



## RESOLUTION 2024-08-28 (2)

**Date:** July 24, 2024

**To:** THA Board of Commissioners

**From:** April Black  
Executive Director

**Re:** Approval to Contract with Du & Associates

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*This resolution would allow Tacoma Housing Authority (THA) to enter into a contract with Du & Associates.*

### BACKGROUND

THA issued a Request for Proposal (RFP) to seek a consultant to assist building their Asset Management Function.

The Scope of Work Included:

- Training on the principles of Asset management
- Assistance establishing THA specific Asset Management, Compliance and Property Management KPI's and goals
- Analysis of current agency structure, policies, procedures, and staff qualifications
- Recommendations about Agency structure, policies, procedures and/or other changes that could be made to meet our Asset Management goals
- Recommended training and/or certifications for existing or future Asset Management staff
- Describe the key components and competencies outside the Asset Management department critical to effective Asset Management

THA received five (5) bid submissions. Du & Associates received the highest score by all evaluators. Their proposal came in at \$100,000.00.

Per THA's Procurement Policy, THA Board must approve all procurements that exceed \$50,000 not previously authorized by THA Board of Commissioners.

#### RECOMMENDATION

Approve THA BOC Resolution 2024-08-28 (2) for THA to enter into a contract with Du & Associates for \$100,000.00.



**RESOLUTION 2024-08-28 (2)**

(Approval to Contract with Du & Associates)

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

**WHEREAS**, Tacoma Housing Authority issued a RFP for a consultant to assist building their Asset Management Function; and

**WHEREAS**, THA received five (5) submissions; and

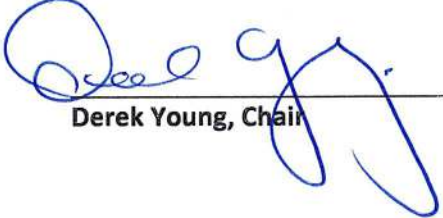
**WHEREAS**, THA evaluated and scored all submitted proposals; and

**WHEREAS**, THA issued a Notice of Award, pending Board Approval, to Du & Associates; and

**WHEREAS**, THA requires Board Approval to enter into a contract over \$50,000.00; now, therefore, be it;

*Resolved by the Board of Commissioners of the Housing Authority of the City of Tacoma, Washington as follows: Approval to enter into a contract for \$100,000.00 with Du & Associates.*

**Approved: August 28, 2024**

  
Derek Young, Chair