Engineering (A&E) Services for RAD

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### **Background**

This resolution would authorize the executive director to negotiate a contract, and if those negotiations are successful, to execute a contract with a firm for architectural and engineering services (A&E) for THA's RAD conversion. The Board will recall that the RAD conversion will have THA trade in its public housing subsidies for section 8 subsidies. As part of this conversion THA will fix up its entire portfolio.

On May 19, 2015, Tacoma Housing Authority (THA) staff issued a Request for Qualifications (RFQ) from firms interested in providing these A&E services. The A&E team will provide limited professional Architectural and Engineering in conjunction with a General Contractor/Construction Manager (GCCM).

THA posted the RFQ on the Washington Electronic Business Solutions, the Bluebook, and THA's website on May 19, 2015. Notices were also sent to previous RFP holders of record.

THA hosted a pre-submittal conference on May 27, 2015. The RAD Project Team reviewed the scope of work and the RFQ process at the pre-submittal conference. Eleven (11) firms attended the conference. THA answered questions via an addendum to the RFQ.

THA received seven (7) responsive proposals by the deadline of June 9, 2015.

An evaluation team, comprised of three (3) THA staff, reviewed and scored the proposals according to the evaluation criteria listed in the RFQ. The committee completed the first stage of the review process and determined that three (3) firms would advance to the second stage of the review - the oral interviews. A maximum of one hundred (100) points were available. Points were organized into four (4) primary sections, with proposals scored on several factors, including:

1. Organizational and Staff Capacity (30 Points);
2. Approach and Response to Scope of Services (25 Points);
3. Demonstrated Success for Similar Projects (25 Points); and,
4. Interview and References (20 Points). This section was only for the three (3) firms selected for interviews.

After the oral interviews, the evaluation team voted unanimously in favor of proceeding with contract negotiations with the firm of Casey+DeChant Architects. The evaluation scores are as noted below:

Firm	Panelist 1					Panelist 2					Panelist 3					Average				
	1	2	3	4	T	1	2	3	4	T	1	2	3	4	T	1	2	3	4	Total
Casey+DeChant Arch	29	25	25	18	97	29	24	25	18	96	28	24	21	17	90	28.67	24.33	23.67	17.67	94.33
Innova Architects	27	24	24	19	94	25	23	24	19	91	21	16	18	17	72	24.33	21.00	22.00	18.33	85.67
GGLO Design	24	21	21	17	83	23	21	22	17	83	28	22	22	18	90	25.00	21.33	21.67	17.33	85.33
Environmental Works	27	15	23		65	24	23	20		67	21	15	10		46	24.00	17.67	17.67	0.00	59.33
Helix Design Group	26	20	22		68	24	20	20		64	21	10	12		43	23.67	16.67	18.00	0.00	58.33
Tonkin Architecture	26	15	19		60	24	18	18		60	20	8	18		46	23.33	13.67	18.33	0.00	55.33
Studio 19 Architects	22	15	15		52	22	19	19		60	20	15	8		43	21.33	16.33	14.00	0.00	51.67

### **Recommendation**

Approve Resolution 2015-6-24 (1) authorizing THA's Executive Director to negotiate and, if those negotiations are successful, award a contract for the Architectural and Engineering Services for the RAD Conversion Project in an amount not to exceed \$500,000 for the predevelopment phase of work to Casey+DeChant Architects. If staff is unable to negotiate a contract with the highest ranking firm, provide authorization for THA's Executive director to negotiate and award a contract with the second highest ranking firm of Innova Architects.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2015-6-24 (1)

### AWARD OF CONTRACT FOR A & E SERVICES FOR RAD PROJECT

A **RESOLUTION** of the Board of Commissioners of the Housing Authority of the City of Tacoma

**WHEREAS**, May 19, 2015, Tacoma Housing Authority (THA) Staff issued a Request for Qualifications (RFQ) from firms interested in providing architectural and engineering services for 1120/1124 Martin Luther King Jr. Way, Tacoma, WA; and

**WHEREAS**, The RFQ was posted on the Washington Electronic Business Solutions, Bluebook, and THA's website on August 1, 2014; and

**WHEREAS**, Seven (7) firms submitted proposals by the deadline of June 9, 2015, seven (7) were deemed responsive; and

**WHEREAS**, An evaluation team, composed of three (3) THA staff reviewed and scored the proposal according to evaluation criteria listed in the RFQ; and

**WHEREAS**, The evaluation team voted unanimously in favor of proceeding with contract negotiations with Casey+DeChant Architects; now, therefore, be it

***Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows:***

Authorizes THA's Executive Director to negotiate and award a Contract for the Architectural and Engineering Services for the RAD Conversion Project in an amount not to exceed of \$500,000 to Casey+CeChant Architects. Executive Director may negotiate and award a contract with the second highest ranking firm of Innova Archtects if contract negotiations with the highest ranking firm fail.

**Approved: June 24, 2015**

  
Stan Rumbaugh, Chair