



**Berkeley Housing Authority**

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*Office of the Executive Director*

Item 6B

**NEW BUSINESS**

April 16, 2013

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

From: Tia M. Ingram, Executive Director 

Subject: Overland, Pacific and Cutler Contract: extend term through December 31, 2013 and increase authority by \$75,000 for a total contract amount not to exceed \$282,000.

**RECOMMENDATION**

Adopt a resolution approving amendments to the contract with Overland, Pacific and Cutler for relocation services associated with the Low Income Public Housing disposition project (1) extending the term through December 31, 2013, and (2) increasing the authority by \$75,000 for a total contract amount not to exceed \$282,000.

**BACKGROUND**

In October 2009, we contracted with Overland, Pacific and Cutler (OPC) to (a) develop a Relocation Plan, and (b) provide relocation services as required for the public housing repositioning project. In July 2012 we added the services of EnviroCom (Surlene Grant) to supplement OPC, with targeted outreach to households experiencing particular difficulties locating a suitable unit.

The disposition project, now in its 5<sup>th</sup> year, is moving forward with a goal of completing all of the mandatory and permanent relocations (households that were over income or qualify only for one or two bedroom assistance) by December 2013. At present, approximately 15 households remain to be relocated.

**STATUS**

**Contract Term.** On November 13, 2012, the Board approved an extension of the term of the contract – through October 2013; staff recommends a further extension through December 31, 2013 – when we anticipate completion of the transfer of title of the public housing units to the new ownership entity.

**Contract Authority.** The original contract for Phase 2 (actual relocation services) was for \$165,000, of which approximately \$63,000 was spent in FY2011-2012 and the balance of \$102,000 is anticipated to be fully spent by March 31, 2013. As efforts continue to facilitate the permanent relocation of the remaining 15 over income or over housed households, we need to

increase the contract authority by \$75,000 (OPC's estimate per case of \$5,000 X 15 remaining households). We have discussed with OPC the need to complete the remaining mandatory relocations, to provide only mandatory assistance to households voluntarily relocating, and the need to control costs wherever possible.

FINANCIAL IMPACTS OF RECOMMENDATION

\$75,000. Funding resources potentially include any available LIPH reserve; HUD Asset Repositioning Fee (ARF); \$100,000 initial payment from The Related Company; and/or the \$300,000 loan from the City of Berkeley Housing Trust Fund.

CONTACT PERSONS

Tia Ingram, Executive Director, 981-5471  
David Solis, Property Manager, 981-5484  
Jesy Yturalde, Finance Manager, 981-5488

Attachments

1. Resolution
2. OPC Budget

BERKELEY HOUSING AUTHORITY  
RESOLUTION NO. 13-\_\_\_\_\_

AMENDING THE CONTRACT WITH OVERLAND, PACIFIC AND CUTLER FOR RELOCATION ASSISTANCE ASSOCIATED WITH THE LOW INCOME PUBLIC HOUSING DISPOSITION PROJECT EXTENDING THE TERM THROUGH DECEMBER 31, 2013, AND INCREASING THE AUTHORITY BY \$75,000 FOR AN AMOUNT NOT TO EXCEED \$282,000.

WHEREAS, Overland, Pacific and Cutler responded to a formal solicitation to provide expert relocation assistance for the Low Income Public Housing disposition project; and

WHEREAS, we executed a Phase I contract with Overland, Pacific and Cutler to assist with the development of a Relocation Plan as part of the pre-disposition application to the U.S. Department of Housing and Urban Development; and

WHEREAS, we executed a Phase II contract with Overland, Pacific and Cutler to implement the Relocation Plan; and

WHEREAS, the project is moving forward, but not at the rate initially anticipated; and

WHEREAS, the post rehab project anticipates creation of four, two-bedroom units that will create rehousing opportunities for some current residents; and

WHEREAS, on October 27, 2012, BHA held a lottery to determine which of the existing households are interested in remaining on site in one of the two-bedroom units; and

WHEREAS, written agreements have been executed with four households that will be allowed to occupy a two-bedroom unit in the post rehab development; and

WHEREAS, additional time is required to complete all the off-site moves of families to one or two bedroom units; and

WHEREAS, at present, approximately 15 over income or over housed households remain to be relocated; and

WHEREAS, the fee to permanently relocate the remaining eligible households is approximately \$75,000; and

WHEREAS, Overland, Pacific and Cutler has provided excellent customer and professional services to BHA and it's residents.

NOW, THEREFORE BE IT RESOLVED by the Berkeley Housing Authority Board of Commissioners that the Executive Director is authorized to amend the contract term of the Overland, Pacific and Cutler contract for relocation services through December 31, 2013.

FURTHER RESOLVED by the Berkeley Housing Authority Board of Commissioners that the Executive Director is authorized to increase the contact authority by \$75,000, for an amount not to exceed \$282,000.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on April 16, 2013 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest:

\_\_\_\_\_  
Tia M. Ingram, Secretary

**ATTACHMENT 2**

**RELOCATION PROFORMA BUDGET**

**Relocation Cost to Complete Permanent Relocations**

Budget Line Item Description	Total Estimate	Estimate Per Household *
Security Deposit Assistance	\$47,400	\$2,963
Moving Assistance Payments or Cost of Professional Mover	\$32,645	\$2,040
Application/Credit Check Fees	\$1,600	\$100
Benefits Sub-total	\$81,645	\$5,103
Contingency (10%)	\$8,165	\$510
Benefits Total	\$89,810	\$5,613
<b>Relocation Consulting Fee Estimate ^</b>	<b>\$75,000</b>	<b>\$4,688</b>
<b>Estimated Relocation Cost</b>	<b>\$164,810</b>	<b>\$10,301</b>

Notes:

\* 16 overhoused households remaining to move

^ Approximately 9 additional months of services

