



Berkeley Housing Authority

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Office of the Executive Director

Item 6D

CONSENT CALENDAR

June 28, 2011

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

From: Tia M. Ingram, Executive Director *Tia M. Ingram*

Subject: Adopt a resolution authorizing the Executive Director to execute a contract with Overland, Pacific and Cutler (OPC) for Phase II of the LIPH disposition project relocation services, effective June 28, 2011 through June 30, 2013, in an amount not to exceed \$165,000.

RECOMMENDATION

Approve a resolution authorizing the Executive Director to execute a contract with Overland, Pacific and Cutler (OPC), for "Phase II" of the LIPH disposition project relocation services, effective June 28, 2011 through June 30, 2013, in an amount not to exceed \$165,000.

BACKGROUND

Following a formal procurement in September 2009, Overland, Pacific and Cutler (OPC) was selected as the relocation consultant for BHA's repositioning project. Uncertain about HUD's approval of BHA's disposition application, or if the project would move beyond the "planning" stage, we opted to contract with OPC in two phases:

Phase 1 (Planning) includes the necessary planning activities to allow BHA to submit the Inventory Removal application to HUD, i.e. initial assessment of the anticipated rehousing needs of each current household; initial assessment of the existing housing resources in the immediate area, and initial notice to and engagement with current residents.

Phase 2 (Relocation Implementation) will include the development of a customized Relocation Plan for the project; individualized (by household) determination of relocation benefits; and hands on assistance to each family that is temporarily or permanently relocated.

STATUS

In the coming weeks, we anticipate selecting a developer, and the real work of relocating current households will begin. All existing households that are required to move to accommodate the rehabilitation and/or conversion to Section 8 Project Based assistance will qualify for some level of relocation benefits. In accordance with HUD's approval of the disposition application, BHA will be responsible for the permanent relocations (households that will be moving away from the property). The developer ultimately will be responsible for the temporary relocation of the returning households, but BHA will continue to have a role to ensure all benefits are communicated and properly extended to eligible households. We propose that the owner work with OPC, who has an established relationship with residents, and is familiar with the City and various members of BHA's disposition team, for the temporary relocations.

Staff and Kathleen Sims, Project Manager, worked closely with OPC to refine the original scope of services included in the proposal. We are confident that we have a scope of service that addresses the needs of the project, and includes sufficient detail for us to monitor performance (Attachment 2).

FISCAL IMPACTS OF RECOMMENDATIONS

\$165,000. General Fund allocation from City of Berkeley

CONTACT PERSON

Tia M. Ingram, Executive Director, 981-5471

Jesy Yturalde, Finance Manager, 981-5488

Kathleen Sims, Project Manager

Attachment:

1. Resolution
2. Scope of Service

BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 11-

ADOPT A RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH OVERLAND, PACIFIC AND CUTLER (OPC) FOR PHASE II OF THE LIPH DISPOSITION PROJECT RELOCATION SERVICES, EFFECTIVE JUNE 28, 2011 THROUGH JUNE 30, 2013, IN AN AMOUNT NOT TO EXCEED \$165,000

WHEREAS, the Berkeley Housing Authority is the owner/landlord for 75 units of low-income government subsidized large family rental units; and

WHEREAS, the Berkeley Housing Authority has obtained approval to reposition the units from public to private ownership while preserving the units as affordable to qualified low-income households; and

WHEREAS, most if not all of the current households will have to move at least once to allow for rehabilitation of the units by the new owner; and

WHEREAS, BHA hired Overland, Pacific and Cutler, to develop and assist BHA in the implementation of a Relocation Plan compliant with all applicable Federal, State and local requirements; and

WHEREAS, BHA will adopt a Relocation Plan to ensure appropriate benefits are provided to all qualifying households; and

WHEREAS, OPC has led BHA appropriately through the initial phase of the relocation activity, and is qualified to facilitate phase II of the plan working in concert with BHA and the developer; and

NOW THEREFORE, BE IT RESOLVED, that the Executive Director is authorized to execute a contract with Overland, Pacific and Cutler (OPC), for Phase II of the Relocation Plan, in an amount not to exceed \$165,000, effective June 28, 2011, through June 30, 2013.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on June 28, 2011 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
Tia M. Ingram, Secretary

SCOPE OF SERVICES