



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2011-3-23(1)

DATE: March 23, 2011  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: Architectural & Engineering (A&E) Services for THA Administrative Offices  
Space Study and Design

### **Background**

This resolution would authorize the Executive Director to engage a firm to provide architectural and engineering services for a space study for THA's administrative offices.

On February 10, 2011 Tacoma Housing Authority (THA) staff issued a Request for Qualifications from interested firms. The services requested include reviewing existing conditions, interviewing staff, preparing concept and final design for interior office spaces, preparing bid documents, assistance with bidding and construction administration. Twelve firms responded.

The 902 South L Street building was built in 1980. In 1994-95 THA purchased and remodeled the building and the main administration staff relocated to the new building from the Salishan office. In 2000 a Space Study was commissioned and a partial remodel was completed in 2001. Since that remodel THA has done several small interoffice renovations and staff work flow has changed resulting in the need to revise the interior office spaces.

The first focus of the selected A&E firm will be the 902 building. As need and budget allow THA's other administrative space may be evaluated. In addition, the requested Not-to-Exceed amount is based on a complete study, a conceptual design master plan for the 902 South L Street Building and for design development through construction administration for the Housing Choice Voucher area first. Based on the remaining design concepts, staff will negotiate the work to complete the remaining phases of the project as budget allows. We will return to the BOC with resolutions for these additional phases.

The RFQ was posted on the Blue Book website on February 11, 2011, on Washington Electronic Business Solutions on February 10, 2011 and on THA's website

A pre-submittal conference was held on February 22, 2011. The Project Manager reviewed the scope of work and the RFQ process at the conference. Twenty (20) firms attended the conference. Questions were answered via an addendum.

Twelve (12) responsive proposals were submitted by the deadline, March 8, 2011.

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 state of the review process and determined that three (3) firms would advance to the second stage of the review which as the oral interviews. After the oral interviews the evaluation team voted unanimously in favor of proceeding with contract negotiations with the firm of Buffalo Design. The evaluation scores are as noted below:

Firm	Average Score				
	Experience, capacity and qualifications	Approach/ Response	Demonstrated Successes	Interview	Total
Buffalo Design	27.00	23.67	23.00	17.33	91.00
The Casey Group Arch	24.33	22.33	22.67	15.00	84.33
Austin Cina	25.00	21.33	21.00	15.33	82.66
ORB, Architects	23.33	22.33	20.33	0.00	66.00
DKA	23.67	22.00	19.67	0.00	65.33
Kovalenko Hale Architects	21.00	21.00	18.67	0.00	60.67
McGranahan	21.00	20.00	19.67	0.00	60.67
Lawhead Arch	23.33	19.33	17.33	0.00	60.00
Jon Graves Architects & Planners	20.67	19.67	16.67	0.00	57.00
ART	21.33	17.67	17.67	0.00	56.67
Belay Arch	19.00	20.00	16.33	0.00	55.33
Erickson McGovern	14.33	17.00	13.67	0.00	45.00

**Recommendation**

Approve Resolution 2011-3-23 (1) authorizing the Executive Director to negotiate and award a Contract for the Architectural and Engineering Services for the THA Administrative Offices Space Study and Design project in an amount not-to-exceed of \$95,000 with Buffalo Design, the highest ranking firm. If staff is unable to negotiate a satisfactory contract with that firm, we ask the Board to authorize the Executive director to negotiate and award a contract with the successive highest ranking firms.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2011-3-23(1)

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

**WHEREAS**, On February 10, 2011, Tacoma Housing Authority (THA) Staff issued a Request for Qualifications (RFQ) from firms interested in providing architectural and engineering services for THA Administrative Offices Space Study and Design;

**WHEREAS**, The RFQ was posted in the Blue Book on February 11, 2011, on Washington Electronic Business Solutions on February 10, 2011 and on THA's website;

**WHEREAS**, Twelve firms (12) submitted proposals by the deadline of March 8, 2011;

**WHEREAS**, an evaluation team, composed of three (3) THA staff reviewed and scored the proposals according to evaluation criteria listed in the RFQ;

**WHEREAS**, the evaluation team voted unanimously in favor of proceeding with contract negotiations with Buffalo Design.

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

Approve Resolution 2011-3-23 (1) authorizing the Executive Director to negotiate and award a Contract for the Architectural and Engineering Services for the THA Administrative Offices Space Study and Design project in an amount not-to-exceed of \$95,000 with Buffalo Design. If staff is unable to negotiate a satisfactory contract with that firm, the Executive director is authorize to negotiate and award a contract with the successive highest ranked firms.

**Approved:** March 23, 2011

  
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Dr. Arthur C. Banks, Chairman