



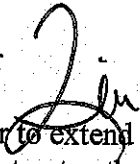
Berkeley Housing Authority

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Office of the Executive Director

Item 5B
CONSENT CALENDAR
October 13, 2011

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

From: Tia M. Ingram, Executive Director 

Subject: Authorizing the Executive Director to extend the contract with EJP/Praxis through June 30, 2012, and increase the contract authority by \$38,200, for a total not to exceed \$75,470.

RECOMMENDATION

Authorizing the Executive Director to extend the contract with EJP/Praxis through June 30, 2012, and increase the contract authority by \$38,200, for a total not to exceed \$75,470

BACKGROUND

EJP/Praxis has supplemented BHA staff resources on the repositioning project, beginning with the initial strategic plan (March 26, 2009). EJP was awarded two contracts. The first contract (\$25,000) was to provide additional analysis and presentation of the repositioning options to the Board. The second contract (\$37,270) was to assist with the selection of a developer (drafting the Request for Proposals and evaluating proposals). EJP has performed well on both contracts.

This revision seeks to retain the services of EJP/Praxis (and continuity) as we enter into and conclude negotiations with the selected developer, obtain the required HUD and State (for the RHCP Units) approvals, and prepare to enter the rehabilitation phase (Attachment 2).

In each phase of the project EJP/Praxis has operated under a fixed fee contract, and provided service at or beyond what we anticipated for the fee assessed.

FINANCIAL IMPLICATIONS

The FY 2011-12 budget includes \$114,320 in consultant costs associated with the repositioning project. All of these funds are reserved for existing contracts. Approval of this contract will increase the projected deficit in the LIPH program, and reduce the anticipated balance in the unrestricted reserve on June 30, 2012 by \$38,200 to \$125,763.

CONTACT PERSONS

Tia M. Ingram, Executive Director, 981-5471

Carole Norris, Chair

Kathleen Sims, LIPH Disposition Project Manager

Attachments:

1. Resolution
2. Scope of Services

BERKELEY HOUSING AUTHORITY
RESOLUTION NO 11-_____

AMENDING THE OCTOBER 1, 2009 CONTRACT WITH EJP/PRAXIS, PLANNING CONSULTANT FOR THE PUBLIC HOUSING DISPOSITION PROJECT, EXTENDING THE TERM THROUGH JUNE 30, 2012 AND INCREASING THE SPENDING AUTHORITY BY \$38,200, FOR A TOTAL NOT TO EXCEED \$75,470

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, 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/Praxis has assisted BHA in every phase of this project, including the current phase to select a developer; and

WHEREAS, BHA will need to supplement staff resources to negotiate the final decision points of the transaction, and to monitor same through the start of construction, including various submittals to, and approvals from HUD and the State.

NOW, THEREFORE BE IT RESOLVED, that the Executive Director is authorized to amend the October 1, 2009 contract with EJP/Praxis extending the term through June 30, 2012, and increase the budget authority by \$38,200 for an amount not to exceed \$75,470.

Berkeley Housing Authority
Negotiate DDA / Monitor Developer Progress and Business
Terms

Task	Fee
Negotiate Disposition and Development Agreement (September - December 2011)	\$9,760.00
Assist BHA in Negotiating Terms of Agreement	
Review Master Development Agreement Drafted by BHA Counsel	
Monitor Developer Progress Through Construction Start (January - June 2012)	\$24,440.00
Review Monthly Developer Progress in Meeting DDA Benchmarks and Changes in Business Terms as Developer Completes Due Diligence	
Assist BHA in Submitting Amendment to Disposition Approval to SAC Reflecting Final Business Terms and Submitting Subsidy Layering Review to HUD SF	
Review Closing Documents (Ground Lease, Seller's Note, AHAP, RHCP Subordination Docs, Loan Agreements, Supportive Service and Relocation Services Agreements, etc.)	
<i>Hourly Rate</i>	
Subtotal: Fees	\$34,200.00
Project Expenses:	
Travel	\$4,000.12
Subtotal: Project Expenses	\$4,000.12
Total Budget	\$38,200.12