




**Berkeley Housing Authority**

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*Office of the Executive Director*

Item 7D  
NEW BUSINESS  
May 13, 2010

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

From:  J. M. Ingram, Executive Director

Subject: Approving a resolution authorizing the Executive Director to amend the contract with Basis Architectural Services, extending the term through June 30, 2010 (no increase in cost).

RECOMMENDATION

Approve a resolution authorizing the Executive Director to amend the contract with Basis Architectural Services, extending the term through June 30, 2010.

BACKGROUND

BHA entered into contract with Basis Architectural Services in December 2008. The original objective was to develop a set of roofing and maintenance specifications to allow BHA to initiate some capital improvement projects.

Much has transpired over the ensuing two years, and Basis was instrumental in all of BHA's successful capital projects including but not limited to:

- a. Developing a HUD compliant Physical Needs Assessment;
- b. Producing a roofing specification, obtaining bids, selecting a contractor, and overseeing the complete reroofing of 19 units, and roofing enhancements of awnings/canopies at 51 units;
- c. Providing critical technical assistance in developing/assembling the construction data and cost estimates for repairs as required for the disposition application;
- d. Developing a specification for the modernization of three severely distressed units, coordinating the procurement activities, selecting a contractor, overseeing the construction (including negotiating terms that resulted in the contractor completing the project, after threatening to abandon the project due to on-the-job threats to their employees);
- e. Producing all of the documentation required by HUD for receipt and expenditure of the "Stimulus" ARRA monies; and

- f. Producing a comprehensive “Maintenance Specification” that now serves as the “standard” for all maintenance activities for the housing authority.

It is important, especially during these difficult times, that the Board have an appreciation for the accomplishments that have been made with regard to the physical condition and management of the Authority-owned units. Accordingly, a formal presentation (by Basis) of the capital projects completed is tentatively scheduled for the June meeting. The current contract with Basis has expired, thus to allow for payment of any final invoice (within the authorized contract limit), staff simply is requesting authorization to extend the term of the contract.

#### FISCAL IMPACTS OF RECOMMENDATIONS

None. The project and contract have been completed within budget.

#### CONTACT PERSON

Jesy Yturralde, Finance Manager, 981-5488

Tia M. Ingram, Executive Director, 981-5471

Attachment:

1. Resolution

BERKELEY HOUSING AUTHORITY  
RESOLUTION NO. 10-

AUTHORIZING AN AMENDMENT TO THE BASIS ARCHITECTURAL SERVICES  
CONTRACT, EXTENDING THE TERM THROUGH JUNE 30, 2010

WHEREAS, Basis Architectural Services is under contract to provide architectural services as required for the 75 units of Housing Authority owned rental units; and

WHEREAS, Basis Architectural Services has demonstrated its commitment to affordable housing by sharing their expertise with BHA as various levels of need have arisen; and

WHEREAS, we are nearing the end of the project and need time to properly close out the contract.

NOW THEREFORE, BE IT RESOLVED, that the Executive Director is authorized to amend the contract with Basis Architectural Services, by extending the term through June 30, 2010.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on May 13, 2010 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

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