



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2018-05-23 (8)

**Date:** May 23, 2018  
**To:** THA Board of Commissioners  
**From:** Michael Mirra  
Executive Director  
**Re:** James Center North Planning Services A&E

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*This resolution will allow THA to enter into a contract for master planning services for James Center North.*

### Background

On October 25, 2017 THA purchased James Center North (JCN) for the purposes of redevelopment. It offers a unique opportunity to acquire a property that is attractive for public and private developers. It supports development of market rate and affordable rental housing in a mixed-use development. It also supports Transit Oriented Development (TOD) as it is within walking distance of a transit center, grocery stores, parks and Tacoma Community College (TCC).

For the past seven (7) months, THA has been working to stabilize and increase occupancy in order to maximize revenue for THA's redevelopment effort. THA contracted with the Urban Land Institute to organize a Technical Assistance Panel of professionals in order to recommend options for redevelopment. In general, these recommendations support THA's vision for the site.

On April 4, 2018, THA staff issued a Request for Qualifications from firms interested in providing architectural and engineering services (A&E) for the James Center North master planning. The A&E team will provide professional Architectural, Engineering and planning services in order to fulfill the goal of redeveloping the James Center North property. This RFQ provides THA with the option to use the selected firm to undertake full architectural and engineering tasks on any affordable housing THA builds at James Center.

The RFQ was posted on the Washington Electronic Business Solutions, the Bluebook and THA's website on April 4, 2018. Notices were also sent to previous RFP holders of record.

A pre-submittal conference was held on April 13, 2018. The THA Project team reviewed the scope of work and the RFQ process at the conference. Twelve (12) firms attended the conference. Questions were answered via an addendum.

Eight (8) proposals were submitted by the deadline of May 4, 2018. One (1) Submission was determined to be nonresponsive.

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 four (4) firms would advance to the second stage of the review - the oral interviews. A maximum of 100 points were available. Points were organized into four 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 is only for the 4 firms selected for interviews.

After the oral interviews the evaluation team, which included THA staff, a representative from the real estate community and a representative of the City of Tacoma's Planning Department, voted unanimously in favor of proceeding with contract negotiations with Ankrom Moisan. The evaluation scores from interviewed firms are 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	
Ankrom Moisan	25	23	25	16	89	25	22	20	20	87	28	24	24	20	96	91
Hewitt	26	23	23	15	87	25	20	22	18	85	28	22	22	20	92	88
BCRA	27	24	24	14	89	25	22	20	17	84	26	23	22	18	90	87
Torti Galas	27	24	22	12	85	25	22	22	15	84	27	22	25	15	89	86
LRS	25	23	23	0	71	25	20	15	0	60	24	22	21	0	67	66
GGLO	25	20	25	0	70	20	20	20	0	60	28	20	22	0	70	66
Rice Fergus Miller	27	20	20	0	67	20	18	15	0	53	25	20	20	0	65	61
Bush Roed Hitchings																Non responsive

## Recommendation

Approve Resolution No. 2018-05-23 (8) to award a Contract for Architectural and Engineering Services for James Center North Master Planning in an amount not-to-exceed of \$250,000 for the predevelopment phase of work. This work will begin the summer of 2018. If staff is unable to negotiate a contract with the highest ranking firm, the Executive Director is authorized to negotiate and award a contract with the second highest ranking firm.





# TACOMA HOUSING AUTHORITY

## RESOLUTION 2018-05-23 (8)

### (Approval to Negotiate and Award a Contract for the Architectural and Engineering Services for James Center North Master Planning)

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

**WHEREAS,** The Housing Authority of the City of Tacoma (the "Authority") approved resolution 2017-8-23 (4) authorizing the acquisition of property located at 1620 S. Mildred Street; and

**WHEREAS,** The Authority seeks to encourage the provision of long term housing for low income persons residing in the City of Tacoma, Washington (the "City"); and

**WHEREAS,** On April 4, 2018 Tacoma Housing Authority (THA) Staff issued a Request for Qualifications (RFQ) from firms interested in providing architectural and engineering services for parcels comprising "the James Center North Master Plan"; and

**WHEREAS,** The RFQ was posted on the Washington Electronic Business Solutions, Bluebook and THA's website on April 4, 2018; and

**WHEREAS,** Eight (8) firms submitted proposals by the deadline of May 4, 2018, seven (7) were deemed responsive; and

**WHEREAS,** An evaluation team, comprised of three THA staff reviewed and scored the proposals according to evaluation criteria listed in the RFQ; and

**WHEREAS,** An interview team comprised of three THA staff and two community representatives interviewed four firms; and

**WHEREAS,** The evaluation and interview team voted unanimously in favor of awarding a contract to the firm of Ankrom Moisan; 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 award a contract for architectural and engineering services for James Center North in an amount not-to-exceed of \$250,000 to Ankrom Moisan Architects. If staff is unable to negotiate a contract with Ankrom Moisan, the Executive Director may negotiate and award a contract with the second highest ranking firm of Hewitt.

**Approved: May 23, 2018**

  
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Janis Flauding, Chair