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NOTICE OF BOARD MEETING

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**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 **Regular Meeting of the Board of Directors** will be held as follows:

**OAHPI BOARD OF DIRECTORS  
REGULAR MEETING**

**Thursday, October 27, 2022, 4:00 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/81783713339?pwd=TEh6UENBVFIFTzdIR0hrU0ZZOVFvUT09>

**ID (access code): 817 8371 3339**

**Meeting Passcode: 504449**

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

**ID (access code): 817 8371 3339**

**Meeting Passcode: 504449#**

**If you need special assistance to participate in the meeting, please contact OAHPI at (510) 874-1510 (English TTY 510-874-1599). 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](mailto: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**  
Regular Meeting  
October 27, 2022, 4:00 p.m.


- I. Roll Call
- II. Approval of the Minutes
  - A. Approval of the minutes for August 25, 2022 Special Meeting
  - B. Approval of the minutes for September 29, 2022 Special Meeting
- III. Recognition of people wishing to address the Directors
- IV. Old or Unfinished Business
- V. 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.*
- VI. New Business
  - A. Adopt a resolution authorizing the Executive Director to amend the architecture and engineering services contract with Saida + Sullivan Design Partners (SSDP) for the rehabilitation of Harrison Tower to increase the contract amount by \$253,230 to \$2,077,295.50, and authorizing the Executive Director to further modify the contract scope and/or increase the contract amount by up to 20%, if needed, for a not-to-exceed amount of \$2,492,754.
  - B. Adopt a resolution authorizing the Executive Director to amend the contract with Overland Pacific & Cutler for Harrison Tower for residential relocation consulting services to increase the contract amount by \$165,480 to \$390,780 and authorizing the Executive Director to further modify the contract scope and/or increase the contract amount by up to 20%, as needed, for a not-to-exceed contract amount of \$468,936.
  - C. Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Castillo Plumbing to provide as needed plumbing 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. Adopt a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Thumbs Up Rooter and

Plumbing to provide as needed plumbing 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.

- E. Adopt a resolution authorizing the Executive Director to amend the contract with West Coast Arborists, Inc. for tree trimming services at OAHPI properties, to add \$150,000 per year, which will increase the total contract not-to-exceed amount to \$1,000,000.
- F. Adopt a resolution authorizing the Executive Director to amend the sole source contract with ProFloors to provide flooring materials and flooring installation services at OAHPI properties for an additional six-month term.
- G. Consent Agenda:  
*Items on the Consent Agenda are considered routine and do not require separate discussion. If a Director wishes to have discussion, or if a member of the public wishes to comment on any consent item, the item may be removed from the consent agenda and considered separately. Questions or clarifications may be considered by the Directors without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.*
  - 1. Adopt a resolution authorizing the Executive Director to making findings authorizing continued remote teleconference meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

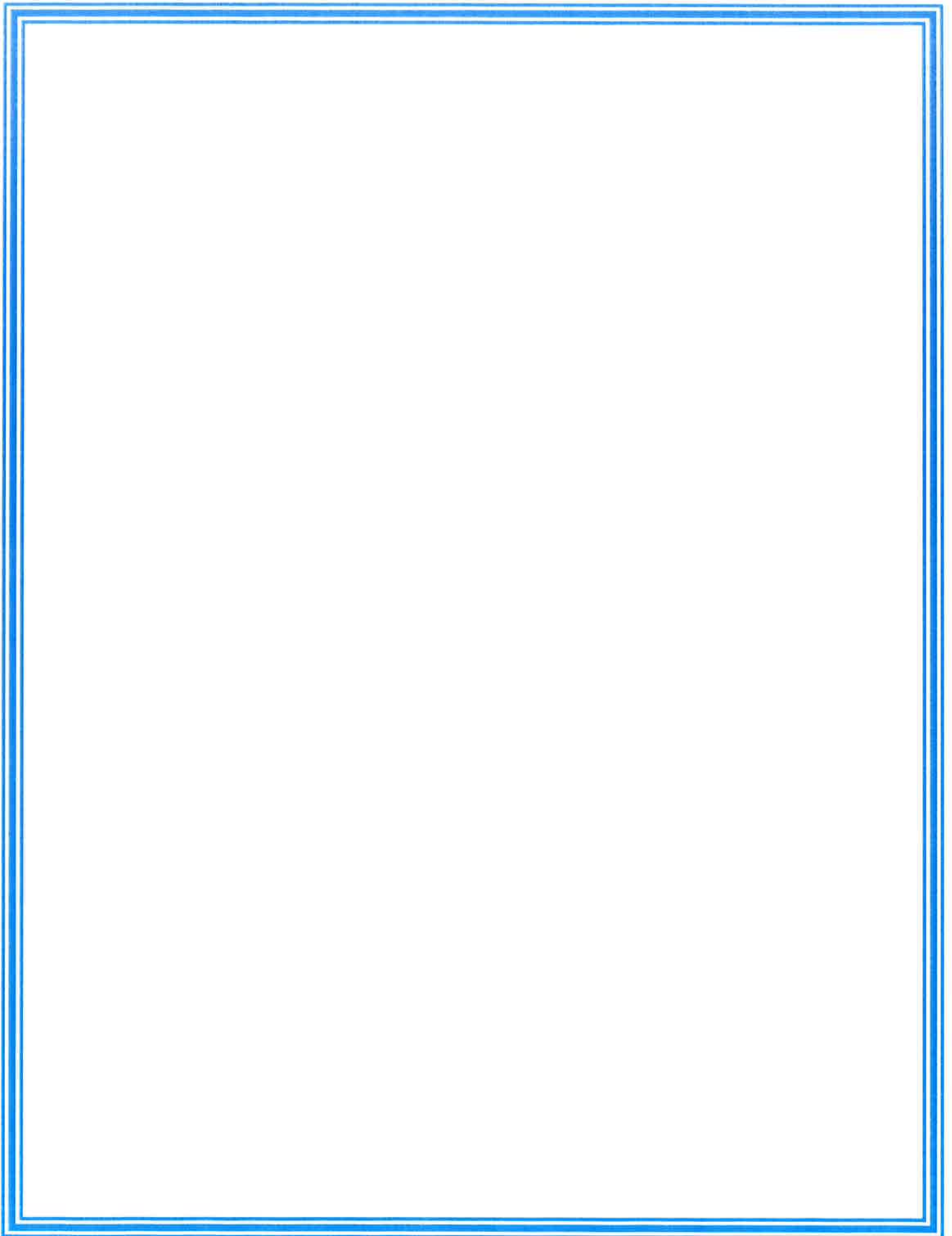
VII. Adjournment

**OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.**



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Kris Warren, Secretary



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

**Thursday, August 25, 2022, 4:00 p.m.**

**Special Meeting**

**NOTE:** *In accordance with Governor Newsom's issued Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.*

Acting Secretary, Kris Warren presided and called the meeting to order at 4:03 p.m.

I. Roll Call

**Present 3** – Anne Griffith, Mark Tortorich, and Patricia Wells joined the meeting via teleconference.

II. Recognition of people wishing to address the Directors.

There were no persons wishing to address the Directors.

III. Approval of Minutes:

A. Minutes of the Special Meeting of July 22, 2022

Having no questions from the Board of Directors, Director Tortorich moved to approve the July 22, 2022 meeting minutes, which was seconded by Director Wells. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

IV. Old or Unfinished Business

There were no old or unfinished business items to discuss.

V. 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.*

There were no modifications to the agenda.

VI. New Business

- A. Resolution Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Kris Warren, Secretary of OAHPI, presented the resolution for consideration to continue remote teleconference meetings of the Board of Directors pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Have no questions from the Board of Directors, Director Griffith moved to approve Item VI.A, Director Tortorich seconded the motion. The motion carried by the following vote.

**Ayes 3** – Griffith, Tortorich, Wells

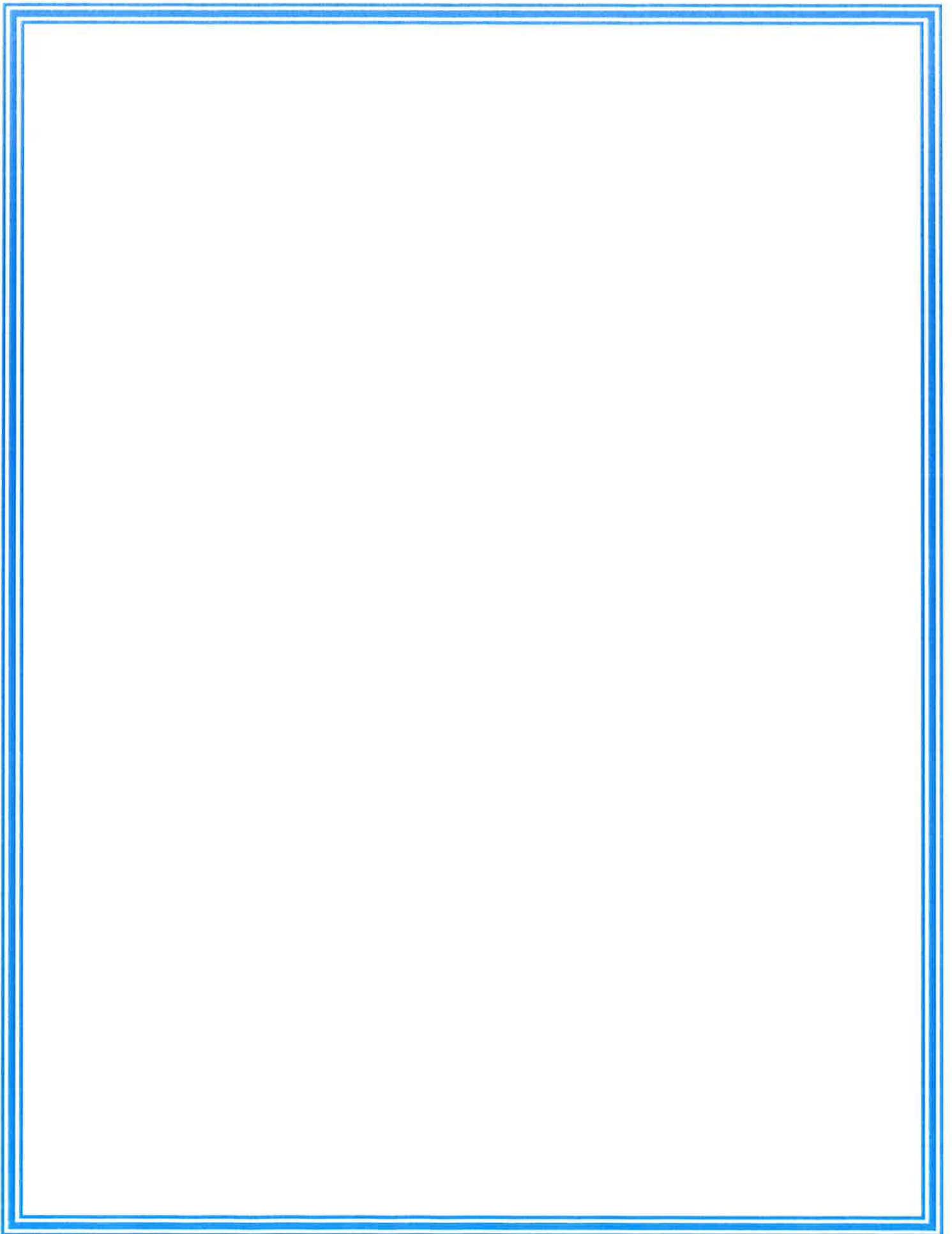
VII. Adjournment

There being no further business to come before the Board, the meeting was moved to adjourn by Director Wells and seconded by Director Tortorich. The meeting adjourned at 4:06 p.m.

**OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.**

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Kris Warren, Secretary





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

**Thursday, September 29, 2022, 5:11 p.m.**

**Special Meeting**

**NOTE:** *In accordance with Governor Newsom's issued Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.*

Executive Office Manager & Clerk of the Board, Yamilette Mendoza presided and called the meeting to order at 5:11 p.m.

I. Roll Call

**Present 2** – Anne Griffith, Mark Tortorich joined the meeting via teleconference.

**Excused 1** – Patricia Wells

II. Recognition of people wishing to address the Directors.

There were no persons wishing to address the Directors.

III. Old or Unfinished Business

There were no old or unfinished business items to discuss.

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.*

There were no modifications to the agenda.

V. New Business

- A. Resolution Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Yamilette Mendoza, Executive Office Manager & Clerk of the Board, presented the resolution for consideration to continue remote teleconference meetings of

the Board of Directors pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Have no questions from the Board of Directors, Director Tortorich moved to approve Item VI.A, Director Griffith seconded the motion. The motion carried by the following vote.

**Ayes 2** – Griffith, Tortorich

**Excused 1** – Wells

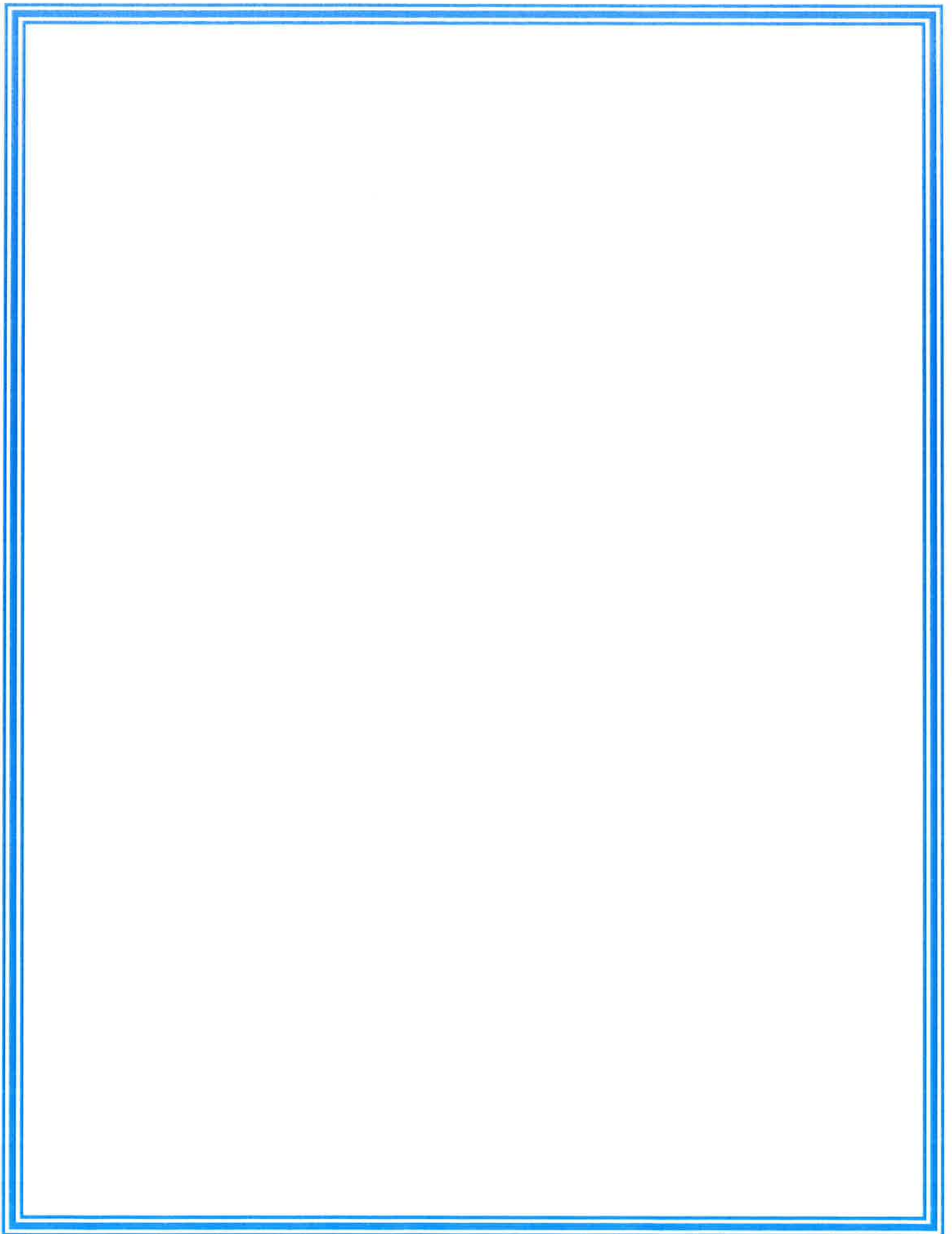
VI. Adjournment

There being no further business to come before the Board, the meeting was moved to adjourn by Director Griffith and seconded by Director Tortorich. The meeting adjourned at 5:13 p.m.

**OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.**

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Kris Warren, Secretary



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

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To: Board of Directors

From: Patricia Wells, Executive Director

Subject: Consideration of a resolution authorizing the Executive Director to amend the architecture and engineering services contract with Saida + Sullivan Design Partners (SSDP) for the rehabilitation of Harrison Tower to increase the contract amount by \$253,230 to \$2,077,295.50, and authorizing the Executive Director to further modify the contract scope and/or increase the contract amount by up to 20%, if needed, for a not-to-exceed amount of \$2,492,754.

Date: October 12, 2022

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**Purpose:** This action will increase the Saida Sullivan Design Partners contract by \$253,230 to \$2,077,295.50, and authorizes the Executive Director to further modify the contract scope and increase the contract amount by up to 20%, as needed, for a maximum amount of \$2,492,754.

**Funding:** Proposed funding in the amount of \$1,750,000 for predevelopment activities is included in the Corporation's FY 2023 budget, line item 5510-00-000. A total of \$887,886 has been spent to date, which includes \$92,336 in FY23. This contract for architectural & engineering services will span multiple fiscal years and therefore will not exceed this current fiscal year's allocation.

**Background:**

On February 28, 2019, OAHPI issued an RFP for a Lead Architect for Harrison Tower and distributed it to fourteen (14) architectural firms. Three firms (3) responded with proposal submittals.

Of the three proposals, Saida + Sullivan Design Partners' (SSDP) received the highest evaluation score. In addition, SSDP's architectural fees were the lowest of the three firms.

On May 31, 2019, the Board adopted Resolution No. 19-006 that authorized the Executive Director to execute a contract with SSDP for architectural and engineering services in an amount not to exceed \$1,460,000. OAHPI entered into the Architect Agreement with SSDP dated November 4, 2019 in the amount of \$1,438,817 contract with SSDP on November 4, 2019.

On October 19, 2020, the Board adopted Resolution No. 20-009 authorizing the Executive Director to amend the Agreement and modify the scope to add additional architectural and waterproofing design services to support the seismic retrofit upgrades necessary throughout the first and second floors (the Authority's administrative headquarters). Any work on the first and second floors was not included in the original contract's scope of work services. The Resolution approved an increase to the Agreement by \$86,598.50 to \$1,525,415.50 and authorized the Executive Director to further modify the Agreement scope and/or increase the amount by up to 20%, as needed, up to a maximum of \$1,830,500.

On September 24, 2021, the Corporation entered into the First Amendment to the Architect Agreement that included aforementioned scope of services for \$86,598.50 (additional architectural and waterproofing design work on the first and second floors) as well as green building certification and energy modeling to meet the 2021 California Tax Credit Allocation Committee requirements and additional services related to participating in the structural peer review process with Degenkolb Engineers. The First Amendment increased the Agreement by \$130,348.50 from the original \$1,438,817 to \$1,559,565.50.

On February 10, 2022, the Corporation entered into the Second Amendment to Architect Agreement to increase the amount by \$264,500 from \$1,559,565.50 to \$1,824,065.50 to incorporate the following additional services: 1) transition the structural engineer of record from Miyamoto International to Degenkolb Engineers; 2) allow Degenkolb to conduct their own independent structural analyses and re-engineering of the 50% Design Development documents; and 3) the production of 100% Design Development and Construction Documents, and Construction Administration services of a potential "Phase 1", of two possible phases, of the building's seismic retrofit. The Phase 1 work entailed the installation of a portion of the retrofit in the Authority's office space only and Phase 2 would entail the installation of the remaining retrofit work at the time of the entire building rehabilitation.

In early September 2022, staff directed the architect to proceed with the project as a single phase, including whole building seismic retrofit and rehabilitation, and discontinue the earlier two-phase approach. Following such, SSDP has submitted a request for additional services in the amount of \$243,630 for the performance of the following additional actions, services and changes: 1) delivery of the remaining 50% of the structural engineering Design Development plans and 100% Construction Documents for the whole building, Building Department Permitting Review, Contractor Bidding, and Construction Administration; 2) related architectural and mechanical / electrical / plumbing engineering work to accommodate the changes resulting from the change in the retrofit program from the previous structural engineer to Degenkolb Engineers; 3) the development of alternate mechanical / electrical / plumbing engineering options to improve fire/life safety beyond code requirements that may be pursued at the Corporation's discretion, 4) additional costs related to pausing the design work while a development partner is secured, and 5) a deduction of the previous structural engineer's remaining contract fees of \$193,120.

In addition to the increase of \$243,630 requested by SSDP for the purposes above, staff also recommends an increase of 9,600 to reconcile a discrepancy between the Agreement's First Amendment and SSDP's proposal for that First Amendment. The SSDP proposal reflected a total contract amount of \$1,569,165.50. The First Amendment errantly included \$1,559,565.50, which is \$9,600 less than SSDP's proposal request. To correct this error, staff recommends authorizing an additional \$9,600 be included in the Agreement. If approved, the Third Amendment would increase the Agreement by \$253,230 (\$9,600 plus \$243,630) for a total of \$2,077,295.50.

**Recommended Action:**

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to amend the architecture & engineering services contract with Saida + Sullivan Design Partners, with the advice of legal counsel from Goldfarb & Lipman, for the rehabilitation of Harrison Tower to increase the contract amount by \$253,230 from \$1,824,065.50 to \$2,077,295.50, and authorizing the Executive Director to further modify the contract scope and/or increase the contract amount by up to 20%, if needed, for a not-to-exceed amount of \$2,492,754.

Attachments:            Saida Sullivan Design Partners – Contract Summary  
                                 Resolution #19-006  
                                 Resolution #20-009  
                                 Resolution

**Harrison Tower  
Saida Sullivan Design Partners - Contract Summary**

Action/Firm	Reso/Contract Date	Modification	Cumulative Contract Amount	%	Not to Exceed
First OAHPI Board Approval	5/31/2019				1,460,000.00
Original Contract	11/4/2019		\$1,438,817.00		
Second OAHPI Board Approval	10/19/2020	\$86,598.50	\$1,525,415.50	20%	1,830,500.00
First Amendment to Contract	9/24/2021	\$130,348.50	\$1,559,565.50		
Second Amendment to Contract	2/10/2022	\$264,500.00	\$1,824,065.50		
Third OAHPI Board Approval - Pending	10/27/2022	\$253,230.00	\$2,077,295.50	20%	2,492,754.00

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

On Motion of Director: Anne Griffith

Seconded by Director: Eric Johnson

And approved by the following vote:

AYES: Griffith, Johnson

NAYS

ABSTAIN:

EXCUSED: Donna Griggs-Murphy

ABSENT:

**THE FOLLOWING RESOLUTION WAS ADOPTED:                   NUMBER: 19-006**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A  
CONTRACT WITH SAIDA + SULLIVAN DESIGN PARTNERS FOR  
ARCHITECTURAL AND ENGINEERING SERVICES FOR THE  
REHABILITATION OF HARRISON TOWER IN THE AMOUNT NOT TO EXCEED  
\$1,460,000**

WHEREAS, the Harrison Tower public housing project was developed in 1970, and is in need of rehabilitation, and was identified as a rehabilitation project in the Oakland Housing Authority's (Authority) MTW Plan and budget; and

WHEREAS, the Authority obtained a Physical Conditions Assessment for Harrison Tower dated March 13, 2018 detailing the physical conditions of the building and identifying recommended repairs that are needed in the short and long term; and

WHEREAS, the Oakland Affordable Housing Preservation Initiatives (OAHPI) requires the services of an architect and engineering team to prepare a detailed scope of work for the rehabilitation of Harrison Tower; and

WHEREAS, OAHPI issued a Request for Proposals (RFP) on February 28, 2019 for a Lead Architect for the rehabilitation of Harrison Tower; and

WHEREAS, in response to this RFP, OAHPI received three (3) proposals by the deadline of March 28, 2019; and



WHEREAS, staff carefully reviewed the proposals per the evaluation criteria outlined in the RFP; and

WHEREAS, staff subsequently invited the three respondents to interview; and

WHEREAS, staff interviewed the three respondents and evaluated each respondent's proposal, references and performance at the interview; and

WHEREAS, staff rated Saida + Sullivan Design Partners (SSDP) the highest of the three proposals and recommended that SSDP be selected for the award; and

WHEREAS, SSDP meets the minimum requirements, has over 20 years of multifamily architectural and construction administration experience, and has completed over 1,500 units of affordable housing units in the Bay Area, including 650 units of affordable housing that required substantial rehabilitation; and

WHEREAS, SSDP's fee will not exceed \$1,460,000 for comprehensive architectural as well as engineering services that will include structural, mechanical, electrical, plumbing, fire protection, waterproofing, and landscape architecture.

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

THAT, the OAHPI Executive Director is authorized to negotiate and execute the architectural and engineering contract with Saida + Sullivan Design Partners for architectural and engineering services for Harrison Tower in an amount not to exceed \$1,460,000 and to take any and all further actions on behalf of the Corporation consistent with this 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 Oakland Affordable Housing Preservation Initiatives on May 31, 2019.*

  
\_\_\_\_\_  
*Eric Johnson, Executive Director*

**ADOPTED: May 31, 2019**

**RESOLUTION NO. 19-006**

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

On Motion of Director: Mark Tortorich

Seconded by Director: Patricia Wells

And approved by the following vote:

AYES: Tortorich, Wells, Griffith

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER: 20-009**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE ARCHITECTURE AND  
ENGINEERING SERVICES CONTRACT WITH SAIDA + SULLIVAN  
DESIGN PARTNERS FOR THE REHABILITATION OF HARRISON TOWER TO  
INCREASE THE CONTRACT FROM \$1,438,817 TO \$1,525,415.50, AND AUTHORIZING  
THE EXECUTIVE DIRECTOR TO FURTHER MODIFY THE CONTRACT SCOPE AND/OR  
INCREASE THE CONTRACT AMOUNT BY UP TO 20% FOR A MAXIMUM AMOUNT OF  
\$1,830,500, IF NEEDED**

WHEREAS, the Harrison Tower public housing project was developed in 1972, is in need of substantial rehabilitation, and is identified as a rehabilitation project in the Oakland Housing Authority's (Authority) MTW Plan and budget; and

WHEREAS, the Oakland Affordable Housing Preservation Initiatives, acting on behalf of the Authority, requires an architect and engineering team to prepare a detailed scope of work for the rehabilitation of Harrison Tower; and

WHEREAS, on May 31, 2019, the Board approved Resolution No. 19-006 which authorized the Executive Director to execute a contract with Saida + Sullivan Design Partners ("SSDP") for architectural and engineering services in an amount not to exceed \$1,460,000; and

WHEREAS, the SSDP contract was negotiated and then executed on November 1, 2019 in the amount of \$1,438,817; and

WHEREAS, upon completion of SSDP's comprehensive architectural and engineering building assessments, original plan reviews, and extensive destructive testing, a number of structural deficiencies were found that impact the building's concrete structural frame; and

WHEREAS, the project's design and engineering team will devise architectural and engineering solutions to address the deficiencies through the course of the building's rehabilitation to improve the seismic strength of the structure; and

WHEREAS, additional architectural and waterproofing services are required to support the seismic upgrades throughout the first and second floors, work that was not included in the original contract scope of services; and

WHEREAS, additional design services are required to meet the new green building requirements issued by the California Tax Credit Allocation Committee and the California Debt Limit Allocation Committee; and

WHEREAS, it is possible that future modifications and increases to the A&E contract may be necessary. Authority may be needed to modify the contract scope and/or increase the contract by up to 20% of the amended amount in the future, up to a maximum of \$1,830,500, without Board approval.

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

THAT, the Executive Director is authorized to amend the architecture and engineering services contract with Saida + Sullivan Design Partners for the rehabilitation of Harrison Tower to modify the scope and increase the contract amount by \$86,598.50 from \$1,438,817 to \$1,525,415.50; and

THAT, the Executive Director shall be authorized to further modify the SSDP contract scope and/or increase the SSDP contract amount in the future by up to 20% of the amended amount, up to a maximum of \$1,830,500; and

THAT, the Executive Director, on behalf of OAHPI, is hereby 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 Oakland Affordable Housing Preservation Initiatives on October 19, 2020.*

  
Patricia Wells, Executive Director

ADOPTED: October 19, 2020

RESOLUTION NO. 20-009

**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:

EXCUSED:

ABSENT:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE ARCHITECTURE  
AND ENGINEERING SERVICES AGREEMENT WITH SAIDA + SULLIVAN  
DESIGN PARTNERS FOR THE REHABILITATION OF HARRISON TOWER TO  
INCREASE THE AGREEMENT BY \$253,230 TO \$2,077,295.50, AND AUTHORIZING  
THE EXECUTIVE DIRECTOR TO FURTHER MODIFY THE CONTRACT SCOPE  
AND/OR INCREASE THE CONTRACT AMOUNT BY UP TO 20%, IF NEEDED, FOR  
A MAXIMUM AMOUNT OF \$2,492,754**

WHEREAS, the Harrison Tower public housing project was developed in 1972, is in need of substantial rehabilitation, and is identified as a rehabilitation project in the Oakland Housing Authority's (Authority) MTW Plan and budget; and

WHEREAS, the US Department of Housing and Urban Development approved the disposition of Harrison Tower under 24 CFR part 970 and Section 18 of the Act on July 5, 2018; and

WHEREAS, architectural and engineering services are a necessary activity to be undertaken in order to implement the rehabilitation of Harrison Tower; and

WHEREAS, on May 31, 2019, the Board adopted Resolution No. 19-006 which authorized the Executive Director to execute a contract with Saida + Sullivan Design Partners ("SSDP") for architectural and engineering services in an amount not to exceed \$1,460,000; and

WHEREAS, on November 4, 2019, the Corporation entered into the Architect Agreement with SSDP in the amount of \$1,438,817; and

WHEREAS, on October 19, 2020, the Board adopted Resolution No. 20-009 which authorized the Executive Director to amend the Agreement to add additional architectural and waterproofing design services to accommodate additional seismic upgrades throughout the first and second floors; and

WHEREAS, Resolution No. 20-009 approved an increase to the contract by \$86,598.50 to \$1,525,415.50 and authorized the Executive Director to further modify the Agreement scope and/or increase the contract amount by up to 20%, as needed, up to a maximum of \$1,830,500; and

WHEREAS, on September 24, 2021, the Corporation entered into the First Amendment to the Agreement that included the additional architectural and waterproofing design services contemplated previously plus additional green building certification and energy modeling, and services related to participating in the structural peer review process with Degenkolb Engineers; and

WHEREAS, the First Amendment increased the Agreement by \$130,348.50 to \$1,559,565.50; and

WHEREAS, on February 10, 2022, the Corporation entered in the Second Amendment to the Agreement to increase the amount by \$264,500 to \$1,824,065.50 to incorporate the following additional services: 1) transition the structural engineer of record from Miyamoto International to Degenkolb Engineers; 2) allow Degenkolb to conduct their own independent analyses and re-engineering of the 50% Design Development documents; and 3) the production of 100% Design Development and Construction Documents for a potential "Phase 1" of a two possible phases of the building's seismic retrofit; and

WHEREAS, in early September 2022, staff directed SSDP to proceed with the project as a single phase, including the whole building seismic retrofit and rehabilitation, and discontinue the earlier two-phase approach; and

WHEREAS, SSDP has requested additional services in the amount of \$243,630 for the following added scope actions and services: 1) delivery of the remaining 50% of the structural engineering Design Development plans and 100% Construction Documents for the whole building, Building Department Review, Contractor Bidding, and Construction Administration; 2) related architectural and mechanical / electrical / plumbing engineering work to accommodate the changes resulting from the change in the retrofit program; 3) the development of alternate mechanical / electrical / plumbing options to improve fire/life safety beyond code requirements that may be pursued at the Corporation's discretion; 4) additional costs related to pausing the design work while a development partner is secured; and 5) a deduction of the previous structural engineer's remaining contract fees of \$193,120; and

WHEREAS, staff also recommend an increase of \$9,600 to the Agreement to reconcile a discrepancy between the Agreement's First Amendment and SSDP's proposal for the First Amendment where SSDP's proposal reflected a total contract amount of \$1,569,165.50 and the First Amendment errantly stated \$1,559,565.50 which is \$9,600 less than SSDP's proposal request; and

WHEREAS, to correct this error, staff recommends authorizing an additional \$9,600 be included in the Agreement thus increasing the contract by \$253,230 (\$9,600 plus \$243,630) for a total of \$2,077,295.50.

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

THAT, Patricia Wells, Executive Director of the Corporation, shall be authorized to amend the architecture and engineering services contract with Saida + Sullivan Design Partners for the rehabilitation of Harrison Tower to modify the scope and increase the contract amount by \$253,230 from \$1,824,065.50 to \$2,077,295.50; and

THAT, the Executive Director shall be authorized to further modify the SSDP contract scope and/or increase the SSDP contract amount by up to 20%, if needed, up to a maximum of \$2,492,754; and

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

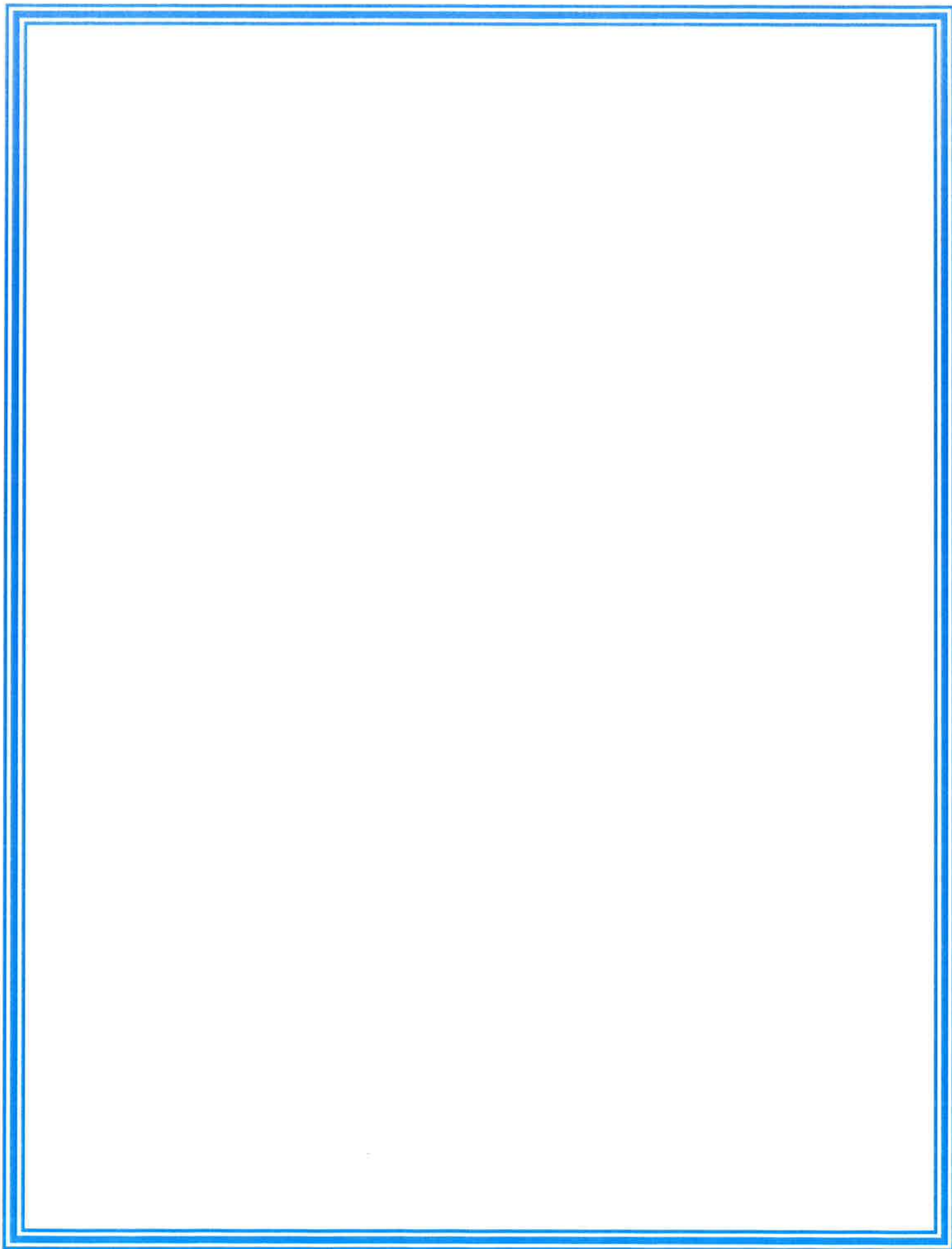
*I hereby certify that the foregoing resolution is a full, true and correct  
copy of a resolution passed by the Board of Directors of the  
Oakland Affordable Housing Preservation Initiatives on October 27, 2022*

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Secretary

**ADOPTED: October 27, 2022**

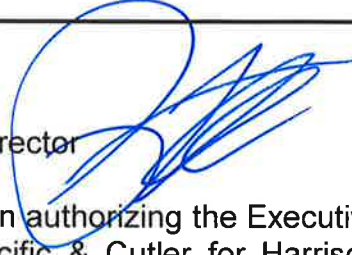
**RESOLUTION NO.**



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

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To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Consideration of a resolution authorizing the Executive Director to amend the contract with Overland Pacific & Cutler for Harrison Tower for residential relocation consulting services to increase the contract amount by \$165,480 to \$390,780 and authorizing the Executive Director to further modify the contract scope and/or increase the contract amount by up to 20%, as needed, for a not-to-exceed contract amount of \$468,936.

Date: October 27, 2022

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**Purpose:** This action will increase the budget for the Overland Pacific & Cutler (OPC) contract from \$225,300 to \$390,780, and authorizes the Executive Director to further modify the contract scope and/or increase the contract amount by up to 20%, if needed, for a maximum contract amount not to exceed \$468,936.

**Funding:** Funding in the amount of \$1,750,000 for Harrison Tower predevelopment activities is included in the Corporation's FY 2023 budget, line item 5510-00-000. A total of \$887,886 has been spent to date, which includes \$92,336 in FY23.

**Background:**

On October 2, 2020, OAHPI issued an RFP for Residential Relocation Consulting Services for Harrison Tower and distributed it to five (5) firms who were either known to staff or had strong reputations for providing high quality relocation consulting services to the same demographic of residents as those who reside at Harrison Tower – extremely low-income seniors, many of whom do not speak English as their first language. Despite correspondence and questions from three of the firms, only one responded with a proposal submittal by the October 26<sup>th</sup> deadline.

As a result, it was determined that the RFP should be re-issued through the Housing Agency Marketplace to a much broader pool of 461 potential candidates and posted on the Oakland Housing Authority's website with a due date of November 19<sup>th</sup>. Four additional proposals were received by the second deadline.



Of the five proposals, Overland Pacific & Cutler (OPC) received the highest score. On February 9, 2021, the Board adopted Resolution No. 21-002 authorizing the Executive Director to negotiate and execute the relocation services contract with OPC for \$197,600, and further authorized the Executive Director to increase the contract amount by up to 20% for a maximum amount not to exceed \$237,120. The Corporation subsequently entered into a contract with OPC dated March 1, 2021 in the amount of \$197,600.

On December 14, 2021, OAHPI executed the First Amendment to the Consultant Services Contract (Relocation and Moving Services) with OPC for \$27,700 to enable OPC to subcontract with Chipman Relocation & Logistics to provide packing and moving services for Harrison Tower residents who volunteered to move to Oak Grove South. As a result, the contract value was amended to \$225,300.

At this time, OPC is requesting approval for additional services in the amount of \$165,480, for an amended contract total of \$390,780, to reflect three notable changes to the original scope of services: 1) all resident relocations will be permanent relocations, not temporary displacements, which is significantly more labor intensive to manage; 2) OPC staff will assist in processing the Section 8 Tenant Protection Voucher (TPV) approvals by facilitating and coordinating the new landlords' Section 8 approvals; and 3) a translation services allowance has been added to the contract rather than paying for translation services on an open ended, time and materials basis.

While staff is committed to completing this project as cost-efficiently as possible, future modifications and increases to the relocation scope of services may be necessary. Therefore, staff is also seeking authorization from the Board to provide the Executive Director with the authority to modify the contract scope and/or increase the contract by up to 20%, if needed, up to a maximum of \$468,936.

**Recommended Action:**

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to amend the Harrison Tower contract with Overland Pacific & Cutler, with the advice of counsel from Goldfarb & Lipman, for residential relocation consulting services in the amount of \$390,780 and authorizing the Executive Director to further modify the contract scope and/or increase the contract amount by up to 20%, as needed, for a total not-to-exceed amount of \$468,936.

Attachments:           Resolution #21-002  
                                  Resolution

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

On Motion of Director: Anne Griffith

Seconded by Director: Mark Tortorich

And approved by the following vote:

AYES: Griffith, Tortorich, Wells

NAYS: 0

ABSTAIN: 0

EXCUSED: 0

ABSENT: 0

**THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 21-002**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND  
EXECUTE A CONTRACT WITH OVERLAND PACIFIC & CUTLER FOR HARRISON  
TOWER FOR RESIDENTIAL RELOCATION CONSULTING SERVICES IN THE  
AMOUNT OF \$197,600 AND AUTHORIZING THE EXECUTIVE  
DIRECTOR TO FURTHER MODIFY THE CONTRACT SCOPE AND/OR  
INCREASE THE CONTRACT AMOUNT BY UP TO 20%,  
FOR A MAXIMUM NOT TO EXCEED \$237,120**

WHEREAS, the Harrison Tower public housing project was developed in 1970, and is in need of rehabilitation, and was identified as a rehabilitation project in the Oakland Housing Authority's (Authority) MTW Plan and budget; and

WHEREAS, the Authority obtained a Physical Conditions Assessment for Harrison Tower dated March 13, 2018 detailing the physical conditions of the building and identifying recommended repairs that are needed in the short and long term; and

WHEREAS, OAHPI issued an RFP for Residential Consulting Services for Harrison Tower and distributed it to five firms who were either known to staff or had strong reputations for providing high quality relocation services to the same demographic of residents as those who reside at Harrison tower; and

WHEREAS, in response to this RFP, the Authority received one proposal by the deadline of October 26, 2020; and

WHEREAS, a staff determination was made to re-issue the RFP to a broader pool of prospective respondents; and

WHEREAS, the RFP was issued through the Housing Agency Marketplace to a pool of 461 firms and posted on the Oakland Housing Authority's website with a due date of November 19<sup>th</sup>; and

WHEREAS, four additional proposals were received by the November 19<sup>th</sup> deadline; and

WHEREAS, all five proposals were evaluated and scored by a three-person panel per the evaluation criteria outlined in the RFP; and

WHEREAS, Overland Pacific & Cutler (OPC) received the highest average score; and

WHEREAS, OPC meets the minimum requirements and has extensive knowledge of applicable Federal and State temporary and permanent residential relocation laws and regulations that affect affordable housing and has completed comparable relocation contracts in over 30 projects in the Bay Area in the past 10 years; and

WHEREAS, staff recommends that this contract be awarded to OPC.

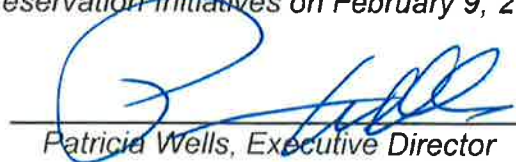
**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, Patricia Wells, Executive Director of the Corporation, shall be authorized to negotiate and execute the residential relocation services contract with Overland Pacific & Cutler for Harrison Tower in the amount of \$197,600; and

THAT, the Executive Director shall be authorized to further modify the contract scope and/or increase the contract amount by up to 20%, for a maximum amount not to exceed \$237,120; and

THAT, the Executive Director shall be authorized to take any and all other necessary actions on behalf of OAHPI consistent with this 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 Oakland Affordable Housing Preservation Initiatives on February 9, 2021*

  
Patricia Wells, Executive Director

**ADOPTED: February 9, 2021**

**RESOLUTION NO. 21-002**

**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:

EXCUSED:

ABSENT:

**THE FOLLOWING RESOLUTION WAS ADOPTED:**

**NUMBER:**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE CONTRACT WITH  
OVERLAND PACIFIC & CUTLER FOR HARRISON TOWER FOR RESIDENTIAL  
RELOCATION CONSULTING SERVICES FROM \$225,300 TO \$390,780 AND  
AUTHORIZING THE EXECUTIVE DIRECTOR TO FURTHER MODIFY THE  
CONTRACT SCOPE AND/OR INCREASE THE CONTRACT AMOUNT BY UP TO  
20%, IF NEEDED, FOR A MAXIMUM NOT TO EXCEED AMOUNT OF \$468,936.**

WHEREAS, the Harrison Tower public housing project was developed in 1972, and is in need of rehabilitation, and was identified as a rehabilitation project in the Oakland Housing Authority's (Authority) MTW Plan and budget; and

WHEREAS, the US Department of Housing and Urban Development approved the disposition of Harrison Tower under 24 CFR part 970 and Section 18 of the Act on July 5, 2018; and

WHEREAS, residential relocation services are part of the predevelopment activities to be undertaken in order to implement the rehabilitation of Harrison Tower; and

WHEREAS, on February 9, 2021, the Corporation's Board of Directors adopted Resolution No. 21-002 authorizing the Executive Director to negotiate and execute a contract with Overland Pacific & Cutler (OPC) for residential relocation services in an amount not to exceed \$197,700 and further authorized the Executive Director to increase the contract amount by up to 20% for a maximum amount not to exceed \$237,120; and

WHEREAS, the OPC contract was executed on March 1, 2021 in the amount of \$197,700; and

WHEREAS, in order to facilitate Harrison Tower residents' voluntary transfers to the newly completed Oak Groves South project, OPC sought to retain Chipman Relocation & Logistics to provide packing and moving services; and

WHEREAS, on December 14, 2021, OAHPI executed the First Amendment to the Consultant Services Contract (Relocation and Moving Services) with OPC in the amount of \$27,700 resulting in a new contract total of \$225,300; and

WHEREAS, additional changes to the original contract scope of services are necessary to reflect three significant modification: 1) all resident relocations will be permanent relocations, not temporary displacements, which is significantly more labor intensive to manage; 2) OPC staff will assist with the processing of Section 8 Tenant Protection Voucher (TPV) approvals by facilitating and coordinating the new landlords' Section 8 approvals; and 3) a translation services allowance has been added to the contract, and

WHEREAS, OPC has submitted a request to increase the contract by \$165,480 to reflect the proposed additional services resulting in a new contract total of \$390,780.

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

THAT, the Executive Director is authorized to modify the scope of residential relocation services contract with Overland Pacific & Cutler for Harrison Tower and increase the contract amount by \$165,480 from \$225,300 to \$390,780; and

THAT, the Executive Director shall be authorized to further modify the contract scope and/or increase the contract amount by up to 20%, for a maximum amount not to exceed \$468,936; and

THAT, the Executive Director shall be authorized to take any and all other necessary actions on behalf of OAHPI consistent with this resolution.

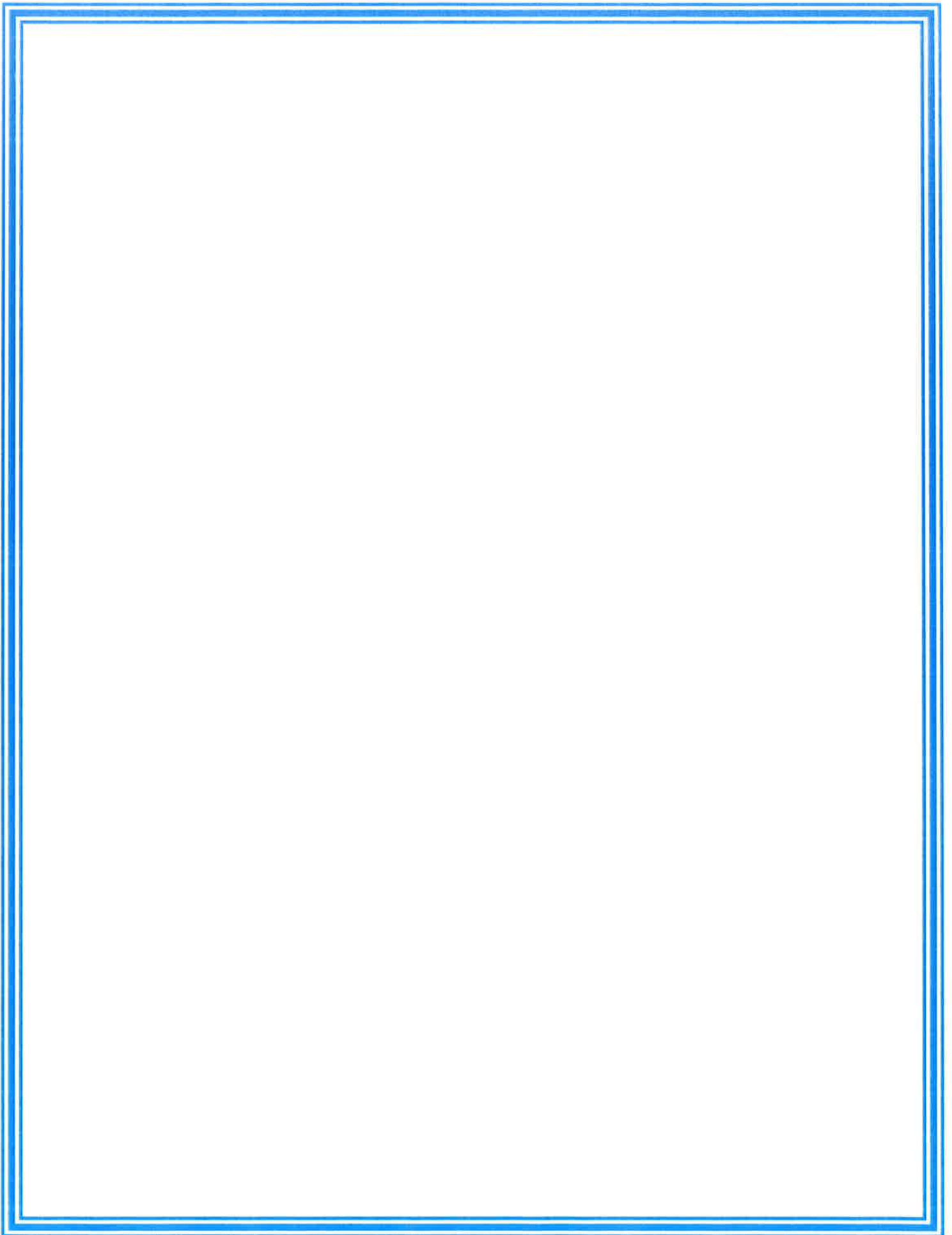
*I hereby certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on October 27, 2022*

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Secretary

**ADOPTED: October 27, 2022**

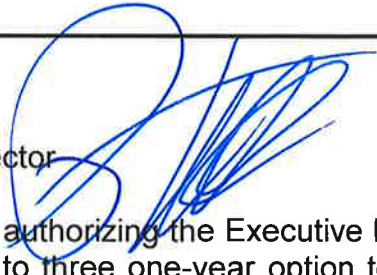
**RESOLUTION NO.**



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

---

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Consideration of a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Castillo Plumbing to provide as needed plumbing 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: October 27, 2022

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**Purpose:** This action will authorize the Executive Director to execute a two-year contract with up to three one-year option terms with Castillo Plumbing to provide as needed plumbing 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 2023 operating budget in accounts 4430-11-000 Contract-Plumbing, 4430-99-000 Contract Costs-Other 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 4430-11-000 Contract-Plumbing, 4430-99-000 Contract Costs-Other and 5510-00-000 Capital Outlay.

**Background:**

Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide as needed plumbing services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority). The services under this contract will be rendered for as-needed plumbing services including emergencies, during and after normal business hours including holidays, in vacant and occupied units. These services will augment our current staffing and provide additional as-needed coverage to ensure timely services to our families.

The Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #22-005 was issued in accordance with the Oakland Housing Authority's Procurement Policy on February 3, 2022. A total of 688 vendors received notification of issuance of the RFP 22-005. The RFP 22-005 was also publicly posted on the Oakland Housing Authority's website. Notification of issuance of the RFP

22-005 was also published in the East Bay Times on February 25, 2022 and in the Tri-Valley Herald on March 4, 2022. Two (2) companies submitted a proposal by the deadline of 10:00 a.m. March 28, 2022.

After a review of the proposals received on March 28, 2022, CCGS has determined that Castillo Plumbing was responsive and responsible and capable of providing the plumbing services including, capital needs plumbing projects, for both the public housing sites and OAHPI sites.

A panel comprised of three (3) individuals convened on July 7, 2022, to evaluate and rate each of the proposals. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award.

Castillo Plumbing was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide as needed plumbing 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 Castillo Plumbing to provide as needed plumbing 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 two-year contract with up to three one-year option terms with Castillo Plumbing to provide as needed plumbing 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.

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 22-005 As Needed Plumbing Services for public housing sites.

**Date:** September 14, 2022

DS  
KW

DS  
DH

DS  
MS

DS  
BB

DS  
DM

This memo is to advise you that a Request for Proposals (RFP) for the "As Needed Plumbing Services" was issued on February 3, 2022. After a review of the proposals received on March 28, 2022, CCGS has determined that Castillo Plumbing and Thumbs Up Plumbing proposals are both responsive and responsible and capable of providing the plumbing services including, capital needs plumbing projects, for both the public housing sites and OAHPI sites.

**Background**

The Authority issued RFP 22-005 in an effort to soliciting proposals for contractor/s to provide plumbing services, including capital needs plumbing projects consisting of commercial and residential plumbing repairs of various water lines, gray and black water lines, natural gas lines, and ancillary services that include roofer and drain including waste and vent system services for 1 1/2" to 8" lines; camera, leak detector and locator services for all Authority owned housing properties located throughout the City of Oakland. RFP 22-005 was issued in accordance with the Oakland Housing Authority's Procurement Policy on February 3, 2022. A total of 688 vendors received notification of issuance of the RFP 22-005. The RFP 22-005 was also publicly posted on the Oakland Housing Authority's website. Notification of issuance of the RFP 22-005 was also published in the East Bay Times on February 25, 2022 and in the Tri-Valley Herald on March 4, 2022. Two (2) companies submitted a proposal by the deadline of 10:00 a.m. March 28, 2022.

To accomplish this A panel comprised of three (3) Oakland Housing Authority employees convened on July 7, 2022, to evaluate and rate each of the proposals. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for

recommendation of award. The table shown below lists the results in accordance to the ratings from the evaluation panel:

Rank	Proposer	Location
1	Castillo Plumbing	Burlingame, CA
2	Thumbs Up Plumbing	Oakland CA.

**Recommendation**

It is recommended that Oakland Housing Authority award contract/s to Castillo Plumbing and Thumbs Up Plumbing for as needed plumbing services including, capital needs projects for Oakland Housing Authority public housing sites for the initial contract term for \$260,000.

Debarment: Castillo Plumbing and Thumbs Up Plumbing have not been debarred or limited from participating in federally funded projects.

Insurance Requirement: Copies of Commercial, General, Automobile, and Errors and Omissions Liability Insurance (naming the Oakland Housing Authority as additionally insured) along with Workers' Compensation Insurance 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:  
  
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\_\_\_\_\_ 9/18/2022 \_\_\_\_\_  
 Patricia Wells Date  
 Executive Director

\_\_\_\_\_ \_\_\_\_\_  
 Patricia Wells Date  
 Executive Director

**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:**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH CASTILLO PLUMBING TO PROVIDE AS NEEDED PLUMBING 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.**

WHEREAS, OAHPI requires a vendor that can provide as needed plumbing services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority) for as-needed plumbing services including emergency plumbing services, during and after, normal business hours, including holidays in vacant and occupied units; and

WHEREAS, The Authority's Contract and General Services (CCGS) Department issued Request for Proposals (RFP) #22-005 on February 3, 2022 to provide as needed plumbing services; and

WHEREAS, These services will augment our current staffing and provide additional as-needed coverage to ensure timely services to our families; and

WHEREAS, Request for Proposals (RFP) #22-005 was issued in accordance with the OAHPI's Procurement Policy; and

WHEREAS, Castillo Plumbing submitted a response by the deadline of 10:00 a.m., March 28, 2022; and

WHEREAS, an evaluation panel evaluated and rated each of the proposals, the scores were averaged and resulted in the recommendation of a contract award to Castillo Plumbing; and

WHEREAS, Castillo Plumbing was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide as-needed plumbing services including emergency plumbing services, during and after, normal business hours, including holidays in vacant and occupied units at OAHPI properties.

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

THAT, the Board of Directors authorizes the Executive Director to execute a two-year contract, with up to three one-year option terms, with Castillo Plumbing to provide as needed plumbing 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; and

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

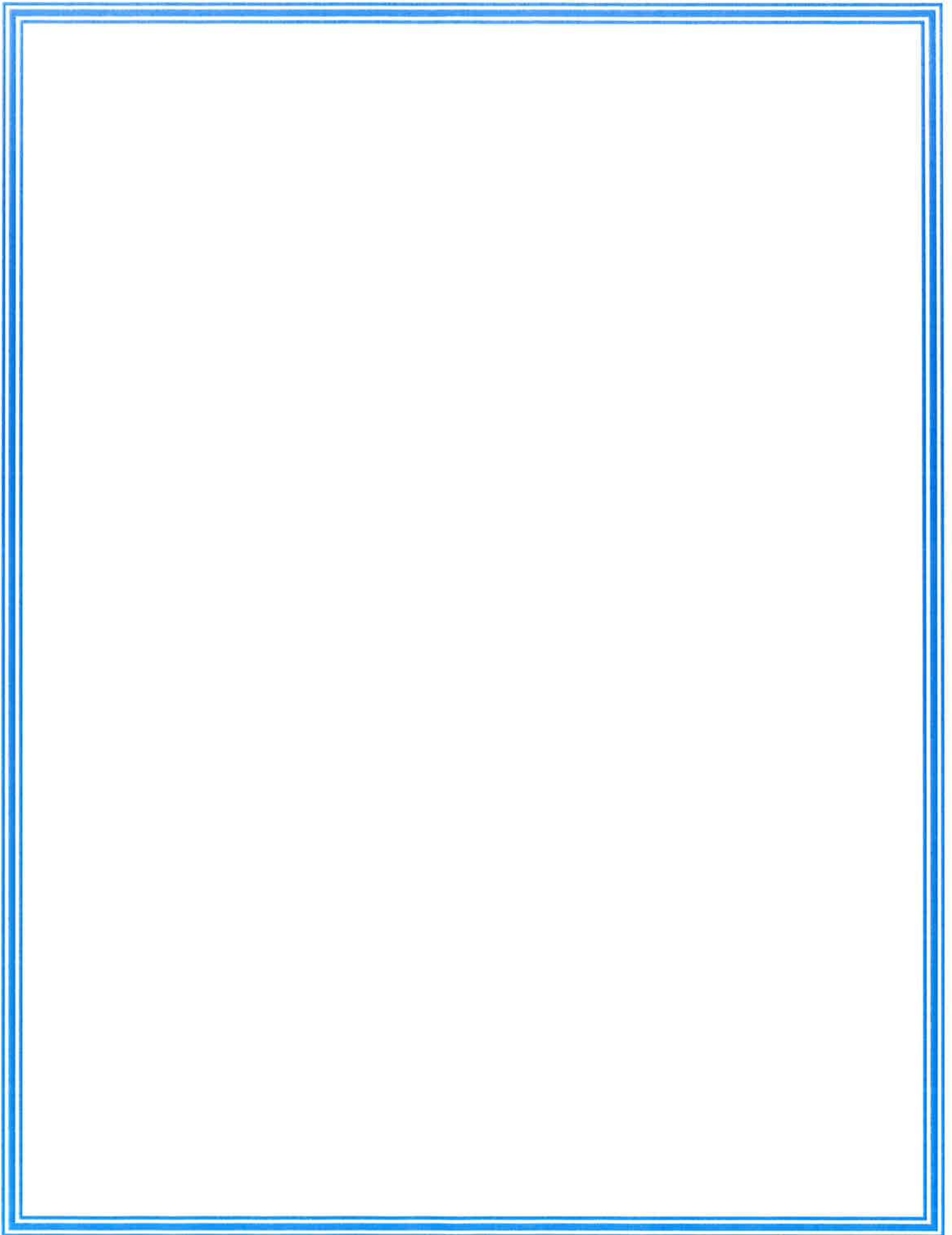
*I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on October 27, 2022.*

\_\_\_\_\_

Secretary

**ADOPTED:**

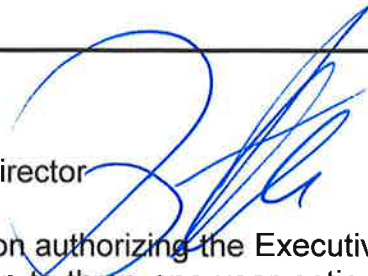
**RESOLUTION NO.**



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

---

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Consideration of a resolution authorizing the Executive Director to execute a two-year contract, with up to three one-year option terms, with Thumbs Up Rooter and Plumbing to provide as needed plumbing 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: October 27, 2022

---

**Purpose:** This action will authorize the Executive Director to execute a two-year contract with up to three one-year option terms with Thumbs Up Rooter and Plumbing to provide as needed plumbing 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 2023 operating budget in accounts 4430-11-000 Contract-Plumbing, 4430-99-000 Contract Costs-Other 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 4430-11-000 Contract-Plumbing, 4430-99-000 Contract Costs-Other and 5510-00-000 Capital Outlay.

**Background:**

Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide as needed plumbing services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority). The services under this contract will be rendered for as-needed plumbing services including emergency plumbing services, during and after, normal business hours, including holidays in vacant and occupied units. These services will augment our current staffing and provide additional as-needed coverage to ensure timely services to our families.

The Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #22-005 was issued in accordance with the Oakland Housing Authority's Procurement Policy on February 3, 2022. A total of 688 vendors received notification of issuance of the RFP 22-005. The RFP 22-005 was also publicly

posted on the Oakland Housing Authority's website. Notification of issuance of the RFP 22-005 was also published in the East Bay Times on February 25, 2022 and in the Tri-Valley Herald on March 4, 2022. Two (2) companies submitted a proposal by the deadline of 10:00 a.m. March 28, 2022.

After a review of the proposals received on March 28, 2022, CCGS has determined that Thumbs Up Rooter and Plumbing was responsive and responsible and capable of providing the plumbing services including, capital needs plumbing projects, for both the public housing sites and OAHPI sites.

A panel comprised of three (3) individuals convened on July 7, 2022, to evaluate and rate each of the proposals. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for the recommendation of award.

Thumbs Up Rooter and Plumbing was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide as needed plumbing 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 Thumbs Up Rooter and Plumbing to provide as needed plumbing 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 two-year contract with up to three one-year option terms with Thumbs Up Rooter and Plumbing to provide as needed plumbing 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.

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 <sup>DS</sup> *KW*  
 Duane Hopkins, Chief Officer of Program and Finance Administration <sup>DS</sup> *DA*  
 Mark Schiferl, Director of Property Management <sup>DS</sup> *MS*  
 Bruce Brackett, Director of Capital Improvements <sup>DS</sup> *BB*  
 Daniel Mermelstein, CCGS Manager <sup>DS</sup> *DM*

**From:** Jeff Muegge, Contract Specialist, CCGS <sup>DS</sup> *JM*

**Subject:** CCGS Review Memo for RFP 22-005 As Needed Plumbing Services for public housing sites.

**Date:** September 14, 2022

This memo is to advise you that a Request for Proposals (RFP) for the "As Needed Plumbing Services" was issued on February 3, 2022. After a review of the proposals received on March 28, 2022, CCGS has determined that Castillo Plumbing and Thumbs Up Plumbing proposals are both responsive and responsible and capable of providing the plumbing services including, capital needs plumbing projects, for both the public housing sites and OAHPI sites.

**Background**

The Authority issued RFP 22-005 in an effort to soliciting proposals for contractor/s to provide plumbing services, including capital needs plumbing projects consisting of commercial and residential plumbing repairs of various water lines, gray and black water lines, natural gas lines, and ancillary services that include roofer and drain including waste and vent system services for 1 1/2" to 8" lines; camera, leak detector and locator services for all Authority owned housing properties located throughout the City of Oakland. RFP 22-005 was issued in accordance with the Oakland Housing Authority's Procurement Policy on February 3, 2022. A total of 688 vendors received notification of issuance of the RFP 22-005. The RFP 22-005 was also publicly posted on the Oakland Housing Authority's website. Notification of issuance of the RFP 22-005 was also published in the East Bay Times on February 25, 2022 and in the Tri-Valley Herald on March 4, 2022. Two (2) companies submitted a proposal by the deadline of 10:00 a.m. March 28, 2022.

To accomplish this A panel comprised of three (3) Oakland Housing Authority employees convened on July 7, 2022, to evaluate and rate each of the proposals. The panelists' scores were averaged, resulting in one final score for each company. The final scores were the basis for



recommendation of award. The table shown below lists the results in accordance to the ratings from the evaluation panel:

Rank	Proposer	Location
1	Castillo Plumbing	Burlingame, CA
2	Thumbs Up Plumbing	Oakland CA.

**Recommendation**

It is recommended that Oakland Housing Authority award contract/s to Castillo Plumbing and Thumbs Up Plumbing for as needed plumbing services including, capital needs projects for Oakland Housing Authority public housing sites for the initial contract term for \$260,000.

Debarment: Castillo Plumbing and Thumbs Up Plumbing have not been debarred or limited from participating in federally funded projects.

Insurance Requirement: Copies of Commercial, General, Automobile, and Errors and Omissions Liability Insurance (naming the Oakland Housing Authority as additionally insured) along with Workers' Compensation Insurance 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:  
  
722CF180EE194X1...

\_\_\_\_\_ 9/18/2022 \_\_\_\_\_  
 Patricia Wells Date  
 Executive Director

\_\_\_\_\_ \_\_\_\_\_  
 Patricia Wells Date  
 Executive Director

**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:**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH THUMBS UP ROOTER AND PLUMBING TO PROVIDE AS NEEDED PLUMBING 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.**

WHEREAS, OAHPI requires a vendor that can provide as needed plumbing services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority) for as-needed plumbing services including emergency plumbing services, during and after, normal business hours, including holidays in vacant and occupied units; and

WHEREAS, These services will augment our current staffing and provide additional as-needed coverage to ensure timely services to our families; and

WHEREAS, The Authority's Contract and General Services (CCGS) Department issued Request for Proposals (RFP) #22-005 on February 3, 2022 to provide as needed plumbing services; and

WHEREAS, Request for Proposals (RFP) #22-005 was issued in accordance with the OAHPI's Procurement Policy; and

WHEREAS, Thumbs Up Rooter and Plumbing submitted a response by the deadline of 10:00 a.m., March 28, 2022; and

WHEREAS, an evaluation panel evaluated and rated each of the proposals, the scores were averaged and resulted in the recommendation of a contract award to Thumbs Up Rooter and Plumbing; and

WHEREAS, Thumbs Up Rooter and Plumbing was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide as-needed plumbing services including emergency plumbing services, during and after, normal business hours, including holidays in vacant and occupied units at OAHPI properties.

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

THAT, the Board of Directors authorizes the Executive Director to execute a two-year contract, with up to three one-year option terms, with Thumbs Up Rooter and Plumbing to provide as needed plumbing 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; and

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

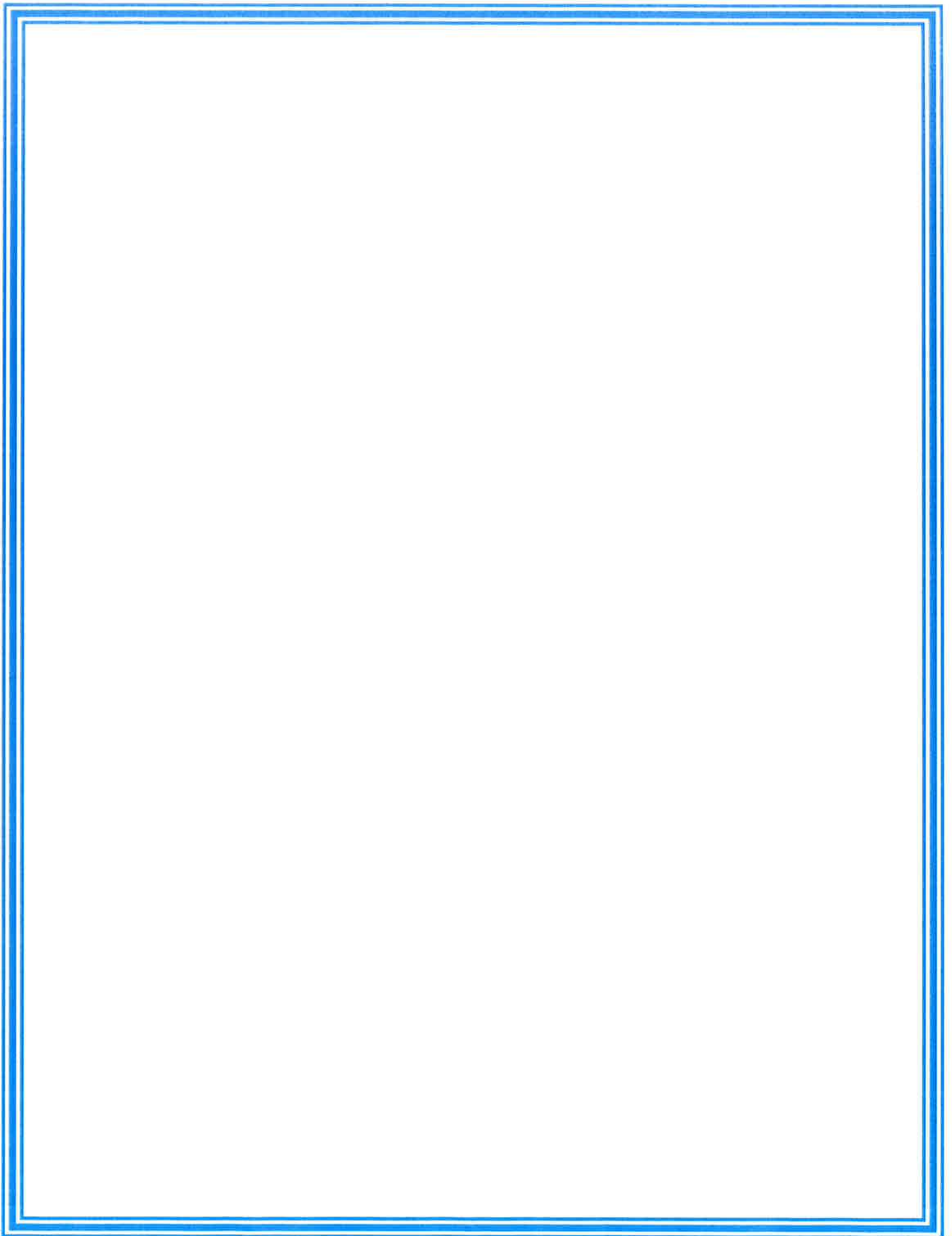
*I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on October 27, 2022.*

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Secretary

**ADOPTED:**

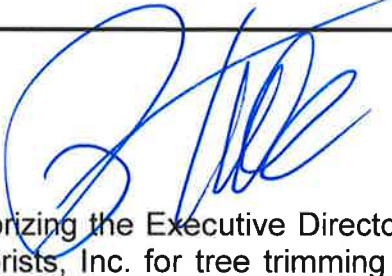
**RESOLUTION NO.**



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

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To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Consideration of a resolution authorizing the Executive Director to amend the contract with West Coast Arborists, Inc. for tree trimming services at OAHPI properties, to add \$150,000 per year, which will increase the total contract not to exceed amount to \$1,000,000.

Date: October 27, 2022

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**Purpose:** This action will authorize the Executive Director to increase the contract with West Coast Arborists, Inc., by \$150,000 per year to provide tree trimming services at OAHPI properties, with an amended not to exceed amount of \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract not to exceed amount to \$1,000,000.

**Funding:** Funding for the initial contract term is included in the FY 2023 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:**

The Oakland Affordable Housing Preservation Initiatives (OAHPI) Board of Directors Adopted Resolution 21-006 on March 11, 2021, authorizing a contract with West Coast Arborists, Inc. (WCA) to provide tree trimming services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority). Contract C-21010-PB20035JS-SER was signed March 18, 2021, in an amount not-to-exceed \$100,000 for the initial term and \$50,000 for each option term for a total not-to-exceed amount of \$250,000.

The services under this contract are for full range of tree trimming services and related activities at specific sites throughout the OAHPI portfolio to include, but not limited to, providing all labor, materials and equipment necessary.

To date, OAHPI has expended \$76,809 in payments to WCA for tree trimming services at OAHPI properties. With the recent Physical Needs Assessments (PNAs), reports from staff and resident work orders for trees at the properties, additional funds are needed to ensure OAHPI staff can continue to address the safety and beautification

commitments to the properties. Therefore, we are requesting additional board authorization to cover further costs for tree trimming services to the properties.

The proposed resolution would authorize the Executive Director to amend the contract with West Coast Arborists, Inc. to provide tree-trimming services at OAHPI properties, in an amended not to exceed amount of \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract not to exceed amount to \$1,000,000.

**Recommendation Action:**

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to amend the contract with West Coast Arborists, Inc., to provide tree trimming services at OAHPI properties, in an amended not to exceed amount of \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract not to exceed amount to \$1,000,000.

Attachments:        Resolution



OAHPI staff can continue to address the safety and beautification commitments to the properties; and

WHEREAS, West Coast Arborists, Inc. has the capability to meet OAHPI's needs to provide tree trimming services at OAHPI properties; and

WHEREAS, Staff is seeking authorization for the Executive Director to increase the contract with West Coast Arborists, Inc., by \$150,000 per year to provide tree trimming services at OAHPI properties, with an amended not to exceed amount of \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract not to exceed amount of \$1,000,000.

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

THAT, the Board of Directors authorizes the Executive Director to amend the contract with West Coast Arborists, Inc., by increasing the contract amount by \$150,000 per year to provide tree trimming services at OAHPI properties; and

THAT, if authorized the amended not to exceed amount will increase to \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract not to exceed amount of \$1,000,000; 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 October 27, 2022.*

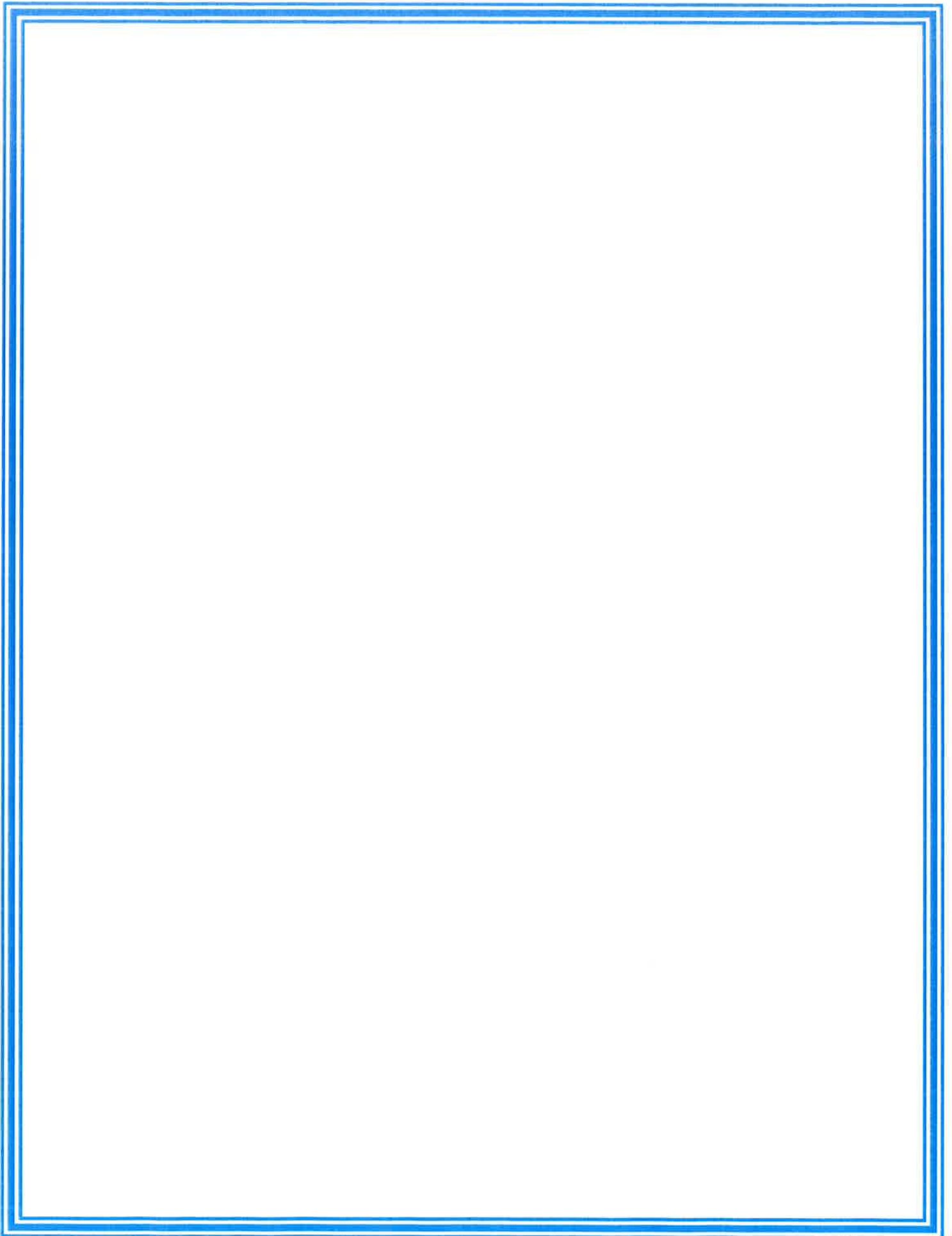
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Secretary

**ADOPTED:**

**RESOLUTION NO.**

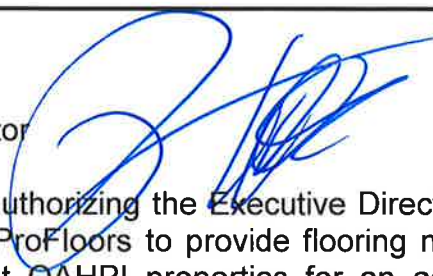




**Oakland Affordable Housing Preservation Initiatives, Inc.**  
**MEMORANDUM**

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To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Consideration of a resolution authorizing the Executive Director to amend the sole source contract with ProFloors to provide flooring materials and flooring installation services at OAHPI properties for an additional six-month term.

Date: October 27, 2022

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**Purpose:** This action will authorize the Executive Director to extend the sole source contract term with ProFloors by 6 months to provide flooring materials and flooring installation services at OAHPI properties, with an updated contract expiration date of April 30, 2023.

**Funding:** No additional funding is being requested. Funding for the initial contract term is included in the FY 2023 operating budget in accounts 4420-00-003 for Flooring Materials and 4430-08-000 for Contract Flooring.

**Background:**

The Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide flooring materials and flooring installation services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority). The services under this contract are for full range of flooring materials and installation services at specific sites throughout the OAHPI portfolio to include, but not limited to, providing all labor, materials and equipment necessary.

The Oakland Affordable Housing Preservation Initiatives (OAHPI) Board of Directors Adopted Resolution 21-023 on October 11, 2021, authorizing a sole source contract with ProFloors to provide flooring materials and flooring installation services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority). Contract C-21052-OAHPI02JS-SER was signed October 26, 2021, in an amount not-to-exceed \$540,000 for a one-year term beginning November 1, 2021.

The Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) 22-025 for Flooring Services on September 3, 2022, with a procurement due date of October 10, 2022. There were no vendor responses submitted to the RFP for review. Therefore, we are requesting additional time to ensure CCGS can release the procurement again and OAHPI staff can continue to address

flooring needs at the properties.

To date, OAHPI has expended \$299,880.59 in payments to ProFloors for flooring materials and installation services at OAHPI properties of the board authorized \$540,000.

Since a competitive procurement was already conducted resulting in no new vendors and given that ProFloors has assisted OAHPI with flooring materials and installation services for over five years and continued to provide specified materials at a reasonable cost in a timely manner during the procurement process, CCGS recommends OAHPI extends the sole-source contract with ProFloors for an additional 6 month term, with an updated contract expiration date of April 30, 2023, as allowed by OAHPI's procurement policy.

**Recommendation Action:**

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to amend the contract with ProFloors, to provide flooring materials and flooring installation services at OAHPI properties, for an additional six-month term, with an updated contract expiration date of April 30, 2023.

Attachments:            Non-Competitive Procurement Memorandum  
                                 Resolution



**Oakland Affordable Housing Preservation Initiatives MEMORANDUM**

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**To:** Patricia Wells, Executive Director

**Through:** Kris Warren, Interim Chief Operating Officer <sup>DS</sup> KW  
Duane Hopkins, Chief Officer of Program and Finance Administration <sup>DS</sup> DH  
Mark Schiferl, Director of Property Operations <sup>DS</sup> MS  
Bruce Brackett, Director of Capital Improvements <sup>DS</sup> BB  
Daniel Mermelstein, CCGS Manager <sup>DS</sup> DM

**From:** Jeanne Smith, Contract Specialist <sup>DS</sup> JS

**Subject:** Approval of Non-competitive Procurement with Pro Floors

**Date:** September 2, 2021

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**Name of Contractor: ProFloors**

**Not To Exceed Amount:** The not-to-exceed amount for a year contract is \$270,000 for Flooring Materials, which is budgeted under account # 4420-00-003 and \$270,000 for Contract Flooring, which is budgeted under account # 4430-08-000 for a total of \$540,000.

**Background:**

OAHPI is in need of a flooring contractor that can provide flooring materials and installation for its units. ProFloors has been providing flooring materials and installation for OAHPI for over four years. Currently, OAHPI has been requesting two to three bids for each flooring job depending on whether the unit is vacant or not. ProFloors has been the lowest responsive and responsible bidder 95% of the time.

CCGS issued an RFP for Flooring Services on August 20, 2020, and three vendors submitted proposals on September 23, 2020. On January 27, 2021, an evaluation committee recommended that all three vendors be awarded contracts. ProFloors did not submit a proposal in response to the RFP because they received the RFP late and could not meet the deadline.

CCGS sent award letters to all three vendors, and on June 21, 2021, and the OAHPI Board of Directors authorized the Executive Director to enter into contracts with all three vendors.

All three vendors had the opportunity to review the contract language. Upon further research, CCGS discovered that the State of California had revoked the contractor's license of one of

Pro Floors  
Noncompetitive Justification  
Page 2 of 2

the vendors. Another vendor declined to sign the contract because it could not commit to the costs on its proposal due to an increase of material costs and scarcity of materials in today's flooring market. Prior to signing the Contract, the third vendor would only commit to the costs of substitute materials that did not match the materials specified in the RFP.

**Description of the Work/Services Requested:**

To provide materials and labor for replacement of flooring in OAHPI units.

**Justification:**

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:*

- 1. The product or service can be obtained only from one source."*

**Statement as to the unique circumstances that require award by non-competitive proposals:**

OAHPI needs to rehabilitate and restore floors at occupied and vacant units as quickly as possible in order to place tenants into homes. To do this efficiently, OAHPI procured flooring vendors through an RFP process. Three vendors were deemed qualified and received approval by the OAHPI Board of Directors for OAHPI to enter into contracts. Since this time, all three vendors dropped out as noted above. Since a competitive procurement was already conducted resulting in no new vendors and given that ProFloors has assisted OAHPI with flooring for over four years and continued to provide specified materials at a reasonable cost in a timely manner during the procurement process, OAHPI is recommending entering into a sole-source contract with ProFloors, as allowed by OAHPI's procurement policy.

**Statement as to efforts that will be taken in the future to promote competition for the requirement:**

CCGS will reissue an RFP for Flooring Services in three to six months to allow for supply of materials to be replenished and pricing to stabilize.

**Approved:**

CCGS Manager:

DocuSigned by:  
*Daniel Mermelstein*  
\_\_\_\_\_

Date 9/3/2021

Executive Director:

DocuSigned by:  
*Patricia Wells*  
\_\_\_\_\_

Date 9/8/2021

**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:**

**AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE SOLE SOURCE  
CONTRACT WITH PROFLOORS, FOR FLOORING MATERIALS AND  
INSTALLATION SERVICES AT OAHPI PROPERTIES FOR AN ADDITIONAL SIX-  
MONTH TERM**

WHEREAS, the Oakland Housing Authority (Authority) manages 1,540 units for Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, OAHPI has a need for flooring materials and installation services at OAHPI properties; and

WHEREAS, The Oakland Affordable Housing Preservation Initiatives (OAHPI) Board of Directors Adopted Resolution 21-023 on October 11, 2021, authorizing a sole source contract with ProFloors to provide flooring materials and installation services; and

WHEREAS, Contract C-21052-OAHPI02JS-SER was signed October 26, 2021, in an amount not-to-exceed \$540,000 for a one year term beginning November 1, 2021; and

WHEREAS, Contract C-21052-OAHPI02JS-SER is set to expire October 31, 2022; and

WHEREAS, OAHPI has expended \$299,880.59 in payments to ProFloors for flooring materials and installation services at OAHPI properties to date; and

WHEREAS, the Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) 22-025 for Flooring Services on

September 3, 2022, with a procurement due date of October 10, 2022; and

WHEREAS, no vendors responded to RFP 22-025 and CCGS must re-release the procurement; and

WHEREAS, ProFloors has the capability to meet OAHPI's needs for flooring materials and installation services at OAHPI properties; and

WHEREAS, Staff is seeking authorization for the Executive Director to extend the contract term with ProFloors by six-months to provide flooring materials and flooring installation services at OAHPI properties, with an updated contract expiration date of April 30, 2023.

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

THAT, the Board of Directors authorizes the Executive Director to amend contract C-21052-OAHPI02JS-SER with ProFloors by extending the contract term by six-months to provide flooring materials and flooring installation services at OAHPI properties; and

THAT, if authorized the contract will be amended with an updated contract expiration date of April 30, 2023; 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 October 27, 2022.*

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*Secretary*

**ADOPTED:**

**RESOLUTION NO.**


**CONSENT AGENDA  
ITEMS**



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

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To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Resolution Making Findings Authorizing Continued Remote Teleconference Meetings of the Board of Commissioners Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361

Date: October 27, 2022

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Purpose: This action will authorize continued remote teleconference meetings of the Board of Commissioners pursuant to Brown Act Provisions, as amended by Assembly Bill Number. 361.

Funding: No funding is required.

**Background:**

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which allowed for relaxed provisions of the Ralph M. Brown Act (Brown Act) for legislative bodies to conduct meetings through teleconferencing without having to meet the strict compliance of the Brown Act. All provisions of Executive Order N-29-20 concerning the conduct of public meetings via teleconferencing expired on September 30, 2021. On October 25, 2021 through Resolution Number 4997 and in compliance with Assembly Bill 361 (Chapter 165, Statutes of 2021) (AB 361), the Board of Commissioners ratified the proclamation of a state of emergency and made findings, which authorized continued remote teleconference meetings.

On March 29, 2022, The Board of Directors adopted Resolution Number 22-001 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On April 29, 2022, The Board of Directors adopted Resolution Number 22-005 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On May 27, 2022, The Board of Directors adopted Resolution Number 22-006 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On June 30, 2022, The Board of Directors adopted Resolution Number 22-010 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On July 22, 2022, The Board of Directors adopted Resolution Number 22-012 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On August 25, 2022, The Board of Directors adopted Resolution Number 22-014 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

On September 29, 2022, The Board of Directors adopted Resolution Number 22-015 within the thirty-day period, which made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361.

**Discussion:**

Assembly Bill 361(Chapter 165, Statutes of 2021) (AB 361) was signed into law by the Governor on September 16, 2021, and went into effect immediately. It amends the Brown Act to allow local legislative bodies to continue using teleconferencing and virtual meeting technology after the September 30, 2021 expiration of the current Brown Act exemptions as long as there is a "proclaimed state of emergency" by the Governor. This allowance also depends on state or local officials imposing or recommending measures that promote social distancing or a legislative body finding that meeting in person would present an imminent safety risk to attendees. Though adopted in the context of the pandemic, AB 361 will allow for virtual meetings during other proclaimed emergencies, such as earthquakes or wildfires, where physical attendance may present a risk. AB 361 will sunset on January 1, 2024.

AB 361 requires the following to continue to conduct teleconferenced meetings:

1. Notice of the meeting must still be given in compliance with the Brown Act, and the notice must include the means by which the public may access the meeting and provide public comment remotely.
2. The public must be provided access to the meeting via a call-in option or internet-based service option and allowed to "address the legislative body directly." RAMP Housing, Inc. does not have to provide an in-person option for the public to attend the meeting.
3. The meeting must be conducted "in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body."
4. If there is a disruption to the meeting broadcast or in the ability to take call-in or internet-based public comment, no further action can be taken on agenda items

until the issue is resolved, even if this means stopping the meeting at that point and continuing all remaining items.

5. The Board of Directors cannot require comments to be submitted before the start of the meeting. The public must be allowed to make “real time” public comment.
6. Reasonable time for public comment must be provided. If the Board provides a timed public comment period, the public comment period must be left open until the time expires.
7. All votes must be taken by roll call.
8. The Board of Directors must approve a resolution making findings by majority vote within 30 days of the first teleconferenced meeting under AB 361 and every 30 days thereafter to continue to conduct teleconference meetings under AB 361. The body must find it has reconsidered the circumstances of the state of emergency and either 1) the emergency continues to impact the ability to meet safely in person, or 2) State or local officials continue to impose or recommend social distancing.

In light of AB 361, the continuing COVID-19 State of Emergency declared by the Governor, the continuing Local Emergency declared by the City of Oakland, the continuing recommendations by the County of Alameda Health Officer of social distancing as a mechanism for preventing the spread of COVID-19, and the continued threats to health and safety posed by indoor public meetings, staff recommends the Board of Directors adopt the proposed Resolution making the findings required to initially invoke AB 361.

The procedures currently set up for Board of Directors' meetings, which provide public attendance and comment through a call-in or internet-based service option, satisfy the requirements of AB 361. The Executive Director, or designee, will work with the Board to ensure that meeting procedures for all teleconferenced meetings comply with AB 361. Continued reliance will require the Board of Directors to adopt a new resolution making required findings every 30 days.

**Recommended Action:**

It is recommended that the Board of Directors adopt a resolution making findings authorizing continued remote teleconference meetings of the Board of Directors pursuant to Brown Act provisions, as amended by Assembly Bill Number 361.

Attachments:           Resolution

**THE BOARD OF DIRECTORS OF THE  
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 MAKING FINDINGS AUTHORIZING CONTINUED REMOTE  
TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS PURSUANT TO  
BROWN ACT PROVISIONS, AS AMENDED BY ASSEMBLY BILL NO. 361**

WHEREAS, the Oakland Affordable Housing Preservation Initiatives (OAHPI) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of the OAHPI Board of Directors are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the OAHPI Board of Directors conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist within the jurisdiction of the OAHPI, specifically, on March 17, 2020 the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19, and such declaration has not been lifted or rescinded; and

WHEREAS, as a result of the COVID-19 pandemic the California Department of Health and the Health Officer of the County of Alameda continue to recommend measures to promote social distancing. Additionally, On March 9, 2020, in response to the COVID-19 pandemic, the City Council of the City of Oakland declared a local emergency as set forth in Resolution No. 898075 C.M.S., which remains in full force and effect to date; and

WHEREAS, the Board of Directors does hereby find that the COVID-19 pandemic has caused, and will continue to cause, imminent risk to the health and safety of attendees meeting in person for a Board of Directors' meeting, and the COVID-19 pandemic has caused conditions of peril to the safety of persons within the jurisdiction of the OAHPI that are likely to be beyond the control of services, personnel, equipment, and facilities of the OAHPI, and desires to ratify the proclamation of a state of emergency by the Governor of the State of California and ratify the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing; and

WHEREAS, Resolution 22-001 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 22-005 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 22-006 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 22-010 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 22-012 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 22-014 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, Resolution 22-015 ratified the proclamation of the state of emergency and made findings to continue remote teleconference meetings pursuant to Brown Act provisions, as amended by AB 361; and

WHEREAS, as a consequence of the local emergency and state of emergency the Board of Directors shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that the Board of Directors shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of Government Code section 54953.

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

THAT, Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference; and

THAT, Section 2. Reconsideration. The Board hereby reconsiders the circumstances of the state of emergency; and

THAT, Section 3. Ratification of the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing. The Board hereby finds that state and local officials continue to recommend measures to promote social distancing. The Board further hereby ratifies the California Department of Health and the Health Officer of the County of Alameda's recommended measures to promote social distancing and finds that, as a result of the state of emergency, meeting in person would present imminent risk to the health or safety of attendees; and

THAT, Section 4. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020, which declaration has not been lifted or rescinded, and hereby finds that the state of emergency continues to directly impact the ability of the Board of Directors and members of the public to meet safely in person; and

THAT, Section 5. Remote Teleconference Meetings. The Housing Authority's Executive Director, and designee, and the Board of Directors are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continued teleconferencing and conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act; and

THAT, Section 6. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) 30 days from the adoption of this Resolution, or, (ii) such time as the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the Board of Directors of OAHPI may continue to teleconference without compliance with Government Code section 54953(b)(3).

*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 October 27, 2022.*

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*Secretary*

**ADOPTED: October 27, 2022**

**RESOLUTION NO.**