

REQUEST FOR PROPOSALS ANALYSIS AND STAFF RECOMMENDATION

Contracting Agency: Housing Authority of the City of Milwaukee
Type of Work, Services, or Material: Architectural, Engineering, and Related Services
Housing Development: Convent Hill South
Amount: \$257,080.00 not-to-exceed
Job Number: COCC, 102-413010-CONVHVL

Offeror (Firm)

City, State

Korb + Associates Architects

Milwaukee, WI

PROCUREMENT REVIEW

PROCURING SECTION: Modernization & Development Services

In the year 2018, the Housing Authority’s subsidiary, Travaux Inc., conducted a competitive procurement, i.e. a request for qualifications (RFQ) known as Official Notice Number 57850, for architectural, engineering, and related services for development projects at various sites. Several awards were made pursuant to that RFQ. The Housing Authority now invokes its option to “piggyback” on that RFQ for similar services needed for its project known as Convent Hill South.

Of the RFQ awardees, Korb + Associates Architects was selected by staff to provide services required at this time for Convent Hill South. This includes preliminary planning, schematic design, and zoning (collectively, Phase 1 services), all of which fall under the scope of the original RFQ. Korb + Associates Architects has reviewed the required services and provided a fee proposal in the amount of \$257,080.00, which staff determined to be reasonable and acceptable.

The Modernization & Development Services Section recommends award of a contract to Korb + Associates Architects in the amount of \$257,080.00 not-to-exceed. This amount includes \$224,280.00 already authorized as a purchase order under the Housing Authority’s small purchases threshold of \$250,000.00. The remaining \$32,800.00 is for additional property zoning services. The initial term of the contract is one (1) year not-to-exceed.

Vice President of Construction _____ Date _____

EMERGING BUSINESS ENTERPRISES

Target Contracting 20 % MBE, WBE, DBE, EBE, SBE, VOB, or any combination thereof
Proposed Contracting 2 % DBE

Korb + Associates Architects is not a certified MBE or WBE with the State of Wisconsin or otherwise certified as an EBE. Korb + Associates Architects has identified a need to subcontract at this time to two subcontractors. One subcontractor, Lanser Public Affairs LLC, is a certified DBE with the State of Wisconsin Department of Transportation. 2% of the contract award is subcontracted to Lanser Public Affairs LLC. Should Korb + Associates Architects need to subcontract any other portion of the work, then Korb + Associates Architects will contact Purchasing/Contracts Services prior to seeking any subcontractors on its own. Purchasing/Contracts Services recommends proceeding with award.

Section 3 Coordinator _____ Date _____

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SECTION 3

SECTION 3 DOES NOT APPLY TO THIS PROCUREMENT (NO FEDERAL FUNDS)

FINANCE AND ACCOUNTING

Finance and Accounting concurs with the recommendation of the Modernization & Development Services Section to award to Korb + Associates Architects as described above. Charge the account number(s) as listed above.

Grants Accountant/Budget Analyst _____ Date _____

RECOMMENDATION

RECOMMEND AWARD AS DESCRIBED ABOVE TO KORB + ASSOCIATES ARCHITECTS.

APPROVAL RECOMMENDED

Chief Financial Officer _____ Date _____

Asst Secretary–Mod Coordinator _____ Date _____

APPROVED

Secretary–Executive Director _____ Date _____