REQUEST FOR QUALIFICATIONS ANALYSIS AND STAFF RECOMMENDATION

Contracting Agency: Type of Work, Services, or Material:	Housing Authority of the City of Milwaukee Architectural, Engineering, and Related Services for RAD Conversion		
Housing Development: Amount:	Townhomes at Carver Park \$259,800.00		
Job Number:	Carver Park Mixed Financing, 584-413010		
Offeror (Firm)	City, State		
Galbraith Carnahan Architects LLC	Wauwatosa, 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 exercises its option to "piggyback" on that RFQ for similar services needed for its project known as RAD Conversion at Townhomes at Carver Park.			
Of the awardees pursuant to the RFQ, Galbraith Carnahan Architects LLC was selected by staff to provide services needed at this time for RAD Conversion at Townhomes at Carver Park. This includes preliminary planning, schematic design, construction documents (plans and specifications), bidding assistance, and construction administration, all of which fall under the scope of the original RFQ. Galbraith Carnahan Architects LLC has reviewed the required services and provided a fee proposal, which staff determined to be reasonable and acceptable.			
The Modernization & Development Services Section recommends award to Galbraith Carnahan Architects LLC in the amount of \$259,800.00. This amount includes \$11,800.00 for the preliminary planning, which was already authorized as a purchase order under the Housing Authority's small purchases threshold of \$250,000.00. The remaining \$248,000.00 is for the remaining services. The initial term of the contract is one (1) year and may be extended as needed up to a total of five (5) years for completion of the project.			
Vice President of Construction	Date		
EMERGING BUSINESS ENTERPRISES			
	MBE and/or WBE ny designation (MBE, WBE, DBE, EBE, SBE, VOB)		
Proposed Contracting <u>25</u> % <u>MBE</u>			
Galbraith Carnahan Architects LLC (GCA) is not a certified MBE or WBE with the State of Wisconsin. GCA has identified a need to subcontract at this time to Thunderbird Engineering Inc., a certified MBE with the State of Wisconsin, for 25% of the work. Should GCA need to subcontract any other portion of the work, then GCA will contact Purchasing/Contracts Services prior to seeking any subcontractors on its own. Purchasing/Contracts Services recommends proceeding with award.			
Section 3 Coordinator	Date		

REQUEST FOR PROPOSALS ANALYSIS AND STAFF RECOMMENDATION

for RAD Conversion

\$259,800.00

Townhomes at Carver Park

Contracting Agency:

Housing Development:

Amount:

Type of Work, Services, or Material:

Housing Authority of the City of Milwaukee Architectural, Engineering, and Related Services

Job Number:	Carver Park Mixed-Financing, 584-413010	
SECTION 3		
Target Contracting	Target Employment Proposed Employment	30% of new hires none
Galbraith Carnahan Architects LLC (GCA) is not a certified Section 3 business. GCA has identified a need to subcontract at this time to Thunderbird Engineering Inc., a certified Section 3 business, for 25% of the contract. Should GCA need to subcontract any other portion of the work, then GCA will contact Purchasing/Contracts Services prior to seeking any subcontractors on its own. GCA has not identified a need to hire at this time. Should GCA need to hire in the future, then GCA will contact Purchasing/Contracts Services prior to seeking any candidates on its own. Purchasing/Contracts Services recommends proceeding with award.		
Section 3 Coordinator		Date
FINANCE AND ACCOUNTING		
		lodernization & Development Services ove. Charge the account number(s) as
Grants Accountant/Budget Analyst		_ Date
RECOMMENDATION		
RECOMMEND AWARD AS DESCRIBED ABOVE TO GALBRAITH CARNAHAN ARCHITECTS LLC.		
APPROVAL RECOMMENDED		
Chief Financial Officer		Date
APPROVED		
Secretary–Executive Director		Date