

Housing Authority of the County of Stanislaus

...also serving Alpine ▪ Amador ▪ Calaveras ▪ Inyo ▪ Mariposa ▪ Mono ▪ Tuolumne Counties.

DATE: February 2, 2017

TO: Board of Commissioners

FROM: Barbara Kauss, Executive Director

SUBJECT: **Item # 4** - Contract for Architectural Services

PREPARED BY: Scott Fitzgerald, Director of Asset Management

RESOLUTION NO. 16-17-07

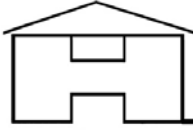
RECOMMENDATION

Staff recommends that the Board of Commissioners approve the contract between the Housing Authority and TPH Architects for architectural and engineering services.

SUMMARY

In December of 2016, staff solicited the professional services of an Architectural firm through a Request for Qualifications (RFQ). This process is required by the Authority's procurement policy in the solicitation of architectural and engineering services. Rather than basing the selection of a firm on price, the RFQ process evaluates criteria listed in the RFQ to identify the most qualified competitor. Contract pricing is determined through negotiation of fair and reasonable compensation (2 CFR 200.320, HUD Handbook 7460.8, Rev.2, Sec. 7.3 & 10.3). The RFQ was published in the newspaper, posted on the Authority's website, and directly sent to architectural firms. Despite the outreach by staff, only one proposal was submitted.

TPH Architects provided the sole proposal which was evaluated utilizing the criteria published in the RFQ. The evaluation process confirmed that the experience, qualifications and ability to complete projects in a timely manner met the criteria required for selection. TPH Architects is based in Modesto and has a long history of completing both new construction and modernization projects with the Authority. The services outlined in their proposal include building and site design, associated engineering services, preparation of construction documents, working with building departments to obtain jurisdictional approvals, bidding of projects and construction administration.



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A fee structure has been proposed by TPH Architects however, final compensation is subject to negotiation. Staff is recommending an initial contract term of two years with three additional one-year renewal options.

FISCAL IMPACT

There is no immediate fiscal impact, however these services are budgeted in various program funds and will conform with the Authority's procurement limits.

ATTACHMENT

1. Exhibit A, Architect's Proposal