

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
October 24, 2019
200 Ross Street
13th Floor Wherrett Room
Pittsburgh, PA 15219

The Housing Authority of the City of Pittsburgh (HACP) held a regularly scheduled Board meeting on Thursday, October 24, 2019 at 200 Ross Street; 13th Floor, Wherrett Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

Janet Evans, chaired the meeting and called the meeting to order. The Commissioners in attendance were: Peter Kaplan, Enid Miller, Janet Evans and Cheryl Gainey. Alex Laroco, Valerie-McDonald-Roberts and Rev. Ricky Burgess were not in attendance at this time, but were expected to arrive as soon as possible.

Next, the Vice-Chair noted that the Board members previously received a copy of the September 26, 2019 Board Meeting Minutes and asked for a motion to approve the minutes. Peter Kaplan made a motion to approve the minutes and Cheryl Gainey seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan,
Janet Evans and Cheryl Gainey.

“NAYS”: None

The Vice-Chair declared the motion carried and the minutes approved.

Ms. Evans asked for a motion to approve the previously received Activity Reports for September 2019. Enid Miller made a motion to approve the Activity Report and Peter Kaplan seconded the motion.

Next, Michelle Sandidge, Chief Communications Officer, spoke about the recent activities of the agency.

At this time 10:45 a.m. Rev. Ricky Burgess arrived and joined the meeting.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan, Janet Evans, Rev. and
Cheryl Gainey.

“NAYS”: None

Ms. Evans declared the motion carried and the Activity Report approved.

At this time 10:47 a.m. Valerie McDonald Roberts arrived and joined the meeting.

Next, Chair, Valerie McDonald-Roberts introduced the Resolutions:

RESOLUTION No. 42 of 2019

A Resolution - Authorizing the Executive Director or his Designee to Award a Contract to Liberty Elevator Experts LLC for Elevator Inspections Authority Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, elevator inspections are necessary to ensure the safety of residents; to meet Pittsburgh City Code requirements of third-party annual inspections; and to perform Quality Elevator Inspection (QEI) third-party witnessing of periodic hydraulic and traction elevator testing as required by Pennsylvania Elevator Code Regulations; and

WHEREAS, on August 16, 2019, the HACP issued Invitations for Bids (IFB) #300-27-19-REBID seeking qualified companies to provide the HACP Elevator Inspections Authority-Wide; and

WHEREAS, the HACP received four (4) bids in response to the IFB; and

WHEREAS, Liberty Elevator Experts LLC submitted the lowest responsive, responsible bid; and

WHEREAS, this procurement was conducted in accordance with applicable federal, state and local procurement rules and regulations and the procurement policies and procedures of the HACP.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. The Executive Director or his Designee is hereby authorized enter into contract in the amount not to exceed \$59,520.00 with Liberty Elevator Experts LLC for the elevator inspection Authority-Wide for the initial term of three (3) years with two (2) one (1) years options to extend, for a total of five (5) years; and

Section 2. The total five (5) year authorized amount of \$59,520.00 shall be payable from the operating budgets of the sites and departments who utilize the services.

Ms. McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Janet Evans seconded the motion. After a discussion a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan Valerie McDonald-Roberts,
Janet Evans, Rev. Ricky Burgess and Cheryl Gainey.

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 43 of 2019

A Resolution - Authorizing the Executive Director or his Designee to Award a Contract to Approved Fire Company for Testing and Maintenance of Fire Sprinkler System Inspections Authority Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, Fire Sprinkler Systems are necessary to ensure the safety of residents and meet City of Pittsburgh code requirements of third-party, quarterly inspections to be in compliance; and

WHEREAS, on October 1, 2019, the HACP issued Invitations for Bids (IFB) #300-25-19-REBID seeking qualified companies to provide the HACP with Fire Sprinkler Inspections Authority-Wide; and

WHEREAS, the HACP received three (3) bids in response to the IFB; and

WHEREAS, Approved Fire Company submitted the lowest responsive, responsible bid; and

WHEREAS, this procurement was conducted in accordance with applicable federal, state and local procurement rules and regulations; and procurement policies and procedures of the HACP.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. The Executive Director or his Designee is hereby authorized to enter into contract in the amount not to exceed \$120,014 with Approved Fire Company for the Fire Sprinkler inspection Authority-Wide for the initial term of three (3) years with two (2) one (1) year options to extend, for a total of five (5) years; and

Section 2. The total five (5) year authorized amount of \$120,014 shall be payable from the operating budgets of the sites and departments who utilize the services.

Ms. McDonald-Roberts asked for a motion to approve the resolution. Peter Kaplan made a motion to approve the resolution and Cheryl Gainey seconded the motion. After a discussion a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan Valerie McDonald-Roberts, Janet Evans, Rev. Ricky Burgess and Cheryl Gainey.

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 44 of 2019

A Resolution – Authorizing the Executive Director or His Designee to Enter into a Professional Services Contract with Massaro Properties, LLC for Commercial Broker Services

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that it is prudent to utilize the services of a licensed commercial real estate broker (Service) to sublease the HACP office spaces at the 100 Ross Street building; and

WHEREAS, on April 7, 2019, the HACP advertised Request for Proposal (RFP) #600-42-18 REBID for the Service, and received two (2) proposals; and

WHEREAS, Massaro Properties, LLC was selected as the highest ranked, responsive, and responsible firm; and

WHEREAS, this procurement was conducted in accordance with applicable federal, state, local, and the HACP procurement policies and procedures.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh that:

Section 1. The Executive Director or his Designee is hereby authorized to enter into a professional services contract with Massaro Properties, LLC for the Service for an amount not to exceed six percent (6%) of the collected rent or negotiated amount between the HACP and landlord of the 100 Ross Street building.

Section 2. The amount shall be paid from Moving to Work (MTW) funds.

Ms. McDonald-Roberts asked for a motion to approve the resolution. Peter Kaplan made a motion to approve the resolution and Rev. Ricky Burgess seconded the motion. After a discussion a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan Valerie McDonald-Roberts, Janet Evans, Rev. Ricky Burgess and Cheryl Gainey.

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

- Comment [AS1]:
- Comment [AS2]:
- Comment [AS3]:
- Comment [AS4]:

Comment [5]: +alexis.narotsky@hacp.org please explain (JW)

Comment [6]: If negotiated a buy-out scenario where the new tenant leases with the landlord directly, the Broker who negotiated on our behalf would get 6% of whatever transaction we agree to (could be 6% of total amount that we would have paid in rent from 2020 to 2025 or some other number)

Comment [7]: Please keep this, I want the ability to use program income if we decide that we have to some unknown reason (DOT related)

RESOLUTION No. 45 of 2019

**A Resolution – Authorizing the Commitment of Funds for Manchester
Redevelopment Predevelopment Activities**

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has selected the Allies & Ross Management and Development Corporation (ARMDC) to revitalize eighty-six (86) existing Low Income Public Housing (LIPH) units (Existing Units) located in the Manchester neighborhood of the City of Pittsburgh (Manchester Redevelopment); and

WHEREAS, the HACP Resolution No. 27 of 2016 authorized the commitment of \$600,000.00, and Resolution No. 31 of 2017 authorized \$500,000.00 to ARMDC for predevelopment activities, including the acquisition of general partnership interests of the owner entity of Manchester Phases I, II, III, and IV; and

WHEREAS, of the previously approved \$1,100,000.00, the acquisition of partnership interests of the Existing Units and related activities have incurred \$626,529.00, leaving a balance of \$473,471.00; and

WHEREAS, the anticipated predevelopment cost of the Manchester Redevelopment is \$2,250,000.00, and therefore the ARMDC requires an additional commitment of funds in an amount not to exceed \$1,150,000.00; and

WHEREAS, the sources of funds for the Manchester Redevelopment may be the HACP Moving to Work (MTW) and/or program income funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh that:

Section 1. The Executive Director or his Designee is hereby authorized to increase Manchester Redevelopment predevelopment budget by \$1,150,000.00 to total \$2,250,000.00; and

Section 2. The HACP is authorized to enter into a grant agreement with the ARMDC to grant funds in an amount not to exceed \$2,250,000.00, which the ARMDC shall utilize to fund the Manchester Redevelopment; and

Section 3. The Executive Director or his Designee is hereby authorized, in the name of and on behalf of the HACP, to (i) negotiate, execute and deliver all such agreements, documents and instruments and take all such other actions the Executive Director or his Designee shall determine to be necessary or desirable in order to effect the implementation of the Manchester Redevelopment activities, and (ii) complete any and all additional actions, including the disposition of the HACP/ARMDC property to the owner entity of the mixed-finance development of the Manchester Redevelopment, that are legally permissible and necessary or advisable to carry out the development activities contemplated herein; and

Section 4. The Executive Director or his Designee is hereby authorized to take such other actions, from time to time, that are necessary, advisable or proper in connection with the Manchester Redevelopment activities including, without limitation, the execution and delivery of

all agreements, writings and documents (and all amendments, changes, modifications and additions thereto).

Ms. McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Peter Kaplan seconded the motion. After a discussion a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan Valerie McDonald-Roberts,
Janet Evans, Rev. Ricky Burgess and Cheryl Gainey.

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 46 of 2019

A Resolution – Authorizing the Commitment of Additional Funds for Larimer/East Liberty Phase III Housing Development

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) as lead grantee and the City of Pittsburgh (City) as co-grantee entered into the U.S. Department of Housing and Urban Development’s (HUD) Choice Neighborhoods Implementation (CNI) Grant Agreement to receive a \$30,000,000 CNI Grant to implement the Larimer/East Liberty CNI Transformation Plan (Transformation Plan); and

WHEREAS, the HACP selected Allies & Ross Management and Development Corporation (ARMDC) as its developer, and competitively procured McCormack Baron Salazar, Inc. (Co-Developer), to serve as the co-developer for the revitalization of Hamilton-Larimer/East Liberty pursuant to the terms of a Master Development Agreement (MDA) between the ARMDC and the Co-Developer dated December 31, 2013; and

WHEREAS, under the Transformation Plan, as amended, and the CNI Grant Agreement, the ARMDC and the Co-developer are developing 334 units in multiple phases; and

WHEREAS, the ARMDC and the Co-Developer submitted a 9% Low Income Housing Tax Credit (LIHTC) application to the Pennsylvania Housing Finance Agency (PHFA) in November 2018, for the development of approximately 42 units of mixed-income housing as part of Larimer/East Liberty Phase III (Phase III) under the Transformation Plan; and

WHEREAS, in July 2019, Phase III was not awarded tax credits and the Co-Developer will, therefore, re-apply for a 9% LIHTC in November 2019; and

WHEREAS, the HACP Board Resolutions No. 39 of 2016 authorized **\$847,801**, No. 23 of 2018 authorized an additional **\$692,797**, and No. 53 of 2018 authorized an additional **\$3,260,483** for Phase III, amounting to **\$4,801,081** for predevelopment, acquisition and construction activities; and

WHEREAS, due to the delay in being awarded tax credits and increased in labor and material costs, the Phase III development is in need of additional funding of up to **\$915,279** (increasing

the total investment to **\$5,716,360**) in order to make a successful 9% LIHTC application and to fund predevelopment and construction activities including (i) site acquisition activities, (ii) various professional and financial services fees, (iii) environmental remediation, (iv) construction, and (v) other related activities for completion of the Phase III; and

WHEREAS, the sources of the funds may be Choice Neighborhood Initiative Funds, Program Income and/or Moving to Work (MTW) Funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh that:

Section 1. The Executive Director or his Designee is hereby authorized to obligate and expend an amount of up to **\$5,716,360** (previously approved **\$4,801,081**, plus **\$915,279**) to support the Phase III development activities.

Section 2. The Executive Director or his Designee is hereby authorized to amend the existing Grant Agreement with the ARMDC for Larimer/East Liberty Phase III, providing an additional grant amount of up to **\$915,279**, which the ARMDC shall utilize to fund the Larimer/East Liberty Phase III development activities; and

Section 3. The Executive Director or his Designee is hereby authorized and directed, in the name of and on behalf of the HACP, to (i) negotiate, execute and deliver all such agreements, documents and instruments and take all such other actions as he shall determine to be necessary or desirable in order to effect the Larimer/East Liberty Phase III development activities and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to carry out the Larimer/East Liberty Phase III development activities contemplated herein.

Ms. McDonald-Roberts asked for a motion to approve the resolution. Janet Evans made a motion to approve the resolution and Rev. Ricky Burgess seconded the motion. After a discussion a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan Valerie McDonald-Roberts, Janet Evans, Rev. Ricky Burgess and Cheryl Gainey.

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 47 of 2019

A Resolution – Authorizing the Executive Director or his Designee to enter In to Task Order Based Contracts for Construction Management Services with Cosmos Technologies, Inc. Waller Corporation, ED3 Consultants Inc. and SB Thomas & Associates

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that it is prudent to utilize Construction Management (CM) professionals under contracts for development and modernization work; and

WHEREAS, on June 23, 2019, the HACP advertised Request for Proposals (RFP) #600-30-19 to seek qualified professional CM firms and received (7) seven proposals; and

WHEREAS, under the RFP, the HACP may award multiple CM firms indefinite quantity task-order based contracts; and

WHEREAS, Cosmos Technologies, Inc., Waller Corporation, ED3 Consultants Inc. and SB Thomas & Associates are qualified, responsive, and responsible firms for CM services; and

WHEREAS, this procurement was conducted in accordance with applicable federal, state, local, and HACP procurement policies and procedures.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh that:

Section 1. The Executive Director or his Designee is hereby authorized to enter into professional services indefinite quantity task order contracts with Cosmos Technologies Inc. and Waller Corporation, ED3 Consultants and SB Thomas & Associates as pre-qualified firms for professional CM services for an aggregate amount not-to-exceed \$5,000,000.00 for a period of three (3) years with two (2) one (1) year extension options for a total of five (5) years.

Section 2. The amount shall be paid from Moving to Work (MTW) funds.

Ms. McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Rev. Burgess seconded the motion. After a discussion a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan Valerie McDonald-Roberts,
Janet Evans, Rev. Ricky Burgess and Cheryl Gainey.

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 48 of 2019

A Resolution – Authorizing the Executive Director or his Designee to Enter into a Mechanical Construction Contract with East West Manufacturing & Supply Co. Inc. for Gualtieri Manor HVAC Piping System Replacement, AMP-47

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined it is necessary to replace the shared HVAC heating and cooling supply/return lines on the first floor of Gualtieri Manor (Gualtieri Manor HVAC Piping System Replacement); and

WHEREAS, on June 3, 2019, HACP advertised an Invitation for Bids (IFB) #600-24-19, for mechanical construction work for the Gualtieri Manor HVAC Piping System Replacement and

East West Manufacturing & Supply Co. Inc. is the lowest responsive and responsible bidder with a bid amount of \$192,000.00; and

WHEREAS, This procurement was conducted in accordance with applicable federal, state and local procurement rules and regulations and the procurement policies and procedures of the HACP.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh that:

Section 1. The Executive Director or his Designee is hereby authorized to enter into a contract in the total amount of \$192,000.00 with East West Manufacturing & Supply Co. Inc. for the Gualtieri Manor HVAC Piping System Replacement; and

Section 2. The amount shall be paid from Moving to Work (MTW) funds.

Ms. McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Cheryl Gainey seconded the motion. After a discussion a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan Valerie McDonald-Roberts,
Janet Evans, Rev. Ricky Burgess and Cheryl Gainey.

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 49 of 2019

A Resolution – Authorizing the Executive Director or his Designee to enter into an Electrical Construction Contract with Allegheny City Electric, Inc. for the Homewood North Sprinkler Freeze Protection at Homewood North, AMP-20

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) will install sprinkler freeze protection for existing sprinkler systems at Homewood North (Project) ; and

WHEREAS, on August 18, 2019, HACP advertised an Invitation for Bids #600-21-19-REBID, and received two (2) bids for Project on September 3, 2019; and

WHEREAS, Allegheny City Electric, Inc. is the lowest, responsive, and responsible electrical construction bidder with a bid amount of \$150,000.00; and

WHEREAS, the procurement was conducted in accordance with applicable federal, state, local, and HACP procurement policies and procedures.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh that:

Section 1. The Executive Director or his Designee is hereby authorized to enter into an electrical construction contract in the total amount of \$150,000.00 with Allegheny City Electric, Inc. for sprinkler freeze protection for existing sprinkler systems at Homewood North.

Section 2. The amount shall be paid from Moving to Work (MTW) funds.

Ms. McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Peter Kaplan seconded the motion. After a discussion a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan Valerie McDonald-Roberts,
Janet Evans, Rev. Ricky Burgess and Cheryl Gainey.

“NAYS”: None

The Chair declared the motion carried and the Resolution passed.

RESOLUTION No. 50 of 2019

A Resolution - Authorizing the Executive Director or his Designee to purchase a 2019 Ford F-550 XL 4x4 DRW Complete Dump Truck from Woltz & Wind Ford, Inc.

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that it is necessary to replace one (1) vehicle in its fleet, in order to support operational needs throughout the HACP: and

WHEREAS, the HACP has identified the Commonwealth of Pennsylvania Department of General Services Co-Stars Cooperative Purchasing Agreement that can be utilized for the purchase of vehicles and the purchase and installation of additional equipment; and

WHEREAS, through the identified purchasing cooperative agreement, the one (1) vehicle and associated, installed equipment specified by the HACP can be purchased for a cost of \$85,580.00; and

WHEREAS, this procurement was conducted in accordance with applicable federal, state and local procurement rules and regulations and the procurement policies and procedures of the HACP.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

Section 1. The Executive Director or his Designee is hereby authorized to award a contract for the purchase of a new 2019 Ford F-550 xl DRW complete dump truck, with snow plow attachment, in the amount not to exceed \$85,580.00 with Woltz & Wind Ford, Inc; and

Section 2. The total one (1) time purchase in the amount of \$85,580.00 shall be payable from the operating budgets of the sites and departments who will utilize the services.

Ms. McDonald-Roberts asked for a motion to approve the resolution. Enid Miller made a motion to approve the resolution and Peter Kaplan seconded the motion. After a discussion a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan Valerie McDonald-Roberts,
Janet Evans, Rev. Ricky Burgess and Cheryl Gainey.

“NAYS”: None

The Chair declared the motion carried and the Resolution passed. There were no more resolutions.

EXECUTIVE REPORT: Board has previously received a copy of the Operations, Activity and Executive Report.

NEW BUSINESS There was no more new business.

AJOURNMENT: The Chair asked for a motion to adjourn the meeting. Janet Evans motion to adjourn and Cheryl Gainey seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan Valerie McDonald-Roberts,
Janet Evans, Rev. Ricky Burgess and Cheryl Gainey.

“NAYS”: None

The Meeting was Adjourned at 11:30 a.m.

Recording Secretary