



Office of the City Manager

CONSENT CALENDAR  
July 25, 2023

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Lisa Warhuus, Director, Health, Housing, and Community Services  
 Subject: Contract: 2 Plus 1 Housing Resolution Services for Harriet Tubman Terrace  
 Tenant Advocate

RECOMMENDATION

Adopt a Resolution authorizing the City Manager or her designee to execute a contract for professional services with the vendor 2 Plus 1 Housing Resolution Services for a Harriet Tubman Terrace Tenant Advocate for the Department of Health, Housing, and Community Services (HHCS) from August 1, 2023 to July 31, 2024 in an amount not to exceed \$100,000.

FISCAL IMPACTS OF RECOMMENDATION

The term of this contract is from August 1, 2023 to July 30, 2024. Funding in the amount of \$100,000 for a Harriet Tubman Terrace Tenant Advocate is available in the FY 2023 budget in the General Fund (ERMA Fund 011). HHCS will request to carry over these funds into FY2024.

CURRENT SITUATION AND ITS EFFECTS

On November 3, 2022, the City Council approved funding a tenant advocate for Harriet Tubman Terrace (HTT). The tenant advocate position will be responsible for:

- Documenting and analyzing cases/facts of tenant/property manager/owner disputes; and
- Facilitating communication between tenants and the property manager/owner to develop mutually agreed-upon solutions.

HHCS' Housing and Community Services Division (HHCS/HCS) issued Request for Proposals (RFP) Specification No. 612990 on March 7, 2023. The RFP closed on April 11, 2023. The City received two responses. The selection committee included staff from HHCS/HCS and two members of the HTT Tenant Council.

BACKGROUND

Harriett Tubman Terrace is a 90-unit affordable development subject to requirements from the U.S. Department of Housing and Urban Development and California's tax-

exempt bond program. However, the City has not funded the property through the Housing Trust Fund program or other affordable housing funding and regulatory programs. This means that HHCS does not have authority for monitoring affordable housing compliance or operations at HTT.

HTT residents are older adults (62 or older) and adults with disabilities. In 2021, the property owner obtained affordable housing financing and rehabilitated HTT. The property renovations and construction process resulted in disputes between tenants and the property manager/owner. On July 7, 2022, the Housing Advisory Commission recommended City Council act to investigate the health and safety violations and other grievances identified by the tenants of HTT. On November 3, 2022, City Council approved funding a tenant advocate for HTT. The HTT Tenant Advocate will provide case management, training, and facilitate mutually agreed solutions between the tenants and the property manager.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no environmental impacts related to this contract.

#### RATIONALE FOR RECOMMENDATION

The City conducted a competitive bid process for the project identified by Council. The 2 Plus 1 Housing Resolution Services application successfully met the bid requirements and ranked highest among all bidders.

#### ALTERNATIVE ACTIONS CONSIDERED

The City also received two proposals. The reviewers concluded that the proposal from 2 Plus 1 Housing Resolution Services best fit the City's needs, and is not recommending an alternative selection.

#### CONTACT PERSON

Mariela Herrick, Community Development Project Coordinator, HHCS, (510) 981-5424

Attachments:  
1: Resolution

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

CONTRACT: 2 PLUS 1 HOUSING RESOLUTION SERVICES FOR HARRIET  
TUBMAN TERRACE ADVOCATE

WHEREAS, the City of Berkeley City Council authorized a Request for Proposals (RFP) to obtain a dedicated Tenant Advocate for Harriet Tubman Terrace (2870 Adeline Street); and

WHEREAS, the City conducted RFP Specifications No. 612990 with proposals due no later than April 11, 2023; and

WHEREAS, the City received two proposals in response to this RFP; and

WHEREAS, the application from 2 Plus 1 Housing Resolution Services met the bid requirements and ranked highest among all bidders.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager or her designee is authorized to execute a contract and any amendments with 2 Plus 1 Housing Resolution as a contractor to provide professional services as the Harriet Tubman Terrace Tenant Advocate from August 1, 2023, to July 30, 2024 in an amount not to exceed \$100,000.

