

REQUEST FOR PROPOSALS ANALYSIS AND STAFF RECOMMENDATION

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| Contracting Agency: | Housing Authority of the City of Milwaukee |
| Official Notice Number: | 58117 |
| Date and Time of Opening: | Friday, November 17, 2023 2:00 PM (CST) |
| Type of Work, Services, or Material: | Hazardous Materials and Environmental Hazards Management Consulting Services |
| Housing Development and Number: | various sites |
| Budget Amount: | \$500,000.00 not-to-exceed |
| Job Number: | XXX-413013-XXXX charge to various funding sources as needed |

| <u>Offeror (Firm)</u> | <u>City, State</u> | <u>Rank</u> |
|--|---------------------|-------------|
| <i>Professional Service Industries Inc. dba Intertek-PSI</i> | <i>Waukesha, WI</i> | <i>1</i> |

PROCUREMENT REVIEW

PROCURING SECTION: Modernization & Development Services

One firm responded to this RFP, i.e. Professional Service Industries Inc. dba Intertek-PSI. Staff evaluated the proposal per the criteria stated in the RFP and determined that the proposal is acceptable. Intertek-PSI reviewed the anticipated work and submitted a schedule of proposed fees, its best and final offer, for services to be rendered on an as-needed basis. Staff reviewed these fees and found them reasonable and comparable to fees paid on the current contract for these services (awarded five years ago), with modest increases in various rates, in part to accommodate pandemic-related costs and supply chain issues. Intertek-PSI has performed satisfactorily on previous contracts for similar services. The Modernization & Development Services Section recommends award to Intertek-PSI in the amount of \$500,000.00 not-to-exceed for an initial period of one year (with renewal options for up to four additional years) for services on an as-needed basis. Furthermore, the Modernization & Development Services Section recommends that the Housing Authority reserve the right to issue multiple contracts to Intertek-PSI wherein specific purposes/projects or combinations of specific purposes/projects are covered by separate contracts (as allowed in the RFP), in which case the combined overall contract authority remains \$500,000.00 not-to-exceed.

Vice President of Construction _____ Date _____

EMERGING BUSINESS ENTERPRISES

Target Contracting 20 % MBE and/or WBE
Proposed Contracting 20 % MBE

Professional Service Industries Inc. dba Intertek-PSI is not a certified EBE with the State of Wisconsin. Intertek-PSI has identified a need to subcontract at this time to White Glove Group Inc. (20%), a certified MBE firm with the State of Wisconsin. Intertek-PSI has not identified a need to hire at this time. Should Intertek-PSI need to subcontract any other portion of the work or to hire, then Intertek-PSI will contact Purchasing/Contracts Services prior to seeking any subcontractors or candidates on its own. Purchasing/Contracts Services recommends proceeding with award.

Contract Compliance Officer _____ Date _____

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SECTION 3

SECTION 3 DOES NOT APPLY (NON-CONSTRUCTION PROFESSIONAL SERVICES THAT REQUIRE AN ADVANCED DEGREE OR PROFESSIONAL LICENSING).

Contract Compliance Officer _____ Date _____

FINANCE AND ACCOUNTING

Finance and Accounting concurs with the recommendation of the Modernization & Development Services Section to award to Professional Service Industries Inc., dba Intertek-PSI as described above. Charge the account number(s) as listed above.

Grants/Budget _____ Date _____

RECOMMENDATION

RECOMMEND AWARD AS DESCRIBED ABOVE TO PROFESSIONAL SERVICE INDUSTRIES INC. DBA INTERTEK-PSI.

APPROVAL RECOMMENDED

Chief Financial Officer _____ Date _____

APPROVED

Secretary-Executive Director _____ Date _____