



**Berkeley Housing Authority**

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*Office of the Executive Director*

Item 6F  
CONSENT CALENDAR  
May 12, 2011

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

From: Tia M. Ingram, Executive Director

Subject: Authorizing the Executive Director to amend the October 1, 2009 contract with EJP Consulting Group, LLC, planning consultant for the Public Housing disposition project, extending the term through December 31, 2011

RECOMMENDATION

Authorizing the Executive Director to amend the October 1, 2009 contract with EJP Consulting Group, LLC, planning consultant for the Public Housing disposition project, extending the term through December 31, 2011.

BACKGROUND

EJP has been under contract with BHA since October 2009; this is the second amendment to the contract—the first amendment was approved on January 13, 2011, extending the term from December 31, 2010 to June 30, 2011. Under the current contract EJP is charged to assist BHA with the selection of a developer/ owner for the 75 large family rental units.

The deliverables include writing the Request for Proposals (issued on May 2, 2011); responding to questions from potential respondents; leading BHA in the evaluation of the responses; assisting BHA in negotiating the best and final proposal; assisting BHA in negotiating Terms of Agreement, drafting business terms for Agreement and reviewing the Master Development Agreement drafted by Counsel. We are optimistic that the contract can be completed by December 31, 2011 without any extensions or cost amendments.

EJP Consulting Group, LLC is commended for their tireless efforts on this project, without any billing since December 2009.

FINANCIAL IMPLICATIONS

None.

CONTACT PERSONS

Tia M. Ingram, Executive Director, 981-5471  
Carole Norris, Chair  
Kathleen Sims, LIPH Disposition Project Manager

Attachment: Resolution

BERKELEY HOUSING AUTHORITY  
RESOLUTION NO 11-\_\_\_\_\_

AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE OCTOBER 1, 2009 CONTRACT WITH EJP CONSULTING GROUP, LLC, PLANNING CONSULTANT FOR THE PUBLIC HOUSING DISPOSITION PROJECT, EXTENDING THE TERM THROUGH DECEMBER 31, 2011

WHEREAS, Berkeley Housing Authority was party to a Memorandum of Agreement (MOA) with the U.S. Department of Housing and Urban Development (HUD) that required certain goals be met within specific time frames; and

WHEREAS, the MOA required BHA to achieve "Standard" performer in the Public Housing Program, or submit a "disposition application" to HUD on or before December 31, 2009; and

WHEREAS, BHA, unable to achieve the "Standard" certification in the Public Housing Program, engaged in a competitive process to procure a consultant to identify the options BHA could consider under a disposition project; and

WHEREAS, in December 2009, BHA submitted an "Inventory Removal Application" to the U.S. Department of Housing and Urban Development for the 61 units of Low Income Public Housing; and

WHEREAS, on December 22, 2010, HUD approved the Inventory Removal Application; and

WHEREAS, EJP Consulting Group, LLC developed a Request for Proposals for developer selection that was issued on May 2, 2011; and

WHEREAS, responses to the RFP are due on July 11, 2011, followed by an evaluation process; and

WHEREAS, EJP Consulting Group, LLC has a lead role in the full process to select a developer for the post-disposition units; and

WHEREAS, EJP Consulting Group, LLC is tasked to assist BHA in negotiating Terms of Agreement; and

WHEREAS, EJP Consulting Group, LLC is commissioned in drafting business terms for Agreement; and

WHEREAS, EJP Consulting Group, LLC is charged in reviewing the Master Development Agreement drafted by Counsel.

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is authorized to amend the October 1, 2009 contract with EJP extending the term through December 31, 2011.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on May 12, 2011 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: \_\_\_\_\_  
Tia Ingram, Secretary