

# Seattle Housing Authority

190 – Queen Anne Avenue North  
P.O. Box 19028  
Seattle, Washington 98109-1028

## MEMORANDUM

To: Rodrick C. Brandon, Executive Director

Date: November 17, 2023

Miki Naganuma, Interim Deputy Director of Contracts and Procurement

From: Lori Stehlik, Senior Development Project Manager

Re:  RFP  RFQ  RFCP  
 Informal Solicitation

Recommendation for Selection

We have conducted the solicitation process for the project described below and rated the firms that submitted a proposal by the deadline based on the evaluation criteria established in this solicitation. On behalf of the Evaluation Panel, I am recommending that the firm indicated below be selected for this project, and requesting authorization to negotiate a contract with that firm. Please review this memorandum and the attachments, and if you approve, Please approved this Recommendation for Selection Memo by signing below.

Project Name: <b>On-Call Structural Special Inspections</b>		Contract #: <b>5829</b>
Date Solicitation Issued: <b>07/26/2023</b>	If <b>RFP, RFQ or RFCP</b> , Date(s) Advertised in Daily Journal of Commerce: <b>07/27/2023</b>	If <b>Informal Solicitation</b> , Number of Firms Solicited: <b>N/A</b>
Pre-Submittal Conference Date: <b>08/09/2023</b>	Date Responses Due: <b>08/29/2023</b>	Date of Evaluation Panel Meeting(s): <b>09/28/2023 and 10/02/2023</b>
Evaluation Panel Members: <b>Lori Stehlik</b> <b>Khin Gyi</b> <b>Robb Bailey</b>		
<u>For RFP, RFQ, RFCP or Informal Solicitations:</u> <u>Response Received from the Following Firms:</u>		<u>Total Evaluation Scores (and Interviews, if applicable)</u>
<b>Otto Rosenau &amp; Associates, Inc.</b>		<b>289</b>
<b>Professional Service Industries, Inc.</b>		<b>255</b>
<b>Krazan &amp; Associates, Inc.</b>		<b>212</b>
<b>AAR Testing and Inspection, Inc.</b>		<b>199</b>
<b>Terracon Consultants, Inc. - NON-RESPONSIVE: NOT EVALUATED</b>		<b>N/A</b>
The Evaluation Panel recommends the selection of the following firm(s) for this project and requests authorization to negotiate a contract with them: <b>Otto Rosenau &amp; Associates, Inc., Professional Service Industries, Inc., and Krazan &amp; Associates, Inc.</b>		
Additional comments about the selection process or recommended firm(s) (optional):  In reviewing scores related to cost after recommendation to award to two firms, it was discovered Professional Services Industries (PSI) was actually the second place proposer. There was an extension error in Krazan's Exhibit 1 which incorrectly put them in second place. SHA had already awarded contract to Otto Rosenau and Krazan. To remedy the award error, SHA is going to award a third contract to PSI. All three vendors will propose on upcoming work to keep a competitive environment in place for work orders going forward.		
<b>REVIEWED:</b>		<b>APPROVED:</b>
Miki Naganuma, Interim Deputy Director of Contracts and Procurement Date		Rodrick C. Brandon, Executive Director Date

Last Revised 12-05-22

Attachments:

- Summary Evaluation Scores
- Solicitation (including any addenda issued)
- Copy of proposals submitted by the firm in response to this solicitation