



Office of the Executive Officer

CONSENT CALENDAR

April 20, 2004

To: Honorable Chairperson and
Members of the Housing Authority

From: Phil Kamlarz, Acting Executive Officer

Subject: Request for Bids

RECOMMENDATION:

Adopt a Resolution authorizing the Executive Officer to solicit bids through the Request for Bids (RFB) process for Property Management and Maintenance services of Berkeley Housing Authority's 75 units of rental housing; and interior (painting, flooring, cabinetry) and exterior (painting and window installations) rehabilitation in an amount not to exceed \$705,000; re-landscaping services in an amount not to exceed \$54,000 for approximately 55 units of rental housing owned by the Berkeley Housing Authority; and authorizing the Executive Officer to execute an agreement (s) and any amendments.

FISCAL IMPACTS OF RECOMMENDATION

The Property Management expenses will be charged against the operating subsidy received from the U.S. Department of Housing and Urban Development (HUD) and the rental income.

The rehabilitation expenses are expenses identified in the FY 2002-2003 rehabilitation work plan and will be charged against the \$1.4 million Section 108 loan. In the event the Section 108 loan is received but not available for immediate draw down, the BHA will reprioritize its work plan in order to remain within the limits of the existing resources.

CURRENT SITUATION AND ITS EFFECTS

Staff has consistently advised the Board that we are unable to present a plan that will enable the Housing Authority to annually operate the Public Housing program on a break-even basis. BHA self-management of its public housing units continued to show annual deficit spending. There are no remaining funds in the BHA reserve accounts to make up the deficit therefore management and maintenance of the units have been contracted out. Affordable Housing Associates is currently under contract through June 30, 2004 to provide management and maintenance services of our public housing units. BHA anticipates balancing the projected annual operation expenditures with projected annual revenues this fiscal year without sacrificing the quality of service.

The rehabilitation of our public housing units is entering into its the third year of the three-year rehabilitation project. Next fiscal year rehabilitation work plan will focus on completing the remaining interior and exterior rehabilitation work. The rehabilitation includes but is not limited to exterior painting of four sites (31 units), window replacements at nine sites (55units), and re-landscaping at nine sites (55 units). The costs associated with the above rehabilitation work require that formal bids be solicited prior to entering into a contract (s). Authorizing the Executive Officer to solicit bids will allow the BHA to complete the rehabilitation of all public housing units by the 2004 target date. The management contract, landscaping and rehabilitation work will all be bid separately.

BACKGROUND

The Board previously authorized the Executive Officer to solicit bids and enter into a resultant contract per Resolution 645 for property management services. Affordable Housing Associates (AHA) was selected through the RFB process to provide the property management functions through the end of this fiscal year. The contractor is responsible for general maintenance and upkeep of the units, recruiting new families to fill vacant units, monitoring general lease provisions, and maintaining positive relations with the tenants and the Public Housing Resident Council.

As a result of a comprehensive inspection conducted in June 2001 of all 75 BHA owned rental housing, major rehabilitation work on all of the units was identified. The first phase of the rehabilitation work was begun in September 2001 and \$474,000 of work was completed. BHA is now in the third year of the three-year rehabilitation project. Federal procurement and the City of Berkeley contracting guidelines require that the formal bid solicitation process be followed for contracts in excess of \$25,000 prior to entering into a contract. Therefore, BHA finds it necessary to solicit bids in order to proceed with a new property management contract and rehabilitation work.

RATIONALE FOR RECOMMENDATION

This recommendation is intended to comply with Federal procurement and the City of Berkeley contracting guidelines.

CONTACT PERSON

Sharon Jackson – (510) 981-5471
Angellique De Coud – (510) 981-5475

Approved:



Stephen Barton, Housing Director

RESOLUTION NO.

AUTHORIZING THE EXECUTIVE OFFICER TO SOLICIT BIDS THROUGH THE REQUEST FOR BIDS (RFB) PROCESS FOR PROPERTY MANAGEMENT AND MAINTENANCE SERVICES OF BERKELEY HOUSING AUTHORITY'S 75 UNITS OF RENTAL HOUSING; AND INTERIOR AND EXTERIOR REHABILITATION IN AN AMOUNT NOT TO EXCEED \$705,000; RE-LANDSCAPING IN AN AMOUNT NOT TO EXCEED \$54,000 FOR 55 UNITS OF RENTAL HOUSING OWNED BY THE BERKELEY HOUSING AUTHORITY AND AUTHORIZING THE EXECUTIVE OFFICER TO EXECUTE AN AGREEMENT (S) AND ANY AMENDMENTS

WHEREAS, the Berkeley Housing Authority (BHA) is responsible for property management and maintenance of its 75 units of public housing; and

WHEREAS, the BHA is responsible for maintaining safe and decent housing; and

WHEREAS, the BHA recognizes its staffing and budgetary limitations in self-managing the public housing units; and

WHEREAS, the BHA has determined that contracting out for property management and maintenance and the rehabilitation work is a more efficient and cost-effective option; and

WHEREAS, Federal procurement and the City of Berkeley contracting guidelines require that the formal bid solicitation process be followed prior to entering into a new contract.

NOW THEREFORE, BE IT RESOLVED by the Housing Authority of the City of Berkeley that the Executive Officer is authorized to solicit bids through the RFB process for Property Management and Maintenance services including Building and Landscape services interior; and exterior rehabilitation in an amount not to exceed \$705,000; re-landscaping in an amount not to exceed \$54,000 for 55 units of rental housing owned by the Berkeley Housing Authority and authorizing the Executive Officer to execute any agreement (s) and any amendments.

