



Office of the City Manager

CONSENT CALENDAR
January 22, 2013

To: Honorable Mayor and Members of the City Council
From:  Christine Daniel, City Manager
Submitted by: Jane Micallef, Director, Health, Housing & Community Services
Subject: Change in Scope for Community Facility Improvement Project at Berkeley Food and Housing Project

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract amendment based on a revised scope for a Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) funded community facility improvement project undertaken by the Berkeley Food and Housing Project.

FISCAL IMPACTS OF RECOMMENDATION

City Council approved an allocation of \$52,406 in CDBG funds (Budget code: 370-7902-463-3510) and an allocation of \$40,000 in ESG funds (Budget Code: 045-7902-463-3510) for Berkeley Food and Housing Project on October 16, 2012 (Resolution No. 65,912-N.S.) This action requires no additional funding.

CURRENT SITUATION AND ITS EFFECTS

The Berkeley Food and Housing Project applied to the City of Berkeley for City-administered CDBG funds on December 2, 2010 to make improvements at its North County Women's Center located at 2140 Dwight Way. The original scope of work proposed was building flooring upgrades, a front office windows glass upgrade and the replacement of a commercial dishwasher in the first floor kitchen. City Council allocated \$92,406 in CDBG funds to the project on May 17, 2011. City Council subsequently approved a change in the composition of funding for the project to include ESG funds on October 16, 2012.

The Berkeley Food and Housing Project (BFHP) has proposed a revision to its original scope of work to include an elevator modernization project. The revised scope would include the elevator project, a reduced flooring upgrade, and the dishwasher replacement. The project eliminates the window replacement. BFHP is proposing this change because the existing elevator has required repairs numerous times over the last two years, with breakdowns occurring more frequently over the past couple of months, hindering facility operations.

The Housing Advisory Commission, which recommended the original scope and funding, was advised of the proposed scope change at its meeting on December 6, 2012. They voted unanimously to approve the revised scope for these funds. (M/S/C: Soto-Vigil/Feller. Ayes: Casalaina, Feller, Levenson, Sawicki, Soto-vigil, Tregub, Wolfe. Excused Absence: Kingeter, Murphy.)

BACKGROUND

The City of Berkeley receives CDBG funds annually for affordable housing and other community development projects. Each year, the Health, Housing & Community Services Department issues a Request for Proposals and solicits applications for federal CDBG funds for eligible activities, including for renovations to buildings that are open to the general public and primarily serve a low-income population.

On December 2, 2010, BFHP applied for CDBG funds for facility improvements. BFHP requested funding for the flooring replacements, front office window glass upgrades, and the replacement of a commercial dishwasher in the first floor kitchen.

City Council approved CDBG funding for these projects with the adoption of Resolution No. 65,670-N.S. on April 3, 2012 based on scopes of work that were contained in the original proposal. On October 16, 2012, Council changed the composition of funding for this project to include an allocation of ESG funds with the adoption of Resolution No. 65,912-N.S.. When scopes are significantly altered, City Council approval is required.

RATIONALE FOR RECOMMENDATION

The Berkeley Food and Housing Project proposed the change in scope to respond to health and safety concerns at its North County Women's Center. The elevator shut downs have increased in frequency over the last two months and have, on occasion, trapped staff and clients in the elevator. Elevator access to the second and third floors of the building is essential for elderly and disabled clients who may be residing in the transitional housing located on these two floors.

ALTERNATIVE ACTIONS CONSIDERED

The City could maintain the current scope or work for FY2013 and require BFHP to apply for funding for the elevator as part of the current Request for Proposal that was issued on November 13, 2012.

CONTACT PERSON

Kristen Lee, Community Services Specialist III, HH&CS Department, 981-5427

Attachments:
1: Resolution

RESOLUTION NO. ##,###-N.S.

CHANGE IN SCOPE FOR BERKELEY FOOD AND HOUSING PROJECT
COMMUNITY FACILITY IMPROVEMENT PROJECT

WHEREAS, an Allocation of Community Development Block Grant funds in the amount of \$52,406 (Budget code: 370-7902-463-3510) and an allocation of \$40,000 in Emergency Solutions Grant (ESG) (Budget Code: 045-7902-463-3510) for Berkeley Food and Housing Project were already approved by City Council on October 16, 2012 (Resolution No. 65,912-N.S.); and

WHEREAS, the Berkeley Food and Housing Project would like to significantly change the scope of work in order to address a critically important facility issue; and

WHEREAS, City Council approval is required for a significant change in scope; and

WHEREAS, the proposed revised scopes are eligible uses of CDBG and ESG funds and allow for the timely expenditure of these funds.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract amendment based on a revised scope of work for the community facility improvement project undertaken by the Berkeley Food and Housing Project. A signed copy of said documents, agreements and any amendments will be kept on file in the Office of the City Clerk.

