

REQUEST FOR PROPOSALS ANALYSIS AND STAFF RECOMMENDATION

ORIGINAL

Contracting Agency: Housing Authority of the City of Milwaukee
Official Notice Number: 57359
Date and Time of Opening: Friday, October 16, 2015, 2:00 PM (CDST)
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 various sources as necessary, e.g. CFP, Subsidized Operations, Non-Subsidized Operations, Non-Subsidized Bond Issue, etc.)

<u>Offeror (Firm)</u>	<u>City, State</u>	<u>Rank</u>
Professional Service Industries Inc.	Waukesha, WI	1
JSA Civil Environmental Engineers	Milwaukee, WI	2

PROCUREMENT REVIEW

PROCURING SECTION: Modernization & Development Services

Two firms responded to this RFP. Staff evaluated proposals per the criteria stated in the RFP. The highest ranked firm, Professional Service Industries Inc., 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. The firm has performed satisfactorily on previous contracts for similar services. The Modernization & Development Services Section recommends award of contract to Professional Service Industries Inc.

Director of Development

W. B. Jones

Date

10/30/15

EMERGING BUSINESS ENTERPRISES

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

The firm, Professional Service Industries Inc., has committed to 20% MBE subcontract participation, thereby meeting the target goal. The proposed MBE subcontractor, Affordable Environmental Technologies Inc., is certified as such by the Wisconsin Department of Administration's business diversity program throughout the initial contract period. The proposed MBE subcontractor has performed satisfactorily in this capacity on previous contracts for similar services.

MDS Administrator

Contract Services Manager

Daniel S. Hay

Date

30 Oct 2015

SECTION 3

Target Contracting	<u>3</u> %	Target Employment	<u>30% of new hires</u>
Proposed Contracting	<u>20</u> %	Proposed Employment	<u>no need to hire reported to date</u>

Professional Service Industries, Inc. (PSI) triggered Section 3 with the need to subcontract for the proposed renewal period. PSI will utilize the services of Affordable Environmental Technologies, which is a self-certified Section 3 Business Concern, at the contracting percentage of 20% of the contract award total. It has been recommended by the Section 3 Coordinator and agreed to by Larry D. Raether P.E., PSI Department Manager, that he will inform the Section 3 Coordinator of any upcoming employment opportunities through PSI or any of the Section 3 and non-Section 3 subcontractors under the proposed contract award that may be of interest to HACM residents/(lower tier) non-HACM residents who may meet the minimum employability requirements.

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SECTION 3 (continued)

Also, in the event that a decision has been made based on a need to hire or subcontract under the proposed HACM contract, PSI and all subcontractors under this contract agreement will inform the Section 3 Coordinator prior to the occurrence.

Section 3 Coordinator



Date 11/2/15

FINANCE AND ACCOUNTING

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

Grants Accountant/Budget Analyst



Date 11/2/15

RECOMMENDATION

RECOMMEND AWARD OF CONTRACT AS DESCRIBED ABOVE TO PROFESSIONAL SERVICE INDUSTRIES INC.

APPROVAL RECOMMENDED

Chief Financial Officer



Date 11/2/15

Asst Secretary-Mod Coordinator



Date 11/3/15

APPROVED

Secretary-Executive Director



Date 11/05/15

HA-195 (09/2015)