



# Stanislaus Regional Housing Authority

*Alpine ■ Amador ■ Calaveras ■ Inyo ■ Mariposa ■ Mono ■ Stanislaus ■ Tuolumne Counties*

DATE: November 8, 2018

TO: Board of Commissioners

FROM: Barbara Kauss, Executive Director

SUBJECT: **Action Item # 1** – Consider Approving the selection of firms qualified to provide Architectural and Engineering Services to the Housing Authority of the County of Stanislaus.

PREPARED BY: Jim Kruse, Deputy Director

RESOLUTION NO. 18-19-06

## RECOMMENDATION

The final compensation is subject to negotiation. Staff is recommending an initial contract term of two years with three additional one-year renewal options for each firm.

## SUMMARY

The Housing Authority of the County of Stanislaus (Housing Authority) has a need for Qualified Architectural and Engineering Services to support the Housing Authority's current and future development and ongoing modernization activities.

Staff solicited the professional services of Architectural and Engineering firms through a Request for Qualifications (RFQ) 214-18. 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 2 (two) proposal was submitted. Staff has found it difficult in previous procurement attempts to obtain firms that can handle the Housing Authority's architectural and engineering needs. The Housing Authority maintains its previous Architectural and Engineering Firm, however, they are not able to accept any new projects at this time. The pool of firms will provide the Housing Authority with the flexibility needed to have multiple development projects in process at the same time.



The procurement of RFQ 214-018 progressed as follows:

- August 28, 2018: The solicitation was published online on the Housing Authority's website.
- August 28, 2018 15 vendors were notified directly by email.
- September 2, 2018: Advertised in the Modesto Bee.
- September 9, 2018: Advertised in the Modesto Bee.
- September 26, 2018: The IFB closed, with 2 firms having submitted bids:
  - a) Magavero (Sacramento)
  - b) HRM Architects (Sacramento)

The evaluation process confirmed that the experience, qualifications and ability to complete projects in a timely manner met the criteria required for selection. Both firms have been determined to be responsive and responsible bidders. Both Firms have a long history of completing both new construction and modernization projects with public Agencies and Housing Authority's. 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.

The final compensation is subject to negotiation. Staff is recommending an initial contract term of two years with three additional one-year renewal options for each firm.

#### **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 Proposals

**RESOLUTION NO. 18-19-06**

**RESOLUTION APPROVING THE SELECTION OF FIRMS QUALIFIED TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES TO THE HOUSING AUTHORITY OF THE COUNTY OF STANISLAUS**

**WHEREAS**, the Housing Authority has solicited qualifications of architects through a Request for Qualifications process; and

**WHEREAS**, based on its review of the responses received to the Authority's Request for Qualifications, the Housing Authority has determined that the architectural firms selected have the experience and qualifications which best meet the Authority's selection criteria; and

**WHEREAS**, the Authority desires to approve this firms as having the qualifications necessary to provide the architectural and engineering services required by the Housing Authority.

**NOW, THEREFORE BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the County of Stanislaus, that:

1. The architectural firms of Magavero and HRM Architects are approved as qualified to provide the architectural and engineering services required by the Housing Authority.
2. The Executive Director is designated as the Contract Officer and is authorized to execute the contracts and to act on behalf of the Authority during the administration of the contract.
3. This resolution shall take effect immediately.

**DULY AND REGULARLY ADOPTED** by the Board of Commissioners of the Housing Authority of the County of Stanislaus this 8th day of November 2018.

On motion of Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, and on the following roll call vote:

AYES:

NAYS:

ABSENT:

Attest: \_\_\_\_\_

Secretary

Approved: \_\_\_\_\_

Chairman