



TACOMA HOUSING AUTHORITY

RESOLUTION 2016-03-23 (4)

Date: March 23, 2016

To: THA Board of Commissioners

From: Michael Mirra, Executive Director

Re: Architectural & Engineering (A&E) Services for THA Hilltop Properties Master Planning

This resolution would authorize the executive director to negotiate, and if those negotiations are successful, to execute a contract with GGLO for master planning services for THA's Hilltop properties.

Background

On January 13, 2016, Tacoma Housing Authority (THA) staff issued a Request for Qualifications (RFQ) from firms interested in providing architectural and engineering services (A&E) and community engagement services for THA's Hilltop Master Development Planning project. These services will to help THA devise a development strategy for its properties in the area.

THA posted the RFQ on the Washington Electronic Business Solutions, the Bluebook and THA's website on January 13, 2016. THA sent notices sent to previous RFP holders of record.

THA hosted a pre-submittal conference on January 19, 2016. The THA Project team reviewed the scope of work and the RFQ process at the conference. Five (5) firms attended the conference. THA answered questions in an written addendum.

Three (3) firms submitted proposals by the deadline of February 4, 2016. THA deemed one proposal non-responsive. Staff contacted firms that attended the pre-conference, but did not submit proposals to learn why the firms did not submit. These firms offered a variety of reasons including, but not limited to lack of knowledge about the geographical area, lack of a strong partner to apply with to provide the complete array of requested services and/or lack of organizational capacity due to work load and/or subject matter expertise.

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 two (2) firms would advance to the second stage. Kevin Grossman representing the Hilltop Business Association, Carey Jenkins of the City of Tacoma

and Gary Knudsen of Historic Tacoma along with three THA staff, interviewed the two final two firms. The RFP organized points 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 was only for the three firms selected for interviews.

After the oral interviews the evaluation team voted unanimously in favor of proceeding with contract negotiations with the firm of GGLO. 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	Total
Casey+DeChant Arch	25	21	24	15	85	27	20	22	19	88	27	22	23	18	90	87.6
GGLO Design	28	23	25	18	94	25	18	22	24	89	28	23	25	19	95	92.6

Recommendation

Authorize THA's executive director to negotiate and if those negotiations are successful award a contract to GGLO for the predevelopment phase of architectural and engineering services for THA Hilltop Properties Master Planning in an amount not-to-exceed of \$250,000. If those negotiations are not successful, the executive director may seek and award the contract to Casey+DeChant.



TACOMA HOUSING AUTHORITY

RESOLUTION 2016-03-23 (4) **(Architectural & Engineering Services THA Hilltop Properties Master Plan)**

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

WHEREAS, The Tacoma Housing Authority is committed to investment in Tacoma's Hilltop Neighborhood and has acquired properties for this purpose; and

WHEREAS, January 13, 2016, Tacoma Housing Authority (THA) staff issued a Request for Qualifications (RFQ) seeking firms interested in providing architectural and engineering services for parcels comprising "the THA Hilltop Properties Master Plan"; and

WHEREAS, THA posted the RFQ on the Washington Electronic Business Solutions, Bluebook and THA's website on February 13, 2016; and

WHEREAS, Three (3) firms submitted proposals by the deadline of February 4th, 2016; THA deemed Two (2) 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;

WHEREAS, The interview panel included three community representatives who recommended that THA negotiate with GGLO for planning services; and

WHEREAS, The evaluation team voted unanimously in favor of proceeding with contract negotiations with GGLO; now, therefore, be it

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

THA's executive director may negotiate, and if those negotiations are successful, award a contract to GGLO for the predevelopment architectural and engineering services for the THA Hilltop Properties Master Plan in an amount not-to-exceed of \$250,000. If those negotiations are not successful, he may seek and award a contract for these services with Casey + DeChant.

Approved: March 23, 2016


Stanley Rumbaugh, Chair