



Berkeley Housing Authority

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Office of the Executive Director

Item 6E

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 third amendment to the contract with Rosewood Associates, increasing the contract authority by \$23,400, for a total not to exceed \$102,600, and extending the term through June 30, 2012

RECOMMENDATION

Adopt a resolution authorizing the Executive Director to execute a third amendment to the contract with Rosewood Associates, increasing the contract authority by \$23,400, for a total not to exceed \$102,600, and extending the term through June 30, 2012

BACKGROUND

The Low Income Public Housing (LIPH) Feasibility Committee identified the need for a Project Manager to shepherd the critical repositioning project. During the initial period of the project, the primary functions for the Project Manager were: coordinating the efforts of the consultant team; facilitating and providing staff support to the LIPH feasibility committee, and managing the resident engagement efforts.

STATUS

On May 2, 2011, we issued a Request for Proposals to select a developer/owner for the project. The deadline for responses is July 11, 2011, and we anticipate making a recommendation to the Board at the September meeting.

As we move into this next critical phase the role of the Project Manager will shift away from community engagement, and focus more on serving as liaison between BHA and the developer, and BHA and the relocation consultant. We have budgeted for 5 hours per week; we discussed the need to stay within budget, and Ms. Sims has consented. We will evaluate performance under the contract in terms of the project moving forward and staying on course, versus a mathematical calculation of hours performed. Based on our experience with Rosewood to date, we are confident that she respects the interests of BHA, and is committed to doing whatever is necessary (within limits) to ensure the success of the project. Should we determine that there is no need for a project manager, we can terminate the contract with 30-day notice.

FISCAL IMPACTS OF RECOMMENDATIONS

\$23,400. 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. 11-

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A THIRD AMENDMENT TO THE CONTRACT WITH ROSEWOOD ASSOCIATES, INCREASING THE CONTRACT AUTHORITY BY \$23,400, FOR A TOTAL NOT TO EXCEED \$102,600, AND EXTENDING THE TERM THROUGH JUNE 30, 2012

WHEREAS, the Berkeley Housing Authority is the owner/landlord for 75 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, on December 22, 2010, HUD issued formal approval of the "dispo" application; and

WHEREAS, we anticipate approving a new developer/owner for the property over the next few months; and

WHEREAS, we anticipate a lot of interaction with the new owner and our relocation consultant when we begin rehousing existing residents; and

WHEREAS, the contract with Rosewood & Associates is critical to our goal of continuity, and our ability to develop and adhere to an aggressive schedule for the project.

NOW THEREFORE, BE IT RESOLVED, that the Executive Director is authorized to amend the contract with Rosewood & Associates, increasing the contract amount by \$23,400 for a total not to exceed \$106,200, and extending the term through June 30, 2012.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on June 28, 2012 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____

Tia M. Ingram, Secretary