



Berkeley Housing Authority

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Office of the Executive Director

Item 5B

CONSENT CALENDAR

June 14, 2012

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

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

Subject: Authorizing the Executive Director to execute to execute one-year contracts, with two, one-year renewal options for (a) routine and non-routine maintenance services; (b) tenant- landlord legal services; and (c) inspection services.

RECOMMENDATION

Approve a resolution authorizing the Executive Director to execute one-year contracts, with two, one-year renewal options for (a) routine and non-routine maintenance services; (b) tenant-landlord legal services; and (c) inspection services.

BACKGROUND

The Berkeley Housing Authority has a very small staff to perform all the HUD required functions for the Section 8 and Public Housing Programs. In addition, the very small size of the public housing program (75 total units), the varied technical skills required to perform maintenance and the lack of storage facilities, make it inefficient to staff the maintenance function.

Various studies have confirmed that it is more effective and efficient for BHA to outsource for maintenance and tenant-landlord legal services for the Public Housing program, and inspection services for both the Section 8 and Public Housing Programs.

Notwithstanding satisfaction with services provided, HUD regulations governing procurement, and BHA's procurement policy, require periodic solicitations to ensure the Agency receives a level and standard of service commensurate with the dollar expenditure.

Routine and non-routine maintenance & legal services. According to the most recent projection, we anticipate transfer of our 75 Public Housing units to our new development partner in June-July 2013. Until such time that the units are actually transferred, we remain responsible for providing all the required services.

Routine and non-routine maintenance. We remain responsible to (1) maintain the units safe, decent and sanitary manner, (2) respond to all requests for service from our residents, and (3) maintain the vacant units – securing them against unauthorized entry, and maintaining the front and rear yards to avoid creation and/or maintenance of unsafe conditions. In addition to the maintenance services required for the Public Housing Program, there are occasional problems associated with the BHA office that require attention.

Following two solicitations (2008 and 2010), K&S has performed this function for the past four (4) years.

Lease enforcement. The law office of Charles Ramsey has served as legal counsel for the LIPH/RHCP units since March 2009. Mr. Ramsey is a recognized expert in this field, is one of a few attorney's in the Bay Area who specializes in this area, and currently provides similar service to additional local housing authorities.

We do not anticipate a need for either contract beyond one year, but we will enter into the contracts with option periods, in case there are unanticipated delays in the project.

Inspection Services.

Contracting for inspection services has proven to be cost effective without any reduction in service level, for BHA and a number of other small, mid and large program housing authorities. BHA has, via periodic solicitations, outsourced this function to Sterling Co's Inc. since 2005 with very positive results. In Fiscal Year 2010-11, we explored bringing the inspection function in-house, and assigning the task to the Housing Specialist. Our conclusion (consistent with the recommendation of the Quadel Consultants), was that it is more efficient and effective to continue contracting for this service. This practice is becoming more common, as small, mid, and even large public housing authorities realize the cost and administrative efficiencies of having an indendent firm, that can easily and quickly staff up (or down) as necessary in response to demands.

Based on our experience, there are very few established providers for Housing Quality Standards (HQS) for the Section 8 Program.

We anticipate an ongoing need for this service, thus will seek a one-year contract with two one-year option periods.

Identifying Service Providers

Under HUD regulations, most purchases of goods or services require some formal competitive process. Our procurement policy notes that we will purchase common supplies, equipment, equipment or services via direct solicitations, or cooperative or intergovernmental agreements. The decision to use an interagency agreement instead of conducting a direct procurement will be based on economy and efficiency. Unfortunately we have not completed the process that will allow us to benefit from cooperative purchasing agreements, thus we must initiate direct solicitations for the services currently required. This will be a time consuming, but necessary process that we hope to avoid in the future.

FISCAL IMPACTS OF RECOMMENDATIONS

\$132,750 is budgeted FY 2012-13 for Maintenance Service

\$12,000 is budgeted FY 2012-13 for Legal Services (Public Housing)

\$104,390 is budgeted FY 2012-13 for Inspection Services (S8 and Public Housing)

CONTACT PERSON

Tia M. Ingram, Executive Director, 981-5471

Jesy Yturalde, Finance Manager, 981-5488

Attachment: Resolution

BERKELEY HOUSING AUTHORITY
RESOLUTION NO. 12-_____

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE ONE-YEAR CONTRACTS, WITH TWO, ONE-YEAR RENEWAL OPTIONS FOR MAINTENANCE AND LEGAL SERVICES FOR THE PUBLIC HOUSING PROGRAMS; AND A CONTRACT FOR INSPECTION SERVICES FOR THE SECTION 8 AND PUBLIC HOUSING PROGRAMS.

WHEREAS, the Berkeley Housing Authority is owner of 75 units of low-income public housing; and

WHEREAS, until the units are transferred to a new owner, BHA is required to maintain the units in a safe, decent and sanitary conditions; and

WHEREAS, 63 of the units are currently occupied, we remain responsible for enforcing the terms of the rental leases, and may require legal assistance to do so; and

WHEREAS, the Berkeley Housing Authority administers 1,902 vouchers in the Section 8 Program and 98 in the Moderate Rehabilitation Program; and

WHEREAS, HUD requires that the Housing Authority inspect every assisted unit in the Section 8 and Public Housing Programs at least annually to ensure habitability and safe living conditions; and

WHEREAS, under the current lease for BHA offices, BHA is responsible for maintaining the building, including making any necessary plumbing, electrical, or other repairs; and

WHEREAS, BHA does not have staff to perform any of the functions identified above; and

WHEREAS, existing contracts for one-year, with renewal options, is efficient and allows for continuity.

NOW THEREFORE, BE IT RESOLVED, that the Executive Director is authorized to execute a one-year contract for maintenance services for the Public Housing units and BHA Administrative Office, with a one-year option.

FURTHER RESOLVED, that the Executive Director is authorized to execute a one-year contract for legal services for the public housing program, with a one-year option.

FURTHER RESOLVED, that the Executive Director is authorized to execute a one-year contract for inspection services, with two, one-year renewal options.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on June 14, 2012 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____

Tia M. Ingram, Secretary