



TACOMA HOUSING AUTHORITY

RESOLUTION 2016-08-24(3)

Date: August 24, 2016
To: THA Board of Commissioners
From: Michael Mirra
 Executive Director
Re: Stable of Financial Advisors

This resolution would authorize THA’s Executive Director to negotiate, and if those negotiations are successful, to execute separate contracts for financial advising services with CSG Advisors for \$200,000 and Brawner & Company for \$300,000. Each will have an initial three (3) year term and the potential for two (2) twelve-month extensions.

Background

On July 28, 2016, THA staff issued a Request for Proposals for firms interested in providing financial advisor (FA) services to THA’s real estate development and asset management. We seek a few firms to have on-call as we need their services. We posted the Request for Proposals on Washington Electronic Business Solutions, (WEBS) and THA’s website on July 28, 2016.

Two (2) Firms responded to the RFQ by the date of August 12, 2016. Both proposals were responsive and responsible. A review team comprising of three THA staff reviewed and scored the proposals. The results are as follows:

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
Brawner	20	25	25	22	92	23	24	22	24	93	25	25	20	25	95	22.67	24.67	22.33	23.67	93.33
CSG	25	25	20	20	90	25	25	25	23	98	25	25	20	20	90	25.00	25.00	21.67	21.00	92.67

- Scoring point 1 is General Expertise or Attributes
- Scoring point 2 is Specific Qualifications
- Scoring point 3 is General approach to projects
- Scoring point 4 is Fee for Services

Recommendation

Based on the above scores, staff recommend the Board approve this resolution that would authorize the Executive Director to negotiate, and if those negotiations are successful, to execute separate contracts for the finance advising services with CSG Advisors for \$200,000 and Brawner & Company for \$300,000. Each will have an initial three (3) year term and the potential for two (2) twelve month extensions.



TACOMA HOUSING AUTHORITY

RESOLUTION 2016-08-24(3) (Stable of Financial Advisors)

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

WHEREAS, On July 28, 2016, Tacoma Housing Authority (THA) staff issued a Request for Proposals (RFP) from firms interested to provide Financial Advisor Service for THA's Real Estate Development and Asset Management; and

WHEREAS, The RFP was posted on the Washington Electronic Business Solutions and THA's websites on July 28, 2016; and

WHEREAS, Two firms submitted proposals by the deadline of August 12, 2016, both were deemed responsive and responsible; and

WHEREAS, An evaluation team, comprised of three (3) THA staff reviewed and scored the proposals according to evaluation criteria listed in the RFP; and

WHEREAS, The evaluation team voted unanimously in favor of awarding contracts to the firms of CSG Advisors and Brawner and company; now, therefore, be it

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

The Executive Director is authorized to negotiate, and if those negotiations are successful, to execute separate contracts for the finance advising services with CSG Advisors for \$200,000 and Brawner & Company for \$300,000. Each will have an initial three (3) year term and the potential for two (2) twelve month extensions.

Approved: August 24, 2016

Dr. Arthur C. Banks, Chair