



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2016-03-23 (5)

**Date:** March 23, 2016

**To:** THA Board of Commissioners

**From:** Michael Mirra, Executive Director

**Re:** Architectural & Engineering (A&E) Services for New Look Apartments

This resolution would authorize the Executive Director to negotiate, and if those negotiations are successful, execute a contract with Buffalo Design for architectural services for the capital improvement plan for New Look Apartments.

### Background

On January 26, 2016, Tacoma Housing Authority (THA) staff issued a Request for Qualifications (RFQ) from firms interested in providing architectural and engineering services (A&E) for its New Look Apartment project. The A&E team will provide professional Architectural, Engineering and planning services for the project.

THA posted a RFQ on the Washington Electronic Business Solutions, the Bluebook and THA's website on January 26, 2016. THA also sent notices to previous RFP holders of record.

THA hosted a pre-submittal conference on February 2, 2016. The THA Project team reviewed the scope of work and the RFQ process at the conference. Ten (10) firms attended the conference. THA answered questions with a written addendum.

THA received five (5) proposals by the deadline of March 1, 2016. THA deemed all five to be responsive and responsible.

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 with 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 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 Buffalo Design Firm. The evaluation scores are as noted below:

Project: New Look A&E Firm	Panelist 1					Panelist 2					Panelist 3					Average
	1	2	3	4	T	1	2	3	4	T	1	2	3	4	T	
Buffalo Design	26	22	23	20	91	24	23	23	20	90	19	20	21	18	78	86.34
Casey+DeChant	24	23	24	15	86	27	20	22	17	86	26	20	20	8	74	82
Rice Fergus Miller	27	23	24	12	86	23	23	20	20	86	23	20	20	10	73	81.67
GGLO	25	21	21	0	67	20	23	22	0	65	22	20	19	0	61	64.33
Tonkin	25	15	19	0	59	19	19	16	0	54	20	18	16	0	54	55.67

### Recommendation

Approve Resolution 2016-03-23 (5) authorizing THA's Executive Director to negotiate, and if those negotiations are successful, execute a contract with Buffalo Design for the architectural and engineering Services for New Look Apartments in an amount not-to-exceed (NTE) \$150,000. If those negotiations are not successful, he may seek a contract with the firm of Casey+ DeChant Architects.





# TACOMA HOUSING AUTHORITY

## **RESOLUTION 2016-03-23 (5) (Architectural & Engineering (A&E) Services New Look Apartments)**

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

**WHEREAS**, January 26, 2016 Tacoma Housing Authority (THA) Staff issued a Request for Qualifications (RFQ) from firms interested in providing architectural and engineering services for New Look Apartments; and

**WHEREAS**, THA posted the RFQ on the Washington Electronic Business Solutions, Bluebook and THA's website on February 26, 2016; and

**WHEREAS**, Five (5) firms submitted proposals by the deadline of March 1, 2016, THA deemed all five (5) to be deemed responsible and 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 Buffalo Design; now, therefore, be it

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

Approve Resolution 2016-03-23 (5) authorizing THA's Executive Director to negotiate, and if those negotiations are successful, execute a contract with Buffalo Design for the architectural and engineering Services for New Look Apartments in an amount not-to-exceed (NTE) \$150,000. If those negotiations are not successful, he may seek a contract with the firm of Casey+ DeChant Architects.

**Approved: March 23, 2016**

  
Stanley Rumbaugh, Chair