



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2011-12-14 (1)

DATE: December 14, 2011  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: Architectural & Engineering (A&E) Services for THA Administrative Offices  
Space Study and Design – Contract Amendment

### **Background**

On March 23, 2011 the Board of Commissioners authorized the Executive Director to award a contract to Buffalo Design for Architectural and Engineering Services for THA's Administrative spaces. The 902 South L Street office is the first focus of this contract. The Board of commissioners authorized the Executive Director to negotiate a contract in a not to exceed amount of \$95,000 for the 902 South L Street offices. The scope of work included a complete study of the building, a conceptual design master plan and design development through construction administration services for the Housing Choice Voucher area first. The work included reviewing existing conditions, interviewing staff, preparing concept through final design for interior office spaces, preparing bid documents, assistance with bidding and construction administration.

Buffalo Design has completed the existing conditions study, interviewed staff, and produced the final design concept for the building. The final design concept for the building covers the Housing Choice Voucher area and a small amount of work on the Administration side of the building. It also incorporates more design features and changes than originally anticipated. The total budget for the design, construction, and finishes is \$400,000. The work includes needed repairs to the HVAC duct system, reconfiguring the lobby and several offices and the addition of client meeting space.

The current contract for the work through Design Development is \$94,684. The amount for the remaining work, Construction Documents through Contract closeout, is \$51,387, which includes a 5% contingency. This resolution is requesting authorization to increase the not to exceed contract amount by \$51,071 to a revised total contract amount of \$146,071 to cover the remaining A&E work. The total \$400,000 budget for the project includes the cost of A & E services.

### **Recommendation**

Approve Resolution 2011-12-14(1) authorizing the Executive Director to increase the contract, with Buffalo Design, for the Architectural and Engineering Services for the THA Administrative Offices Space Study and Design project in an amount not-to-exceed \$51,071, for a revised total of \$146,071.



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## RESOLUTION 2011-12-14 (1)

### ARCHITECTURAL & ENGINEERING (A&E) SERVICES FOR THA ADMINISTRATIVE OFFICES SPACE STUDY AND DESIGN – CONTRACT AMENDMENT

**WHEREAS**, On March 23, 2011, The Board of Commissions (BOC) of Tacoma Housing Authority (THA) authorized the Executive Director to award a contract with Buffalo Design for Architectural and Engineering Services for THA's Administrative spaces;

**WHEREAS**, The first focus of work is the 902 S L Street building;

**WHEREAS**, The BOC authorized a Not to Exceed amount of \$95,000 for work that included a complete study of the building, a conceptual design master plan and for design development through construction administration for the Housing Choice Voucher area;

**WHEREAS**, The total project budget is \$400,000;

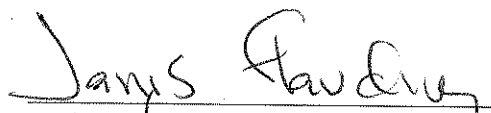
**WHEREAS**, The total amount for the design and engineering is \$146,071;

**WHEREAS**,

*Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:*

Approve Resolution 2011-12-14 (1) authorizing the Executive Director to increase the not to exceed contract amount by \$51,071 for a total amount not to exceed of \$146,071 to cover the additional A&E work.

**Approved:** December 14, 2011

  
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Janis Flauding, Chair

