



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2017-06-28 (4)

**Date:** June 28, 2017  
**To:** THA Board of Commissioners  
**From:** Michael Mirra  
Executive Director  
**Re:** Architectural and Engineering (A&E) Services - Family Investment Center (FIC)  
Tenant Improvement and Salishan Maintenance Shop Improvement

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*This Resolution would authorize Tacoma Housing Authority's (THA) Executive Director to add \$38,200 to the amount of the contract with Buffalo Design for A&E services needed for the FIC Tenant Improvement and Salishan Maintenance Shop Improvement to Buffalo Design.*

### Background

On March 23, 2011, the Board authorized THA's Executive Director to award Buffalo Design the contracts for A&E services for THA's administrative buildings, including 902 South L Street, FIC, Salishan Maintenance shop (Shop), Key Bank and any administrative sites at THA's various remote locations. The 902 South L Street work is done.

On December 14, 2016, the Board authorized THA's Executive Director to proceed with improvements to the FIC and the Shop and authorized a total contract of \$127,314 to Buffalo Design.

At this time, THA would like to revise the total contract for Buffalo Design due to additional scope. This additional scope includes replacing the existing HVAC, furniture coordination and reimbursable expenses that the contractors will charge. The additional design fee for the HVAC work is \$25,900, the furniture coordination effort is \$7,300 (billed at time and materials) and the reimbursable fee is \$5,000 (also billed at time and materials) for a total increase of \$38,200.

### Recommendation

Authorize THA's Executive Director to increase the contract amount for the A&E Services for the FIC Tenant Improvement and Salishan Maintenance Shop Improvement in an amount not-to-exceed \$38,200 for a total not-to exceed contract of \$165,514 with Buffalo Design.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2017-06-28 (4)

### (A&E Services—FIC Tenant Improvement and Salishan Maintenance Shop Improvement)

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

**WHEREAS**, On March 23, 2011, the Board authorized THA's Executive Director to award a contract to Buffalo Design for Architectural and Engineering Services for THA's administrative buildings; and

**WHEREAS**, The FIC Tenant Improvement and Salishan Maintenance Shop Improvement are needed to create more functional and useable space; and

**WHEREAS**, On December 14, 2016, the Board authorized THA's Executive Director to proceed with improvements to the FIC and the Shop and to authorize a total contact of \$127,314 to Buffalo Design; and

**WHEREAS**, The FIC's HVAC system will need to be replaced, additional coordination is necessary for the furniture, and reimbursable expenses that the contractors charge need to be added to the contract; and

**WHEREAS**, The additional design work which includes Design Development through Construction Administration for the FIC and Salishan Maintenance Shop improvements for the HVAC, furniture coordination and reimbursable expenses will cost \$38,200; now, therefore, be it

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

Authorize THA's Executive Director to increase the contract amount with Buffalo Design by \$38,200 for a total not to exceed of \$165,514.

**Approved: June 28, 2017**

A handwritten signature in blue ink that reads "Dr. Arthur C. Banks".

Dr. Arthur C. Banks, Chair