



Berkeley Housing Authority

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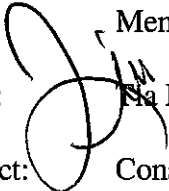
Office of the Executive Director

Item 4E

CONSENT CALENDAR

September 16, 2010

To: Honorable Chairperson and
Members of the Berkeley Housing Authority Board

From:  Sha M. Ingram, Executive Director

Subject: Consideration of a resolution authorizing an amendment to the contract with Rosewood & Associates (“Rosewood”), increasing the contract authority by \$20,000, for a total not to exceed \$54,200, and extending the term through February 28, 2011.

RECOMMENDATION

Approving a resolution authorizing an amendment to the contract with Rosewood & Associates (“Rosewood”), increasing the contract authority by \$20,000, for a total not to exceed \$54,200, and extending the term through February 28, 2011.

BACKGROUND

The Low Income Public Housing (LIPH) Feasibility Committee identified the need for a Project Manager to shepherd the critical repositioning project. The primary functions for the Project Manager include: coordinating the efforts of the consultant team; facilitating and providing staff support to the LIPH feasibility committee, and managing the resident engagement efforts. Consideration was given to a staff position or consultant contract. A consultant contract was identified as the more effective means of securing the required services, without incurring the expense of a full or part-time position.

On January 25, 2010, a Request for Proposals was issued. A total of four responses were received, and each respondent was invited to participate in an oral interview/presentation with the LIPH feasibility committee and the consultant team (EJP/Praxis and Overland, Pacific and Cutler). Kathleen Sims, Rosewood & Associates was selected for the engagement.

Rosewood has been under contract since March 1, 2010, and has provided much needed and highly professional hands-on assistance with the project, including completion of the first round of one-on-one interviews with current Public Housing residents .

STATUS

Unfortunately the “repositioning” project has not advanced as quickly as we anticipated, primarily due to circumstances beyond our control. Most notably, we are still awaiting a decision from HUD on our Inventory Removal application.

The one-on-one interviews allowed us to share information with residents, obtain better information from residents about their issues and concerns, and clarify some, but not all issues.

As we move forward with the repositioning project, including engaging the Community Advisory Committee, and preparing and responding to the Request for Proposals for management of the

inventory, post-HUD response to our application, the services of the Project Manager, in support of the efforts of staff, is critical. It is particularly important to build upon the relationships Ms. Sims has established with residents. As part of the contract amendment, staff will work with the LIPH Feasibility Committee, and Ms. Sims to refine the scope of service and deliverables.

FISCAL IMPACTS OF RECOMMENDATIONS

\$20,000. Unused Capital Funds have been reserved for consultant contracts.

CONTACT PERSON

Tia M. Ingram, Executive Director, 981-5471

Jesy Yturalde, Finance Manager, 981-5488

Attachment:

1. Resolution

BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 10-

AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH ROSEWOOD & ASSOCIATES (“ROSEWOOD”), INCREASING THE CONTRACT AUTHORITY BY \$20,000, FOR A TOTAL NOT TO EXCEED \$54,200, AND EXTENDING THE TERM THROUGH FEBRUARY 28, 2011.

WHEREAS, the Berkeley Housing Authority is the owner/landlord for 61 units of Low Income Public Housing; and

WHEREAS, the Berkeley Housing Authority has initiated the process to cease participating in the Low Income Public Housing Program by submitting an Inventory Removal Application to HUD; and

WHEREAS, HUD has not made a decision on the application; and

WHEREAS, many critical facets of the project remain to be done, including significant resident and community advisory committee engagement; and

WHEREAS, staff will work with the LIPH Feasibility Committee and the consultant to refine the scope of work as necessary; and

WHEREAS, the contract with Rosewood & Associates is critical to our ability to monitor progress on the project, and actively engage residents.

NOW THEREFORE, BE IT RESOLVED, that the Executive Director is authorized to amend the contract with Rosewood & Associates, increasing the contract amount by \$20,000 for a total not to exceed \$54,200, and extending the term through February 28, 1011.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on September 16, 2010 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
Tia M. Ingram, Secretary