



Berkeley Housing Authority

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Office of the Executive Director

Item 6G

CONSENT CALENDAR

May 12, 2011

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

From:  Tia M. Ingram, Executive Director

Subject: Adopt a resolution authorizing the Executive Director, working with the LIPH Feasibility Committee, to refine the scope of services and execute a contract with Overland, Pacific and Cutler (OPC) for Phase II of the LIPH disposition project relocation services, effective May 16, 2011 through June 30, 2012, in an amount not to exceed \$147,000.

RECOMMENDATION

Approve a resolution authorizing the Executive Director to execute a contract with Overland, Pacific and Cutler (OPC), for "Phase II" of the "Relocation Plan", in an amount not to exceed \$147,000, effective May 16, 2011.

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 the approval from HUD regarding 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

Adoption of the Relocation Plan is on the Board agenda this evening (Item 8B). Assuming the Plan is adopted, OPC will have satisfactorily completed the Phase I contract.

In the coming weeks, we anticipate selecting a developer, and the real work of relocating current households will begin. Managing the relocation activities will require involvement by BHA, the developer, and a relocation expert. We propose that the owner work with OPC who as established a relationship with residents, and is familiar with the City and various members of BHA's disposition team.

The scope of services included in the original proposal lacks the level of specificity we desire, and that is necessary to ensure proper evaluation of performance under the contract. We propose that staff work with the LIPH Feasibility Committee to refine the scope of service to more closely align with the work desired before the contract is executed.

FISCAL IMPACTS OF RECOMMENDATIONS

\$147,000. Staff continues to work with the City of Berkeley to determine the extent to which the Housing Trust Fund allocation can be used by the Developer to pay relocation expenses

CONTACT PERSON

Tia M. Ingram, Executive Director, 981-5471

Jesy Yturralde, Finance Manager, 981-5488

Kathleen Sims, Project Manager

Attachment:

1. Resolution

BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 11-

AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT WITH OVERLAND, PACIFIC AND CUTLER (OPC) FOR PHASE II OF THE RELOCATION PLAN, IN AN AMOUNT NOT TO EXCEED \$147,000, EFFECTIVE MAY 16, 2011

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 which preserving the units as affordable to qualified low-income households; and

WHEREAS, BHA 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

WHEREAS, the Executive Director will work with the LIPH Feasibility Committee to devise a scope of services appropriate with the project, and sufficient to evaluate performance under the contract.

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 \$147,000, effective May 16, 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 M. Ingram, Secretary