



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2016-01-27 (5)

**Date:** January 27, 2015  
**To:** THA Board of Commissioners  
**From:** Michael Mirra  
Executive Director  
**Re:** Amendment to Initial Program and Income Certification and Leasing Services with Allied Residential

This resolution would authorize the executive director to increase the maximum contract amount for income certification and leasing services we need for the RAD project from \$100,000 to \$150,000.

### Background

In September, 2015 Tacoma Housing Authority (THA) issued a Request for Proposal (RFP) for Initial Program and Income Certification and Leasing Services. This RFP would allow THA to contract with a consultant to assist in preparing resident files for the conversion of public housing to tax credit qualifying housing as part of our Rental Assistance Demonstration (RAD) project. THA received three proposals. THA deemed two of the proposals responsive and responsible; THA deemed the third one to be non-responsive for failure to submit required attachments. A review committee scored the proposals. Based on those scores THA awarded the contract to Allied Residential. Staff did not submit the contract to the Board because its amount was within the staff's authority to approve. .

The expended amount on this contract is reaching the limit and we have more work to do. Due to the extended closing date of the RAD project, we need to refresh some of the initial certifications that were done in October/November.

This resolution will give THA's Executive Director authorization to sign Amendment No. 1, which will increase the Contract by an additional \$50,000 to a total of \$150,000 to cover additional income re-certifications through October, 2016 when the contract expires.

### Recommendation

Approve Resolution 2016-01-27 (5) authorizing THA's Executive Director to amend the Initial Program and Income Certification and Leasing Services contract with Allied Residential Contract and increase the contract by an additional \$50,000, making the total amount of the contract of \$150,000.00.



# TACOMA HOUSING AUTHORITY

## **RESOLUTION 2016-1-27 (5) (Amend the Initial Program and Income Certification and Leasing Services with Allied Residential)**

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

**WHEREAS**, In September 2015 Tacoma Housing Authority (THA) issued a Request for Proposal (RFP) seeking initial program and income certification and leasing services for the Rental Assistance Demonstration (RAD) project. The services would assist THA in preparing the resident files to qualify for tax credit requirements; and

**WHEREAS**, THA proposals were due September 25, 2015; THA received three proposals; it deemed two to be responsive and responsible; and

**WHEREAS**, A review committee scored the proposals and awarded the contract to Allied Residential for an amount not to exceed \$100,000; and

**WHEREAS**, THA is nearing the contract limit; and

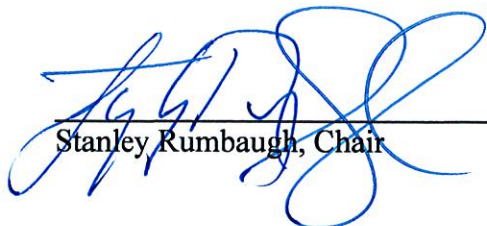
**WHEREAS**, THA has more work to do, mainly because the RAD closing date has been delayed. This means we need to refresh some of the income certifications in order to comply with tax credit regulations; and

**WHEREAS**, Staff recommend a new contract amount not to exceed \$150,000;

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

THA Executive Director is authorized to amend the existing Initial Program and Income Certification and Leasing Services contract to increase the contract value to an amount not to exceed \$150,000.

**Approved: January 27, 2016**

  
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Stanley Rumbaugh, Chair