

Housing Authority of the City of Pittsburgh
BOARD OF COMMISSIONERS
MEETING MINUTES
February 27, 2020
200 Ross Street
9th Floor Board Room
Pittsburgh, PA 15219

The Housing Authority of the City of Pittsburgh (HACP) held a regularly scheduled Board meeting on Thursday, February 27, 2020 at 200 Ross Street; 1st Floor ‘Hearing Room’ Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

Valerie McDonald-Roberts, chaired the meeting and called the meeting to order. The Commissioners in attendance at that time were: Valerie McDonald-Roberts, Enid Miller, Peter Kaplan, Cheryl Gainey, Alex Laroco and Janet Evans. Rev. Ricky Burgess was not in attendance.

Next, the Chair noted that the Board members previously received a copy of the January 23, 2020 Board Meeting Minutes and asked for a motion to approve the minutes. Cheryl Gainey made a motion to approve the minutes and Alex Laroco seconded the motion.

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

“AYES”: Peter Kaplan, Cheryl Gainey, Janet Evans
Valerie McDoanld-Roberts and Alex Laroco

“NAYS”: None

“ASTAIN”: Enid Miller as she was not present at the January 2020 meeting.

The Chair declared the motion carried and the minutes approved.

Valerie McDonald-Roberts asked for a motion to approve the previously received Activity Reports for January 2020. Peter Kaplan made a motion to approve the Activity Report and Cheryl Gainey seconded the motion.

Michelle Sandidge, Chief Communications Officer, spoke about the recent activities of the agency including the upcoming Negro League Baseball Tournament.

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

“AYES”: Peter Kaplan, Cheryl Gainey, Enid Miller, Janet Evans
Valerie McDoanld-Roberts and Alex Laroco.

“NAYS”: None

The Chair declared the motion carried and the Activity Report approved.

At this time, 10:41 a.m., Rev. Ricky Burgess joined the board meeting.

Next Chair, McDonald-Roberts asked at this time if anyone wanted to address the Board of Commissioners:

Kristin Wong of the Fair Housing Partnership addressed the Board. Ms. Wong addressed the issue she had with third party companies that are denying rental applications. Ms. Wong stated that these companies are making “new excuses” for denying applicants. Marsha Grayson and James Harris addressed this issue with Ms. Wong after the Board meeting.

There were no other speakers.

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

RESOLUTION No. 6 of 2020

A Resolution – Authorizing the Executive Director or his Designee to Award a Contract to Wall-to-Wall Studios, Inc. to Provide Branding and Design Services for the Housing Authority of the City of Pittsburgh as Related to Creation of a New Organizational Style Guide and Design Suite

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has not updated its design suite, logo, and style guide since 2004; and

WHEREAS, the HACP will be moving its administrative offices to 412 Boulevard of the Allies in late 2020, necessitating that stationary and other literature featuring the HACP’s address be updated; and

WHEREAS, the HACP is seeking to create a new organizational style guide, a glossary of terms, and an organizational re-branding, including a refresh of the organization’s logo suite to be executed in conjunction with its move to 412 Boulevard of the Allies; and

WHEREAS, on July 14, 2019; July 17, 2019; July 19, 2019; July 21, 2019; and July 24, 2019 HACP published Request for Proposal (RFP) #800-23-19 Development of an Organizational Style Guide and Organizational Re-Branding; and

WHEREAS, the HACP received six (6) bids in response to the RFP; and

WHEREAS, Wall-to-Wall Studios, Inc. submitted the highest scoring 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 to enter into a contract in the amount of \$75,000 with Wall-to-Wall Studios, Inc. for the development of the HACP's organizational style guide and associated organizational branding services; and

Section 2. The duration of the contract term shall be one (1) year; and

Section 3. The amount designated shall be paid from program income and/or Moving To Work (MTW) funds.

Valerie 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": Peter Kaplan, Cheryl Gainey, Enid Miller, Janet Evans
Valerie McDoanld-Roberts, Alex Laroco and Rev. Ricky Burgess

"NAYS": None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 7 of 2020

A Resolution - Authorizing the Executive Director or his Designee to Award a Contract to Clark Equipment Company dba/Bobcat Company Gov't Sales under Department of General Services PA State Contract #4400019935 for the purchase of a Bobcat Extendable Dipper Excavator

WHEREAS, the Housing Authority City of Pittsburgh (HACP) has determined that it is necessary to replace the Case Backhoe with a Bobcat Extendable Dipper Excavator in order to support operational needs throughout the authority; and

WHEREAS, the HACP needs to provide a replacement of the HACP's Backhoe that has very high mileage and repair costs. Facility Service uses the Backhoe to load dumpsters with old supplies, old house furniture, remove debris etc. removal HACP Wide; and

WHEREAS, the HACP has identified the Commonwealth of Pennsylvania Department of General Services PA State Contract #440019935 that can be used for the purchase of Construction/Heavy-duty Type Power Equipment; and

WHEREAS, on April 1, 2019, the HACP received a proposal for the purchase of a Bobcat Extendable Dipper Excavator; and

WHEREAS, through the identified Commonwealth of Pennsylvania Department of General Services cooperative agreement, the Bobcat Extendable Dipper Excavator and associated installed equipment specified by HACP can be purchased for a cost of \$52,521.46; 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 for the purchase of a Bobcat Extendable Dipper Excavator not to exceed \$52,521.46 from Clark Equipment Company dba/Bobcat Company Gov't Sales; and

Section 2. The total one-time purchase in the amount of \$52,521.46 shall be payable from program income or Moving To Work (MTW) funds.

Valerie 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": Peter Kaplan, Cheryl Gainey, Enid Miller, Janet Evans
Valerie McDoanld-Roberts, Alex Laroco and Rev. Ricky Burgess

"NAYS": None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 8 of 2020

A Resolution - Authorizing the Executive Director or his Designee to Award a Contract to Woltz & Wind Ford, Inc. a COSTARS Program participant under State Government Contract 25-032 for the purchase of four (4) 2020 Ford Rangers

WHEREAS, when necessary, the Housing Authority City of Pittsburgh (HACP) purchases replacement vehicles as it is necessary to provide continued, uninterrupted service to our residents; and

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

WHEREAS, the HACP needs to provide four (4) replacement trucks for trucks currently in inventory that has very high mileage and repair costs. Facility Services uses these trucks to pickup/deliver supplies, appliances, special events, remove debris and snow removal Authority Wide; and

WHEREAS, on January 31, 2020 HACP received a Quote, PHA-RIF, for the purchase of 4 (four) 2020 Ford Rangers 4x4,SuperCab, 6'box , 126.8' WB XL (RIF) Trucks; and

WHEREAS, through the identified purchasing cooperative agreement, the four (4) vehicles and associated installed equipment specified by HACP can be purchased for a cost of \$113,496; 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 for the purchase of four (4) New 2020 Ford Ranger in the amount not to exceed \$113,496 with Woltz & Wind Ford, Inc; and

Section 2. The total one-time purchase in the amount of \$113,496 shall be payable from program income and/or Moving to Work (MTW) funds.

Valerie McDonald-Roberts asked for a motion to approve the resolution. Janet Evans 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”:
Peter Kaplan, Cheryl Gainey, Enid Miller, Janet Evans
Valerie McDoanld-Roberts, Rev. Ricky Burgess and Alex Laroco.

“NAYS”:
None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 9 of 2020

A Resolution - Authorizing the Executive Director or his Designee to Award a Contract to Woltz & Wind Ford, Inc. a COSTARS Program participant under State Government Contract # 25-032 for the purchase of a three (3) 2020 Ford Transits Vans

WHEREAS, when necessary, the Housing Authority City of Pittsburgh (HACP) purchases replacement vehicles as it is necessary to provide continued, uninterrupted service to our residents; and

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

WHEREAS, the HACP needs to provide three (3) replacement trucks for trucks currently in inventory that have very high mileage and repair costs. Facility Services uses these trucks to pickup/deliver supplies, appliances, special events, remove debris and snow removal authority wide; and

WHEREAS, on January 31, 2020, the HACP received a Quote, PHA-E2Y, for the purchase of three (3) 2020 Ford Transits 150 Cargo AWD, Low Roof Van 130” WB E2Y; and

WHEREAS, through the identified purchasing cooperative agreement, the three (3) vehicles and associated installed equipment specified by HACP can be purchased for a cost of \$104,574; 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 for the purchase of three (3) New 2020 Ford Transits vans in the amount not to exceed \$104,574 with Woltz & Wind Ford, Inc; and

Section 2. The total one-time purchase in the amount of \$104,574 shall be payable from program income and/or Moving To Work (MTW) funds.

Valerie 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”: Peter Kaplan, Cheryl Gainey, Enid Miller, Janet Evans
Valerie McDoanld-Roberts, Alex Laroco and Rev. Ricky Burgess

“NAYS”: None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 10 of 2020

A Resolution – Authorizing the Executive Director or his Designee to Enter into an Electrical Construction Contract with Right Electric Inc. for Building #74 Upgrades at Northview Heights - AMP-09

WHEREAS, The Housing Authority City of Pittsburgh (HACP) has determined that that the fire alarm and door entry systems at Northview Heights Building #74 need to be replaced with more modern systems; and

WHEREAS, the HACP has retained D&D Engineering. to define the appropriate Project scope for the Northview Heights Building #74 Upgrades; and

WHEREAS, on November 24, 2019, the HACP advertised Invitation for Bids (IFB) #600-42-19 seeking qualified firms to perform electrical the necessary repairs, and on December 30, 2019, the HACP received two (2) bids for electrical construction work in response to the IFB; and

WHEREAS, Right Electric Inc., is the lowest responsive and responsible general construction bidder with a bid amount of \$278,000.00. which is 85.44% of the Independent Cost Estimate (ICE) of \$325,347.94; and

WHEREAS, this procurement was conducted in accordance with applicable federal, state and local procurement rules and regulations, and the HACP’s 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 contracts in the total amount of \$278,000.00 with Right Electric Inc. for the Northview Heights Building #74; and

Section 2. The total amount of the contracts shall be paid from program income and/or Moving To Work (MTW) funds.

Valerie McDonald-Roberts asked for a motion to approve the resolution. Alex Laroco 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”:
Peter Kaplan, Cheryl Gainey, Enid Miller, Janet Evans
Valerie McDoanld-Roberts, Alex Laroco and Rev. Ricky Burgess.

“NAYS”:
None

The Chair declared the motion carried and the resolution approved.

RESOLUTION No. 11 of 2020

A Resolution – Ratifying the Award of Task Order Contracts with Joseph Palmieri Construction, Inc. and John Zottola Landscaping, Inc. for Authority-Wide Site Improvements

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

WHEREAS, on October 13, 2019, the HACP advertised Requests for Proposals (RFP) #600-33-19REBID to seek qualified professional site improvement firms; and

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

WHEREAS, Joseph Palmieri Construction, Inc. and John Zottola Landscaping, Inc. are the qualified, responsive, and responsible firms for site improvement services, and will be subject to the completion of the HACP’s due diligence and the Pittsburgh Equal Opportunity Review Commission’s (EORC) approval; 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. That the Board of Commissioners of the Housing Authority of the City of Pittsburgh (HACP) hereby ratifies the Executive Director’s award of indefinite quantity task order contracts with Joseph Palmieri Construction, Inc. and John Zottola Landscaping, Inc. as pre-qualified firms for professional site improvement services for an aggregate amount not-to-exceed \$2,400,000.00 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 total amount of the contracts shall be paid from program income and/or Moving To Work (MTW) funds.

Valerie McDonald-Roberts asked for a motion to approve the resolution. Alex Laroco 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”:
Peter Kaplan, Cheryl Gainey, Enid Miller, Janet Evans
Valerie McDoanld-Roberts, Alex Laroco and Rev. Ricky Burgess.

“NAYS”:
None

The Chair declared the motion carried and the resolution approved.
There were no more resolutions.

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

NEW BUSINESS There was no more new business.

AJOURNMENT: The Chair asked for a motion to adjourn the meeting. Enid Miller made motion to adjourn and Cheryl Gainey seconded the motion.

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

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

“NAYS”:
None

Mrs. McDonald-Roberts declared the motion carried and the resolution approved.

Recording Secretary