

## REQUEST FOR PROPOSALS ANALYSIS AND STAFF RECOMMENDATION

Contracting Agency:	Housing Authority of the City of Milwaukee
Official Notice Number:	57906
Date and Time of Opening:	Tuesday, November 13, 2018 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 various sources as necessary, e.g. CFP, Subsidized Operations, Non-Subsidized Operations, etc.)

<u>Offeror (Firm)</u>	<u>City, State</u>	<u>Rank</u>
<b>Professional Service Industries Inc.</b>	<b>Waukesha, WI</b>	<b>1</b>

### PROCUREMENT REVIEW

#### **PROCURING SECTION:** Modernization & Development Services

One firm responded to this RFP, i.e. Professional Service Industries Inc. Staff evaluated the proposal per the criteria stated in the RFP and determined that the proposal is acceptable. 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 (awarded three years ago), with modest increases in various rates. Professional Services Industries Inc. has performed satisfactorily on previous contracts for similar services. The Modernization & Development Services Section recommends award to Professional Service Industries Inc. 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 wherein specific purposes/projects or combinations of specific purposes/projects are covered by separate contracts (as indicated in the request for proposals), in which case the combined overall contract authority remains \$500,000.00 not-to-exceed.

Director of Development \_\_\_\_\_ Date \_\_\_\_\_

#### **EMERGING BUSINESS ENTERPRISES**

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

Contract Services Manager \_\_\_\_\_ Date \_\_\_\_\_

#### **SECTION 3**

Target Contracting	<u>3</u> %	Target Employment	<u>30% of new hires</u>
Proposed Contracting	_____ %	Proposed Employment	_____

Section 3 Coordinator \_\_\_\_\_ Date \_\_\_\_\_

**REQUEST FOR PROPOSALS ANALYSIS AND STAFF RECOMMENDATION**

Contracting Agency:	Housing Authority of the City of Milwaukee
Official Notice Number:	57906
Date and Time of Opening:	Tuesday, November 13, 2018 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 various sources as necessary, e.g. CFP, Subsidized Operations, Non-Subsidized Operations, etc.)

**FINANCE AND ACCOUNTING**

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

Grants Accountant/Budget Analyst \_\_\_\_\_ Date \_\_\_\_\_

**RECOMMENDATION**

RECOMMEND AWARD AS DESCRIBED ABOVE TO PROFESSIONAL SERVICE INDUSTRIES INC.

**APPROVAL RECOMMENDED**

Chief Financial Officer \_\_\_\_\_ Date \_\_\_\_\_

Asst Secretary–Mod Coordinator \_\_\_\_\_ Date \_\_\_\_\_

---

---

**APPROVED**

Secretary–Executive Director \_\_\_\_\_ Date \_\_\_\_\_