



## Berkeley Housing Authority

1936 University Avenue, Suite 150, Berkeley, CA 94704  
Telephone: (510) 981 5470 Fax: (510) 981 5480

*Office of the Executive Director*

May 23, 2014

### 2014 Strategic Planning Effort

Dear Potential Respondent:

The Berkeley Housing Authority (BHA) separated from the City of Berkeley and began autonomous operations in June 2007. Until recently, the Authority administered a Low Income Public Housing (61 units); a Residential Housing Construction Program (14 units); a Single Room Occupancy Program (98 units); and a Section 8 Voucher Program (1,935 vouchers).

The Authority survived Sequestration; in February 2014, achieved a significant milestone ~ when all of the 75 owned rental units were disposed to a new ownership entity. Notwithstanding the disposition, the Authority remains challenged to continue providing services for the approximate 2,000 Section 8 participants at the current level, given the federal dollars awarded annually.

As the Authority transitions to operating as a Section 8 only Authority, we are embarking on a strategic evaluation of our operations, and creation of appropriate short-term plans, long-term plans, and as applicable, a succession plan. We are seeking a consultant that can assist in this process.

Respondents to this solicitation must have documented experience in providing such services and be capable of gathering appropriate information (best practices, industry norms), facilitating a discussion with staff and the Board of Commissioners, and advising the Authority on the reasonable options and organizational efficiencies. [The Board has scheduled a workshop for Friday, July 25<sup>th</sup>, 8:30 a.m. to 12:00 noon.] Experience with public housing authorities is highly desired.

#### **To respond to this solicitation please:**

1. Provide the following:
  - a. Statement of interest and firm qualifications;
  - b. Identification and qualifications of the lead consultant and other team members;
  - c. Brief description of similar work performed in the past three years (including the agency); and
  - d. Fee structure.

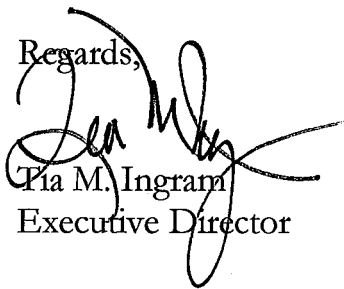
2. Reserve time on Tuesday, June 11, 2014 when the top ranked respondents will be interviewed; and
3. Consider your availability Friday, July 25, 2014.

The Housing Authority reserves the right to accept or reject any or all proposals, to take exception to these RFQ requirements or to waive any informality and to exclude any proposals for further consideration for failure to fully comply with the requirements of this RFQ.

All costs incurred in the preparation and presentation of a Proposal shall be completely absorbed by the respondent. All supporting documentation submitted with Proposals will become the property of the Housing Authority. Any material submitted that is to be considered confidential should be clearly marked as such.

Please submit responses via email to [tingram@ci.berkeley.ca.us](mailto:tingram@ci.berkeley.ca.us) no later than 3:00 p.m., Thursday, June 5, 2014.

Regards,



Tia M. Ingram  
Executive Director