



NOTICE OF BOARD MEETING

Board of Directors

Director Anne Griffith
Director Mark Tortorich
Director Patricia Wells

In accordance with Article IV, Section 4.11, of the Bylaws of the Oakland Affordable Housing Preservation Initiatives, Inc., NOTICE IS HEREBY GIVEN that the **Special Meeting of the Board of Directors** will be held as follows:

**OAHPI BOARD OF DIRECTORS
SPECIAL MEETING**

**Wednesday, November 03, 2021, 4:30 p.m.
Tele-Conference**

***NOTE:** Pursuant to Assembly Bill No.361 [(Chapter 165, Statutes of 2021) approved by the Governor on September 16, 2021]] a local legislative body is authorized to hold public meetings remotely via teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during proclaimed state emergencies, and make public meetings accessible “via a call-in option or an internet-based service option” to all members of the public seeking to access and attend the meeting, offer public comment, and address the legislative body.*

Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/98666197606?pwd=VVE1ZWNpR3huZ3lHZm4yM094TjMwdz09>

ID (access code): 986 6619 7606

Meeting Passcode: 293005

To participate by Telephone: 1 (699) 900-9128

Meeting ID (access code): 986 6619 7606 Meeting Passcode: 293005#



If you need special assistance to participate in the meeting, please contact OAHPI at (510) 874-1510 (English TTY 800-618-4781). Notification at least 48 hours prior to the meeting will enable OAHPI Board of Directors to make reasonable accommodations to ensure accessibility.

All public comment on action items will be taken at the public comment portion of the meeting. You may comment via zoom by “raising your hand” or by submitting an e-mail to publiccomments@oakha.org or call using the zoom participant number.

- You may request to make a public comment by “raising your hand” through Zoom’s video conference or phone feature, as described below. Requests will be received only during the designated times in which to receive such requests and only for eligible Agenda items. Public comments will be subject to the appropriate time limit of three (3) minutes.
- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: [https://support.zoom.us/hc/en-us/articles/205566129 - Raise-Hand-In-Webinar](https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar).
- To comment by phone, please call on one of the phone numbers listed below. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Please unmute yourself by pressing *6. Instructions of how to raise your hand by phone are available at: [https://support.zoom.us/hc/en-us/articles/201362663 - Joining-a-meeting-by-phone](https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone).



AGENDA
Special Meeting
November 03, 2021, 4:30 PM

- I. Roll Call
- II. Recognition of people wishing to address the Directors.
- III. Old or Unfinished Business
- IV. Modifications to the Agenda
(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists or a need arose after agenda posting.
- V. New Business
 - A. Resolution authorizing the Executive Director to execute a one-year contract for Seismic Retrofitting with Connor Daly Construction for \$274,600.00 for 1248 East 34th Avenue and \$94,650 and for 676 Fairmont Avenue for a total combined not-to-exceed amount of \$369,250.
 - B. Resolution authorizing the Executive Director to execute a one-year contract for Seismic Retrofitting with SFT Construction for \$138,105.90 for work at 368 62nd Street and \$145,930.40 for work at 541 29th Street for a total combined not to exceed amount of \$284,036.30.
 - C. Authorization for the Executive Director to execute a two-year contract, with up to three one-year option terms, with Los Loza Inc., to provide Landscape Maintenance and services at OAHPI properties, in an amount not to exceed \$600,000 for the initial term and \$300,000 per year for each additional option term for a total contract amount not to exceed \$1,500,000.
 - D. Resolution authorizing the Executive Director to execute a one-year contract with Bureau Veritas Technical Assessments, LLC, to provide a Physical Needs Assessment and Energy Audit at OAHPI managed properties for a total contract amount not to exceed \$102,850.
- VI. Adjournment

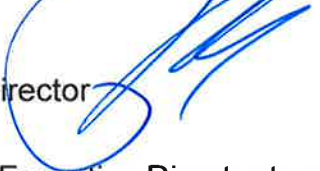
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.

DocuSigned by:

3D0A1069AE0C4D1
Secretary

**Executive Office
Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Resolution authorizing the Executive Director to execute a one-year contract for Seismic Retrofitting with Connor Daly Construction for \$274,600.00 for 1248 East 34th Avenue and \$94,650 and for 676 Fairmont Avenue for a total combined not-to-exceed amount of \$369,250.

Date: November 03, 2021

Purpose: This memorandum transmits for your review and consideration a resolution authorizing the Executive Director to implement a 1-year contract with Connor Daly Construction.

Funding: This memorandum authorizes payments in the amount of:

- \$274,600, for work at 1248 East 34th Avenue for Connor Daly Construction;
- \$94,650, for work at 676 Fairmount Avenue for Connor Daly Construction;

Thus, Connor Daly would be awarded one-year contract for a not-to-exceed amount of \$369,250.

The GL Code for this project is 5510-00-000.

Background

The Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #21-023 in an effort to obtain vendors that can provide seismic soft story retrofitting of structures located at 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street. The sites generally consist of multi-level, light wood framed structures with parking structures located on the ground level. Due to the geographic seismic zone, ground level parking structures, generally, require seismic strengthening. RFP #21-023 was issued in accordance with OAHPI's Procurement Policy on August 6, 2021. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Housing Agency Marketplace site. Three (3) firms submitted proposals by the deadline of 10:00 a.m., September 9, 2021. One proposal did not meet the minimum score of 80 points by the panelists, collectively.

Scoring

A panel comprised of three (3) OHA employees convened on Monday, October 11, 2021, to evaluate and rate each of the proposals. The panelists evaluated three proposals to determine the most advantageous, responsive and responsible bidder capable of providing seismic soft story retrofitting located at 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award to Connor Daly Construction (91.6%) and SFT Construction (91%) as the best response for the project requirements.

Recommendation

It is recommended that the Board of Directors adopt the attached resolution. The resolution will authorize the Executive Director to execute a one-year contract for Seismic Retrofitting with Connor Daly Construction for \$274,600 for 1248 East 34th Avenue and \$94,650 and for 676 Fairmount Avenue for a total combined not-to-exceed amount of \$369,250.

Attachments: CCGS Memo
 Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)
1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Kris Warren, Interim Chief of Operations
 Duane Hopkins, Chief Officer of Program and Finance Administration
 Mark Schiferl, Director of Property Management
 Bruce Brackett, Director of Capital Improvements
 Daniel Mermelstein, CCGS Manager

From: Jeff Muegge, Contract Specialist, CCGS

Subject: CCGS Review Memo for RFP #21-023 Seismic Soft Story Retrofitting Projects
 Located at: 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and
 368 62nd Street

Date: October 12, 2021

This memo is to advise you that a Request for Proposals (RFP) for Seismic Soft Story Retrofitting Projects was issued on August 6, 2021. After a review of all the proposals received on September 9, 2021, CCGS has determined that Connor Daly Construction and SFT Construction are the most advantageous, responsive and responsible proposals received, capable of providing seismic soft story retrofitting of structures located at 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street.

Background

The Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #21-023 in an effort to obtain vendors that can provide seismic soft story retrofitting of structures located at 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street. The sites generally consist of multi-level, light wood framed structures with parking structures located on the ground level. Due to the geographic seismic zone, ground level parking structures, generally, require seismic strengthening. RFP #21-023 was issued in accordance with OAHPI's Procurement Policy on August 6, 2021. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Housing Agency Marketplace site. Three (3) firms submitted proposals by the deadline of 10:00 a.m., September 9, 2021. One proposal did not meet the minimum score of 80 points by the panelists, collectively.

Evaluation

A panel comprised of three (3) individuals convened on Monday, October 11, 2021, to evaluate and rate each of the proposals. The three panelists are employees of the Oakland Housing Authority. The panelists evaluated three proposals to determine the most advantageous, responsive and responsible bidder capable of providing seismic soft story retrofitting located at

1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award to Connor Daly Construction (91.6%) and SFT Construction (91%) as the best response for the project requirements.

Recommendation

It is recommended that OAHPI award contracts to two (2) companies which scored within the competitive range of 80 points or higher as follows:

- Connor Daly Construction for 1248 East 34th Avenue in the amount of \$274,600.00.
- Connor Daly Construction for 676 Fairmount Avenue in the amount of \$94,650.00.
- SFT Construction for 541 29th Street in the amount of \$145,930.40.
- SFT Construction for 368 62nd Street in the amount of \$138,105.90.

Insurance Requirement: Copies of General, Automobile, and Worker's Comp Insurance (naming the Oakland Affordable Housing Preservation Initiatives (OAHPI) as additionally insured) shall be requested and received by CCGS for this project. The contracted firm shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

Approved:

Not Approved:

DocuSigned by:

 722CE180EE194A1 _____

10/18/2021

Patricia Wells
Executive Director

Date

Patricia Wells
Executive Director

Date

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

Resolution authorizing the Executive Director to execute a one-year contract for Seismic Retrofitting with Connor Daly Construction for \$274,600 for 1248 East 34th Avenue and \$94,650 and for 676 Fairmont Avenue for a total combined not-to-exceed amount of \$369,250.

WHEREAS, the Oakland Affordable Housing Preservation Initiatives (OAHPI) has properties in need of retrofitting projects located at 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street; and

WHEREAS, The Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #21-023 in an effort to obtain vendors that can provide seismic soft story retrofitting of structures located at 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street; and

WHEREAS, RFP #21-023 was issued in accordance with OAHPI's Procurement Policy on August 6, 2021; and the RFP was publicly posted on the OHA's website as well as on the Housing Agency Marketplace site; and

WHEREAS, three (3) firms submitted proposals by the deadline of 10:00 a.m., September 9, 2021; and

WHEREAS, a panel comprised of three (3) OHA employees convened on Monday, October 11, 2021, to evaluate and rate each of the proposals; and

WHEREAS, the panelists evaluated three proposals to determine the most advantageous, responsive and responsible bidder capable of providing seismic soft story retrofitting

located at 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street. The panelists' scores were averaged, resulting in one final score for each company; and

WHEREAS, two of the three proposals, Connor Daly Construction (91.6%) and SFT Construction (91%), scored above the minimum score (80%) and determined the most advantageous, responsive and responsible bidders. The third proposal did not meet the minimum score by the panelists, collectively; and

WHEREAS, it is recommended that OAHPI authorizes the Executive Director to execute two contract awards to the firms that scored within the competitive range for the soft retrofitting projects:

- Connor Daly Construction for 1248 East 34th Avenue in the amount of \$274,600
- Connor Daly Construction for 676 Fairmount Avenue in the amount of \$94,650
- SFT Construction for 541 29th Street in the amount of \$145,930.40
- SFT Construction for 368 62nd Street in the amount of \$138,105.90.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:

THAT, the Board of Directors authorizes the Executive Director to execute a one-year contract with Connor Daly Construction for 1248 East 34th Avenue in the amount of \$274,600.00 and for 676 Fairmount Avenue in the amount of \$94,650 for a total combined not to exceed amount of \$369,250; and

THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on November 03, 2021.


Secretary

ADOPTED:

RESOLUTION NO.

**Executive Office
Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Resolution authorizing the Executive Director to execute a one-year contract for Seismic Retrofitting with SFT Construction for \$138,105.90 for work at 368 62nd Street and \$145,930.40 for work at 541 29th Street for a total combined not to exceed amount of \$284,036.30.

Date: November 03, 2021

Purpose: This memorandum transmits for your review and consideration a resolution authorizing the Executive Director to implement a one-year contract with SFT Construction.

Funding: This memorandum authorizes payments in the amount of:

- \$138,105.90, for work at 368 62nd Street
- \$145,930.40, for work at 541 29th Street

Thus, SFT Construction would be awarded a one-year contract for a not-to-exceed amount of \$284,036.30.

The GL Code for this project is 5510-00-000.

Background

The Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #21-023 in an effort to obtain vendors that can provide seismic soft story retrofitting of structures located at 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street. The sites generally consist of multi-level, light wood framed structures with parking structures located on the ground level. Due to the geographic seismic zone, ground level parking structures, generally, require seismic strengthening. RFP #21-023 was issued in accordance with OAHPI's Procurement Policy on August 6, 2021. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Housing Agency Marketplace site. Three (3) firms submitted proposals by the deadline of 10:00 a.m., September 9, 2021. One proposal did not meet the minimum score of 80 points by the panelists, collectively.

Scoring

A panel comprised of three (3) OHA employees convened on Monday, October 11, 2021, to evaluate and rate each of the proposals. The panelists evaluated three proposals to determine the most advantageous, responsive and responsible bidder

capable of providing seismic soft story retrofitting located at 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award to Connor Daly Construction (91.6%) and SFT Construction (91%) as the best response for the project requirements.

Recommendation

It is recommended that the Board of Directors adopt the attached resolution. The Resolution will authorize the Executive Director to execute a 1-year contract for Seismic Retrofitting with SFT Construction for \$138,105.90 for work at 368 62nd Street and \$145,930.40 for work at 541 29th Street for a total combined not-to-exceed amount of \$284,036.30.

Attachments: CCGS Memo
 Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)
1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Kris Warren, Interim Chief of Operations
 Duane Hopkins, Chief Officer of Program and Finance Administration
 Mark Schiferl, Director of Property Management
 Bruce Brackett, Director of Capital Improvements
 Daniel Mermelstein, CCGS Manager

From: Jeff Muegge, Contract Specialist, CCGS

Subject: CCGS Review Memo for RFP #21-023 Seismic Soft Story Retrofitting Projects
 Located at: 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and
 368 62nd Street

Date: October 12, 2021

This memo is to advise you that a Request for Proposals (RFP) for Seismic Soft Story Retrofitting Projects was issued on August 6, 2021. After a review of all the proposals received on September 9, 2021, CCGS has determined that Connor Daly Construction and SFT Construction are the most advantageous, responsive and responsible proposals received, capable of providing seismic soft story retrofitting of structures located at 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street.

Background

The Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #21-023 in an effort to obtain vendors that can provide seismic soft story retrofitting of structures located at 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street. The sites generally consist of multi-level, light wood framed structures with parking structures located on the ground level. Due to the geographic seismic zone, ground level parking structures, generally, require seismic strengthening. RFP #21-023 was issued in accordance with OAHPI's Procurement Policy on August 6, 2021. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Housing Agency Marketplace site. Three (3) firms submitted proposals by the deadline of 10:00 a.m., September 9, 2021. One proposal did not meet the minimum score of 80 points by the panelists, collectively.

Evaluation

A panel comprised of three (3) individuals convened on Monday, October 11, 2021, to evaluate and rate each of the proposals. The three panelists are employees of the Oakland Housing Authority. The panelists evaluated three proposals to determine the most advantageous, responsive and responsible bidder capable of providing seismic soft story retrofitting located at

1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award to Connor Daly Construction (91.6%) and SFT Construction (91%) as the best response for the project requirements.

Recommendation

It is recommended that OAHPI award contracts to two (2) companies which scored within the competitive range of 80 points or higher as follows:

- Connor Daly Construction for 1248 East 34th Avenue in the amount of \$274,600.00.
- Connor Daly Construction for 676 Fairmount Avenue in the amount of \$94,650.00.
- SFT Construction for 541 29th Street in the amount of \$145,930.40.
- SFT Construction for 368 62nd Street in the amount of \$138,105.90.

Insurance Requirement: Copies of General, Automobile, and Worker's Comp Insurance (naming the Oakland Affordable Housing Preservation Initiatives (OAHPI) as additionally insured) shall be requested and received by CCGS for this project. The contracted firm shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

Approved:

Not Approved:

DocuSigned by:

 722CE180FF194A1 _____

10/18/2021

Patricia Wells
Executive Director

Date

Patricia Wells
Executive Director

Date

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

Resolution Authorizing the Executive Director to execute a one-year contract for Seismic Retrofitting with SFT Construction for \$138,105.90 for work at 368 62nd Street and \$145,930.40 for work at 541 29th Street for a total combined not to exceed amount of \$284,036.30.

WHEREAS, the Oakland Affordable Housing Preservation Initiatives (OAHPI) has properties in need of retrofitting projects located at 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street; and

WHEREAS, The Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #21-023 in an effort to obtain vendors that can provide seismic soft story retrofitting of structures located at 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd Street; and

WHEREAS, RFP #21-023 was issued in accordance with OAHPI's Procurement Policy on August 6, 2021; and the RFP was publicly posted on the OHA's website as well as on the Housing Agency Marketplace site; and

WHEREAS, three (3) firms submitted proposals by the deadline of 10:00 a.m., September 9, 2021; and

WHEREAS, a panel comprised of three (3) OHA employees convened on Monday, October 11, 2021, to evaluate and rate each of the proposals; and

WHEREAS, the panelists evaluated three proposals to determine the most advantageous, responsive and responsible bidder capable of providing seismic soft story retrofitting located at 1248 East 34th Avenue, 676 Fairmount Avenue, 541 29th Street and 368 62nd

Street. The panelists' scores were averaged, resulting in one final score for each company; and

WHEREAS, two of the three proposals, Connor Daly Construction (91.6%) and SFT Construction (91%), scored above the minimum score (80%) and determined the most advantageous, responsive and responsible bidders. The third proposal did not meet the minimum score by the panelists, collectively; and

WHEREAS, It is recommended that OAHPI authorizes the Executive Director to execute two contract awards to the firms that scored within the competitive range for the soft retrofitting projects:

- Connor Daly Construction for 1248 East 34th Avenue in the amount of \$274,600.00
- Connor Daly Construction for 676 Fairmount Avenue in the amount of \$94,650.00
- SFT Construction for 541 29th Street in the amount of \$145,930.40
- SFT Construction for 368 62nd Street in the amount of \$138,105.90.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE OAKLAND AFFORDABLE HOUSING PERSERVATION INITIATIVES:

THAT, the Board of Directors authorizes the Executive Director to execute a one-year contract with SFT Construction for 541 29th Street in the amount of \$145,930.40 and for 368 62nd Street in the amount of \$138,105.90 for a total not to exceed amount of \$284,036.30; and

THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on November 03, 2021.


Secretary

ADOPTED:

RESOLUTION NO.

Executive Office
Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Authorization for the Executive Director to execute a two-year contract, with up to three one-year option terms, with Los Loza Inc., to provide Landscape Maintenance and services at OAHPI properties, in an amount not to exceed \$600,000 for the initial term and \$300,000 per year for each additional option term for a total contract amount not to exceed \$1,500,000.

Date: November 3, 2021

Purpose: This action will authorize the Executive Director to execute a two-year contract with up to three one-year option terms with Los Loza Inc., to provide Landscape Maintenance and services at OAHPI properties, in an amount not to exceed \$600,000 for the initial term and \$300,000 per year for each additional option term for a total contract amount not to exceed \$1,500,000.

Funding: Funding for the initial contract term is included in the FY 2022 operating budget in accounts 4430-09-000 for Contract Grounds and 5510-00-000 Capital Outlay. Funding for each subsequent option term will be included in the corresponding fiscal year's operating budget in accounts 4430-09-000 for Contract Grounds and 5510-00-000 Capital Outlay.

Background:

Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide Landscape Maintenance and services for the 1,522 units, contract-managed by the Oakland Housing Authority (Authority). The services under this contract will be rendered for full range of landscaping maintenance and related activities to include, but not limited to, providing all labor, materials and equipment and perform Landscape Maintenance and Services of specific sites, upgrading irrigation to water conserving systems and the renovation of landscaping of specific sites throughout the OAHPI portfolio.

The Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #21-017 in an effort to obtain vendors that can provide landscape maintenance and services for OAHPI scattered sites. The sites generally require landscape maintenance on a weekly to bi-weekly schedule, which includes the maintenance of all planting materials

including the irrigation systems. In an effort to maintain and revitalize existing landscaping, planting materials, irrigation systems and hardscape materials are included in the list of services rendered on a unit cost basis. RFP #21-017 was issued in accordance with OAHPI's Procurement Policy on September 22, 2021. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Housing Agency Marketplace site. A total of 206 vendors were notified on the Infolane website and a 193 vendors notified on Housing Agency Marketplace website with a total of 8 viewers. One (1) firm submitted a proposal by the deadline of 10:00 a.m., October 25, 2021.

OAHPI Procurement Policy states, "*OAHPI may purchase goods and services through non-competitive negotiations when it is determined in writing by the Executive Director of OAHPI or their designee that competitive negotiation or bidding is not feasible and that: 4. Only one satisfactory proposal is received through RFP or RFQ. 5. The Executive Director or their designee determines it is in the best business interest of OAHPI and/or its residents.* OAHPI is recommending entering into a contract with Los Loza Inc., as allowed by OAHPI's procurement policy.

Los Loza Inc. was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide Landscape Maintenance and services at OAHPI properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with three one-year option terms, with Los Loza Inc. to provide Landscape Maintenance and services at OAHPI properties. The total amount authorized under these contracts is an amount not to exceed \$600,000 for the initial term and \$300,000 per year for each additional option term for a total contract amount not to exceed \$1,500,000.

Recommendation Action:

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a contract with Los Loza Inc. for Landscape Maintenance and services in an amount not-to-exceed \$600,000 for the initial two-year term and \$300,000 per year for each three one-year option terms, in an amount not-to-exceed \$1,500,000.

Attachments: CCGS Review Memo
 Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)

1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Kris Warren, Interim Chief of Operations
Duane Hopkins, Chief Officer of Program and Finance Administration
Mark Schiferl, Director of Property Management
Bruce Brackett, Director of Capital Improvements
Daniel Mermelstein, CCGS Manager

From: Jeff Muegge, Contract Specialist, CCGS

Subject: CCGS Review Memo for RFP #21-017 Landscape Maintenance and Services for OAHPI scattered sites.

Date: November 2, 2021

Handwritten initials and signatures are present next to several names: 'KW' for Kris Warren, 'MS' for Mark Schiferl, 'BB' for Bruce Brackett, and 'DM' for Daniel Mermelstein. There are also several 'DS' (DocuSign) stamps and a signature for Jeff Muegge.

This memo is to advise you that a Request for Proposals (RFP) for Landscape Maintenance and Services was issued on September 22, 2021. After a review of the proposal received on October 25, 2021, CCGS has determined that Los Loza Inc. proposal is both responsive and responsible and capable of providing the landscape maintenance and services requested.

Background

The Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #21-017 in an effort to obtain vendors that can provide landscape maintenance and services for OAHPI scattered sites. The sites generally require landscape maintenance on a weekly to bi-weekly schedule which includes the maintenance of all planting materials including the irrigation systems. In an effort to maintain and revitalize existing landscaping, planting materials, irrigation systems and hardscape materials are included in the list of services rendered on a unit cost basis. RFP #21-017 was issued in accordance with OAHPI's Procurement Policy on September 22, 2021. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Housing Agency Marketplace site. A total of 206 vendors were notified on the Infolane website and a 193 vendors notified on Housing Agency Marketplace website with a total of 8 viewers. One (1) firm submitted a proposal by the deadline of 10:00 a.m., October 25, 2021.

OAHPI Procurement Policy states, "OAHPI may purchase goods and services through non-competitive negotiations when it is determined in writing by the Executive Director of OAHPI or their designee that competitive negotiation or bidding is not feasible.... The Executive Director or their designee determines it is in the best business interest of OHAPI and/or its residents. OAHPI is recommending entering into a contract with Los Loza Inc. as allowed by OAHPI's procurement policy.

Recommended:

It is recommended that OAHPI award contract for an initial two-year contract, with up to three one-year option terms, with Los Loza Inc. to provide Landscape Maintenance and Service at OAHPI properties.

Insurance Requirement: Copies of General, Automobile, and Worker's Comp Insurance (naming The Oakland Affordable Housing Preservation Initiatives (OAHPI) as additionally insured) shall be requested and received by CCGS for this project. The contracted firm shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

Approved:

Not Approved:

DocuSigned by:
Patricia Wells
732CF180EE194A1

10/27/2021

Patricia Wells
Executive Director

Date

Patricia Wells
Executive Director

Date

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

AUTHORIZATION TO EXECUTE A TWO-YEAR CONTRACT WITH THREE ONE-YEAR OPTION TERMS WITH LOS LOZA, INC. FOR LANDSCAPE MAINTENANCE AND SERVICES IN AN AMOUNT NOT-TO-EXCEED \$600,000 FOR THE INITIAL TERM AND \$300,000 FOR EACH OPTION TERM FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$1,500,000.

WHEREAS, the Oakland Housing Authority (Authority) manages 1,522 units for Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, OAHPI has a need for Landscape Maintenance and services at OAHPI properties; and

WHEREAS, The Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #21-017 in an effort to obtain vendors that can provide landscape maintenance and services of OAHPI scattered sites; and

WHEREAS, RFP #21-017 was issued in accordance with OAHPI's Procurement Policy on September 22, 2021; and the RFP was publicly posted on the OHA's website as well as on the Housing Agency Marketplace site; and

WHEREAS, Los Loza, Inc. submitted a proposal by the deadline of 10:00 a.m., October 25, 2021; and

WHEREAS, Los Loza, Inc. was deemed a responsive and responsible bidder and has

the capability to meet OAHPI's needs to provide Landscape Maintenance and services at OAHPI properties; and

WHEREAS, Per Section I (C). *Noncompetitive Negotiations* of the OAHPI Procurement Policy, OAHPI may negotiate a contract with a vendor who has been competitively selected through an Authority procurement process, or another competitive procurement process, without having to undergo a duplicate competitive selection process; and

WHEREAS, Los Loza, Inc. will provide Landscape Maintenance and Services for an amount not-to-exceed \$600,000 for the initial term and \$300,000 for each one-year option term.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Commissioners authorizes the Executive Director to execute a contract with Los Loza, Inc. for Landscape Maintenance and Services in an amount not-to-exceed \$600,000 for the initial year term and \$300,000 for each one-year option term for a total not-to-exceed amount of \$1,500,000; and

THAT, the Executive Director, on behalf of the Authority, is hereby authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on November 3, 2021.

Secretary

ADOPTED:

RESOLUTION NO.

ITEM: V.D.**Executive Office
Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM**

To: Board of Directors**From:** Patricia Wells, Executive DirectorDocuSigned by:
Patricia Wells
722CF180EE194A1...**Subject:** Resolution authorization the Executive Director to execute a one-year contract with Bureau Veritas Technical Assessments, LLC to provide a Physical Needs Assessment and Energy Audit at OAHPI managed properties for a total contract amount not-to-exceed \$102,850.**Date:** November 3, 2021

Purpose: This memorandum transmits for your review and consideration of a resolution authorizing the Executive Director to implement a one-year contract with Bureau Veritas Technical Assessments, LLC to provide a Physical Needs Assessment and Energy Audit at OAHPI managed properties. The total contract amount not to exceed \$102,850.**Funding:** Funds of \$102,850 are included in the approved budget under GL Code 4430-99-000 for a Physical Needs Assessment and Energy Audit services.**Background**

Oakland Housing Authority (OHA) issued RFP #21-028 in an effort to obtain vendors that can provide a Physical Needs Assessment and Energy Audit (PNA) of the Authority public housing units including Administrative offices and Oakland Affordable Housing Preservation Initiatives (OAHPI) contracted managed site portfolio. The Authority requires a systematic review of all of the major physical components of property to prepare a comprehensive Physical Needs Assessment of its portfolio that results in a report with sufficient detail, supporting information, and expert insights so that the Authority can immediately prioritize projects for renovation and replacement. This report will serve as a strategic planning and budgeting tool that assists the Authority with planning for future needs and costs to meet those needs determining how to best manage its portfolio. The Authority expects that the PNA will provide an evaluation of the remaining useful life of major systems, livability, street and landscape improvements, and other property features; and provide recommendations for improvement by property. The last PNA conducted was in 2015.

To accomplish this, the RFP was created for a vendor to bid on both the OAHPI and OHA portfolios including the Administrative buildings. RFP #21-028 was issued in accordance with OAHPI's Procurement Policy on September 29, 2021. The RFP was publicly posted

Bureau Veritas Technical Assessments, LLC

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on the Oakland Housing Authority's website as well as on the Housing Agency Marketplace site. A total of 895 vendors were notified on the Infolane website and a 302 vendors notified on Housing Agency Marketplace website with a total of 9 viewers. One (1) firm submitted a proposal by the deadline of 10:00 a.m., October 28, 2021.

OAHPI Procurement Policy states, "*OAHPI may purchase goods and services through non-competitive negotiations when it is determined in writing by the Executive Director of OAHPI or their designee that competitive negotiation or bidding is not feasible.... The Executive Director or their designee determines it is in the best business interest of OAHPI and/or its residents.*

Expertise and Skill set:

Bureau Veritas Technical Assessments LLC (BVTA) is a nationally known and recognized professional service-consulting firm and is extremely knowledgeable of federal HUD rules and regulations. BVTA has worked with over 250 Housing Authorities and completed almost 3,000 separate projects providing physical needs assessments, energy audits, RAD physical condition assessments, ADA compliance, and environmental services in the last five years. BVTA also has extensive experience in California and has completed over 20,700 assessment and project management projects in the State.

Similar California clients include:

- Housing Authority of the County of Los Angeles, CA
- Housing Authority of the City of Los Angeles, CA
- San Diego Housing Commission, CA
- Fresno Housing Authority, CA
- Housing Authority of the County of Santa Cruz, CA
- Kern County Housing Authority, CA
- Kings County Housing Authority, CA
- Housing Authority of San Joaquin County, CA
- Regional Housing Authority of Sutter & Nevada Counties, CA
- Alameda County Housing Authority, CA
- Housing Authority of the City of South San Francisco, CA
- Sacramento Housing and Redevelopment Authority

Similar Non-California clients include but not limited to:

- Cincinnati Metropolitan Housing Authority
- New York City Housing Authority
- Housing Authority of Baltimore City
- Dallas Housing Authority, TX
- Chicago Housing Authority, IL
- Lucas Metropolitan Housing Authority, OH
- Detroit Housing Commission, MI

Bureau Veritas Technical Assessments, LLC
Page 3 of 3

Scope:

As noted above, BVTA bid on the total OAHPI and OHA Portfolio including the Administrative buildings. The total cost for the project is \$162,525. However, the cost being presented to the OAHPI board is \$102,850, which covers the 1,539 units at the 250 properties.

Recommended:

It is recommended that the Board of Directors authorize the Executive Director to execute a one-year contract with Bureau Veritas Technical Assessments, LLC to provide a Physical Needs Assessment and Energy Audit at OAHPI managed properties for a total contract amount not to exceed \$102,850.

Attachments: CCGS Memo
 Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)
1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Duane Hopkins, Chief Officer of Program and Finance Administration & Acting Executive Director ^{DS} *DH*

Through: Kris Warren, Interim Chief of Operations ^{DS} *KW*
 Mark Schiferl, Director of Property Management ^{DS} *MS*
 Bruce Brackett, Director of Capital Improvements ^{DS} *BB*
 Daniel Mermelstein, CCGS Manager ^{DS} *DM*

From: Jeff Muegge, Contract Specialist, CCGS ^{DS} *JM*

Subject: CCGS Review Memo for RFP #21-028 Physical Needs Assessment and Energy Audit (Authority Wide)

Date: October 31, 2021

This memo is to advise you that a Request for Proposals (RFP) for Physical Needs Assessment and Energy Audit (Authority Wide) was issued on September 29, 2021. After a review of the proposal received on October 28, 2021, CCGS has determined that Bureau Veritas Technical Assessments LLC. proposal is both responsive and responsible and capable of providing the Physical Needs Assessment and Energy Audit (Authority Wide) services requested.

Background

Oakland Housing Authority (OHA) issued RFP #21-028 in an effort to obtain vendors that can provide a Physical Needs Assessment and Energy Audit (PNA) of the Authority public housing units including administrative offices and Oakland Affordable Housing Preservation Initiatives (OAHPI) contracted managed site portfolio. The Authority requires a systematic review all of the major physical components of property to prepare a comprehensive Physical Needs Assessment of its portfolio that results in a report with sufficient detail, supporting information, and expert insights so that the Authority can immediately prioritize projects for renovation and replacement and serve as a strategic planning and budgeting tool that assists the Authority with planning for future needs and costs to meet those needs determining how to best manage its portfolio. The Authority expects that the PNA will provide an evaluation of the remaining useful life of major systems, livability, street and landscape improvements, and other property features; and provide recommendations for improvement by property. The last PNA conducted was in 2015 and an updated review is needed in order to properly address the Capital Maintenance needs and projects in an organized and systematic manner.

To accomplish this, the RFP was created for a vendor to bid on both the OAHPI and OHA portfolios including the Administrative buildings. RFP #21-028 was issued in accordance with

OAHPI's Procurement Policy on September 29, 2021. The RFP was publicly posted on the Oakland Housing Authority's website as well as on the Housing Agency Marketplace site. A total of 895 vendors were notified on the Infolane website and a 302 vendors notified on Housing Agency Marketplace website with a total of 9 viewers. One (1) firm submitted a proposal by the deadline of 10:00 a.m., October 28, 2021.

OAHPI Procurement Policy states, "OAHPI may purchase goods and services through non-competitive negotiations when it is determined in writing by the Executive Director of OAHPI or their designee that competitive negotiation or bidding is not feasible.... The Executive Director or their designee determines it is in the best business interest of OAHPI and/or its residents. OAHPI is recommending entering into a contract with Bureau Veritas Technical Assessments LLC. as allowed by OAHPI's procurement policy.

Recommended:

It is recommended that Oakland Affordable Housing Preservation Initiatives award contract to Bureau Veritas Technical Assessments LLC. to provide a Physical Needs Assessment and Energy Audit at the OAHPI contract managed properties.

Insurance Requirement: Copies of General, Automobile, and Worker's Comp Insurance (naming The Oakland Affordable Housing Preservation Initiatives (OAHPI) as additionally insured) shall be requested and received by CCGS for this project. The contracted firm shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

Approved:

Not Approved:

DocuSigned by:
Duane Hopkins
EAE247F1F7F543A...

11/1/2021

Duane Hopkins
Acting Executive Director

Date

Duane Hopkins
Acting Executive Director

Date

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.**

On Motion of Director:

Seconded by Director:

And approved by the following vote:

AYES:

NAYS:

ABSTAIN:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

**AUTHORIZATION TO EXECUTE A ONE-YEAR CONTRACT WITH BUREAU VERITAS
TECHNICAL ASSESSMENTS, LLC TO PROVIDE A PHYSICAL NEEDS ASSESSMENT
AND ENERGY AUDIT AT OAHPI MANAGED PROPERTIES FOR A TOTAL CONTRACT
AMOUNT NOT-TO-EXCEED \$102,850.**

WHEREAS, the Oakland Affordable Housing Preservation Initiatives (OAHPI) has properties in need of a physical needs assessment and energy audit related services throughout the OAHPI scattered sites; and

WHEREAS, The Oakland Affordable Housing Preservation Initiatives (OAHPI) issued RFP #21-028 in an effort to obtain vendors that can provide a physical needs assessment and energy audit services of OAHPI scattered sites; and

WHEREAS, RFP #21-028 was issued in accordance with OAHPI's Procurement Policy on September 29, 2021; and the RFP was publicly posted on the OHA's website as well as on the Housing Agency Marketplace site; and

WHEREAS, RFP #21-028 scope was inclusive of both OAHPI and OHA's portfolios comprised of 1,539 units and 1046 units respectively and 8 Administrative buildings; and

WHEREAS, one (1) firm submitted a proposal by the deadline of 10:00 a.m., October 28, 2021; and

WHEREAS, the one (1) firm submitted is Bureau Veritas Technical Assessments, LLC (BVTA), who is a nationally known and recognized professional service, has worked with

over 250 Housing Authorities and completed almost 3,000 separate projects providing physical needs assessments, energy audits, RAD physical condition assessments, ADA compliance, and environmental services in the last five years, including completing over 20,700 assessment and project management projects in the State of California; and

WHEREAS, since a competitive procurement was conducted resulting in one (1) firm and given that the response was determined by staff as both advantageous and responsive to the OAHPI's requirements, OAHPI is recommending entering into a contract with Bureau Veritas Technical Assessments LLC., as allowed by OAHPI's procurement policy; and

WHEREAS, BVTA bid on the total OAHPI and OHA Portfolio including the Administrative buildings with a total cost for the project is \$162,525; and

WHEREAS, the OAHPI board will only be approving the scope of work that applies to the OAHPI portfolio, which is \$102,850 and covers 1,539 units at the 250 properties.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.:

THAT, the Board of Directors authorizes the Executive Director to contract with Bureau Veritas Technical Assessments LLC. to provide a Physical Needs Assessment and Energy Audit of the OAHPI managed properties only (1,539 units), in the contract amount not to exceed \$102,850; and

THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on November 3, 2021.

Secretary

ADOPTED:

RESOLUTION NO.