

THE HOUSING AUTHORITY OF THE CITY OF PITTSBURGH
BOARD MEETING
AGENDA
OCTOBER 27, 2022

- 1. Roll Call.**
- 2. Motion to Approve the September 2022, Housing Authority of the City of Pittsburgh (HACP) Board of Commissioners Meeting Minutes.**
- 3. Motion to Approve the Previously Received Activity Report for September 2022.**
- 4. Acknowledgement of Public Comments.**
- 5. Resolution No. 64 of 2022 - Authorizing the Executive Director or his Designee to enter into a contract renewal to host the Housing Authority of the City of Pittsburgh's Document Management System in the Cloud offered by CIMA Software Company.**
- 6. Resolution No. 65 of 2022 - Authorizing the Commitment of Funds for the Stanton Highland Apartments Project-Based Voucher/Gap Financing Project.**
- 7. Resolution No. 66 of 2022 - Ratifying the Executive Director's Decision to utilize the existing contract negotiated between Sourcewell and Marathon Equipment Company to source trash compactor equipment replacement from Eagle Equipment Corporation for Gualtieri Manor, AMP-47 and Murray Towers, AMP-31.**
- 8. Resolution No. 67 of 2022 - Ratifying the Executive Director's Decision to utilize an existing contract with Clark Contractors, Inc. and enter into a Choice Neighborhoods Sub-Grant Agreement with Fineview Citizens Council for the implementation of Choice Neighborhoods Early Action Activities at Allegheny Dwellings.**
- 9. Resolution No. 68 of 2022 - Authorizing the Executive Director or Designee to Award a Contract to Tobey Karg Service Agency for Combustion and Hot Water Services Authority-Wide for the Housing Authority of the City of Pittsburgh.**
- 10. Resolution No. 69 of 2022 - Authorizing the Executive Director or Designee to Award a Contract to ServPro of Metro Pittsburgh and Coit Services for Ductwork Cleaning Authority-Wide for the Housing Authority of the City of Pittsburgh.**
- 11. Resolution No. 70 of 2022 - Approval of the Utility Allowance Schedule for Fiscal Year (FY) 2023**
- 12. Resolution No. 71 of 2022 - Authorizing the Executive Director or his Designee to Enter into Contracts for Employee Health/Prescription, Dental and Vision Benefits.**
- 13. Resolution No. 72 of 2022 - Ratifying the Executive Director's decision to Award a Contract to Preferred Fire Protection for Fire Pump Testing and Repacking Bearing Assembly Authority-Wide for the Housing Authority of the City of Pittsburgh.**
- 14. Executive Report.**
- 15. New Business.**
- 16. Adjournment.**

**Board Meeting
October 27, 2022
Agenda Item No. 5**

RESOLUTION No. 64 of 2022

A Resolution - Authorizing the Executive Director or his Designee to enter into a contract renewal to host the Housing Authority of the City of Pittsburgh's Document Management System in the Cloud offered by CIMA Software Company

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) for the previous ten (10) years, has used CIMA DocuClass Software for Electronic Document Management of public housing applicants, residents, and landlords. In addition to processing Invoices, Inventory as well as documents related to the HACP Properties; and

WHEREAS, the HACP CIMA DocuClass Software and Databases have been installed and running on Hardware Servers for the previous ten (10) years and are hosted on the premises at the 200 Ross Street offices. DocuClass Software & Databases are essential for sustaining the HACP's daily operations. The current version of DocuClass Software used by the HACP must be upgraded; and the hardware servers have reached the end of support by the manufacturer (Dell); and

WHEREAS, CIMA Software Company now offers a Cloud Hosted version of their DocuClass Software via a Software as a Service (SaaS) Contract, which is an industry standard, widely used by several Government Entities throughout the United States, including several Public Housing Authorities; and

WHEREAS, as a part of the Digital Transformation and Modernization of its systems and services, the HACP decided to adopt DocuClass Software hosted in the Cloud; as a result, over the past three (3) months, the HACP successfully tested a duplicated copy of the HACP databases hosted in the CIMA Software Cloud. Therefore, the HACP decided it is in the best interest of its served communities to migrate to DocuClass Software & Databases using the Cloud Hosted solution; and

WHEREAS, Hosting in the Cloud will keep the HACP DocuClass software on the most updated version offered and supported by CIMA Software Company, eliminate the risk of failure due to dependency on physical servers and network infrastructure internally hosted by the HACP; and

WHEREAS, CIMA in the Cloud is scalable and compliant with HUD's Disaster Recovery requirements and Federal Cybersecurity standards including PII, HIPPA, FedRAMP (Federal Risk and Authorization Management) and SOC-1 & 2; and

WHEREAS, the HACP will achieve the above benefits of DocuClass Cloud Hosted software by entering into a three (3) Year Agreement (renewal for 2 years) with CIMA Software Company which will include Access for All Active HACP Users via the internet, and support via a Monitored Ticket Portal. The HACP will no longer have to purchase, host, and maintain servers, no updates to apply to DocuClass Housing Software, no local backups to be managed, no Antivirus or 3rd party software to purchase and no database licenses to purchase; 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 with Elite Software as a Service from CIMA Software Company for a period of three (3) years renewal for two (2) additional years; and

Section 2. The total five (5) years cost of DocuClass Software as a Service a Service (SaaS) is \$750,000.00 and shall be payable from Program Income and/or Moving to Work (MTW) funds.

**Board Meeting
October 27, 2022
Agenda Item No. 6**

RESOLUTION No. 65 of 2022

A Resolution - Authorizing the Commitment of Funds for the Stanton-Highland Apartments Project-Based Voucher/Gap Financing Project

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) Board Resolution No. 17 of Fiscal Year (FY) 2020 authorized underwriting negotiations under the HACP’s FY 2019 Project-Based Voucher (PBV) and Moving to Work (MTW) Gap Financing program for the rehabilitation of the 23-unit Stanton-Highland Apartments located at 738 N. Highland Avenue in the East Liberty neighborhood (Project) proposed by ACTION Housing Inc. (Owner Entity); and

WHEREAS, the HACP’s Board Resolution No. 17 of 2020 awarded Owner Entity and its sole purpose subsidiary for the Project, a contingent commitment of Project Based Vouchers (PBV’s) and Moving to Work (MTW) Gap Financing for the Project and authorized the HACP to enter into underwriting negotiations with the Owner Entity; and

WHEREAS, the Allies & Ross Management and Development Corporation (ARMDC), a non-profit instrumentality of the HACP, is tasked with performing certain development activities which include the management and implementation of the PBV/Gap Financing program; and

WHEREAS, the HACP Board approved a total of \$2,070,000.00 in anticipation of the closing of Project’s financial transactions (Financial Closing) in 2021 as follows:

Resolution	Amount
No. 40 of 2021	Up to \$1,800,000.00
No. 62 of 2021	Up to \$2,070,000.00

WHEREAS, the Project’s Financial Closing has been delayed due to financial gap and Project’s loan deal restructuring; and

WHEREAS, the Project is in need of an additional funding of up to \$387,755 (increasing the total investment from previously approved \$2,070,000 to \$2,457,755) largely due to the recent increase in mortgage loan interest rate and construction cost; and

WHEREAS, the HACP will grant additional MTW funds in the amount of up to \$387,755 (increasing the amount to \$2,456,755) to ARMDC which the ARMDC will then loan to the Owner Entity to close the financial gap and fund the construction of the Project.

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 provide an additional grant amount not to exceed \$387,755 (increasing the total investment from previously approved \$2,070,000 to \$2,457,755) to the ARMDC which the ARMDC will utilize to invest in the Project upon HUD's final approval for the Project; and

Section 2. 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 loans to carry out the Project and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to effect the loan to the Owner Entity to carry out the development activities related to the Project, contemplated herein; and

Section 3. The Gap Financing loan will be paid from Program Income and/or Moving To Work (MTW) funds.

**Board Meeting
October 27, 2022
Agenda Item No. 7**

RESOLUTION No. 66 of 2022

A Resolution – Ratifying the Executive Director’s Decision to utilize the existing contract negotiated between Sourcewell and Marathon Equipment Company to source trash compactor equipment replacement from Eagle Equipment Corporation for Gualtieri Manor, AMP-47 and Murray Towers, AMP-31

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) determined that it was necessary to issue a purchase order for replacement of trash compactor equipment to meet waste management requirements at Gualtieri Manor, AMP-47 and Murray Towers, AMP-31; and

WHEREAS, there currently exists a competitively procured contract for bulk solid waste and recycling equipment between Sourcewell and Marathon Equipment Company (manufacturer) with Eagle Equipment Corporation as the authorized dealer (Contract) through their cooperative purchasing program to carry out the work; and

WHEREAS, the subject contract expires on June 25, 2025, with one (1) additional one-year term with an end date of June 2, 2026; and

WHEREAS, the HACP desired to utilize the contract for the trash compactor equipment replacement in the amount of \$77,989.50; and

WHEREAS, constraints necessitated the HACP to make practical and effective use of the Contract to be set in motion during the month of October 2022; and

WHEREAS, the 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:

Section 1. The Executive Director’s decision to purchase the replacement of trash compactor equipment from Eagle Equipment Corporation with an existing contract between Sourcewell and Marathon Equipment Company for Gualtieri Manor, AMP-47 and Murray Towers, AMP-31 in the amount of \$77,989.50 is hereby affirmed and ratified; and

Section 2. The amount shall be paid from Program Income and/or Moving To Work (MTW) funds.

RESOLUTION No. 67 of 2022

A Resolution – Ratifying the Executive Director’s Decision to utilize an existing contract with Clark Contractors, Inc. and enter into a Choice Neighborhoods Sub-Grant Agreement with Fineview Citizens Council for the implementation of Choice Neighborhoods Early Action Activities at Allegheny Dwellings

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is the owner of certain real property and related improvements located in Pittsburgh, Allegheny County, Pennsylvania known as Allegheny Dwellings (AD); and

WHEREAS, on December 16, 2020, Fineview Citizens Council (FCC) (lead-grantee) and the HACP (co-grantee) received FY2020 Choice Neighborhoods Planning Grant award from U.S. Department of Housing and Urban Development (HUD) in the amount of \$450,000 (Planning Grant) to support the development of a comprehensive neighborhood Transformation Plan for AD and its surrounding area in the Northside neighborhoods of Pittsburgh, pursuant to HUD Planning Grant agreement (Grant Agreement); and

WHEREAS, \$100,000 of the Planning Grant (with an additional \$100,000 matching funds for a total of \$200,000), is required to support the Choice Neighborhoods Early Action Activities (Early Action Activities) within the designated AD Choice Neighborhoods planning area; and

WHEREAS, it was determined through the residents’ need assessment survey and the planning process that the AD Early Action Activities will constitute: i) refurbishment of the Belleau Drive playground and ii) construction of an open shelter for Letsche Street vacant space; and

WHEREAS, it was determined that \$70,000 of the Choice Neighborhoods Planning Grant is apportioned for the construction of the AD Early Action Activities by the HACP’s contractor; and

WHEREAS, there currently exists a competitively procured contract between Central Susquehanna Intermediate Unit No.16 (CSIU) and Clark Contractors, Inc. through a Keystone Purchasing Network (KPN) JOC eZIQC® cooperative purchasing program (Clark Contractors, Inc.) to complete the work; and

WHEREAS, the HACP has determined to utilize Clark Contractors, Inc. to complete the construction of the AD Early Action Activities for a total contract amount up to \$132,663.57 by December 2022 which is the HUD’s grant deadline; and

WHEREAS, the FCC and the HACP will enter into a Choice Neighborhoods Planning Sub-Grant Agreement in order for FCC to transfer \$70,000 of Choice Neighborhood Planning Grant to reimburse HACP for the costs of the AD Early Action Activities. In addition, the HACP will provide a leverage fund in the amount of \$62,663.57 to complete the AD Early Action Activities.

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's decision to utilize the existing contract between CSIU and Clark Contractors, Inc. for the implementation of AD Early Action Activities is hereby affirmed and ratified; and

Section 2. The Executive Director or his designee is hereby authorized to enter into a Choice Neighborhoods Planning Sub-Grant Agreement with FCC for up to \$70,000 to reimburse the HACP to manage and implement the AD Early Action Activities; and

Section 3. The Executive Director or his Designee is hereby authorized to provide Moving to Work (MTW) funds in the amount of \$62,663.57 to complete the AD Early Action Activities; and

Section 4. The AD Early Action Activities will be funded in part by the Choice Neighborhoods Planning Grant and Moving To Work (MTW) funds.

**Board Meeting
October 27, 2022
Agenda Item No. 9**

RESOLUTION No. 68 of 2022

A Resolution - Authorizing the Executive Director or Designee to Award a Contract to Tobey Karg Service Agency for Combustion and Hot Water Services Authority-Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, on September 12, 2022, the Housing Authority of the City of Pittsburgh (HACP) issued an Invitation for Bid (IFB) #300-22-22 seeking qualified companies to provide Combustion and Hot Water Services Authority-Wide; and

WHEREAS, IFB #300-22-22 was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as the procurement policies and procedures of the HACP.

WHEREAS, one (1) company responded to IFB #300-22-22 for Combustion and Hot Water Services, specifically: Tobey Karg Service Agency; and

WHEREAS, Tobey Karg Service Agency was determined to be a responsive and responsible bidder.

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 Designee is hereby authorized to enter into a contract in the amount not to exceed \$234,038.00 with Tobey Karg Service Agency for Combustion and Hot Water Services Authority-Wide for the initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years; and

Section 2 The total five (5) year authorized amount of \$234,038.00 shall be awarded to the vendor and made payable from Program Income and/or Moving to Work (MTW) funds.

RESOLUTION No. 69 of 2022

A Resolution - Authorizing the Executive Director or Designee to Award a Contract to ServPro of Metro Pittsburgh and Coit Services for Ductwork Cleaning Authority-Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, on October 18, 2021, the Housing Authority of the City of Pittsburgh (HACP) issued Invitation for Bid (IFB) #300-29-21 seeking qualified companies to provide Ductwork Cleaning Authority-Wide; and

WHEREAS, the IFB #300-29-21 was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as the procurement policies and procedures of the HACP.

WHEREAS, three (3) companies responded to the IFB #300-29-21 for Ductwork Cleaning, ServPro of Metro Pittsburgh, Coit Services and Hranec Sheet Metal Inc; and

WHEREAS, ServPro of Metro Pittsburgh and Coit Services were determined to be responsive and responsible bidders; and

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 Designee is hereby authorized to enter into a contract in the amount not to exceed \$108,875.00 with ServPro of Metro Pittsburgh and Coit Services for Ductwork Cleaning Authority-Wide for the initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years; and

Section 2 The total five (5) year authorized amount of \$108,875.00 shall be split amongst the two vendors and made payable from Program Income and/or Moving to Work (MTW) funds.

**Board Meeting
October 27, 2022
Agenda Item No. 11**

RESOLUTION No. 70 of 2022

A Resolution – Approval of the Utility Allowance Schedule for Fiscal Year (FY) 2023

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that public housing authorities maintain up-to-date utility allowance schedules in accordance with 24 CFR 965.507; and

WHEREAS, public housing authorities must establish Utility Allowance Schedules based upon the typical cost of utilities and services paid by energy conservative households that occupy housing of similar size and type in the same locality; and

WHEREAS, public housing authorities must appropriately classify utilities and services into categories defined by HUD; and

WHEREAS, public housing authorities must review their Utility Allowance Schedule each year; and

WHEREAS, the Housing Authority of the City of Pittsburgh's (HACP), Low-Income Public Housing Program (LIPH) in order to meet federal guidelines and requirements, contracts with a utility consultant and revises its allowances each year to reflect the most up to date cost; and

WHEREAS, the HACP recommends the adoption of proposed Utility Allowance Schedule, attached hereto as Exhibit A.

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

Section 1. The Executive Director of the HACP is hereby authorized to update the Utility Allowance Schedule effective January 1, 2023; and

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

**Board Meeting
October 27, 2022
Agenda Item No. 12**

RESOLUTION No. 71 of 2022

A Resolution –Authorizing the Executive Director or his Designee to Enter into Contracts for Employee Health/Prescription, Dental and Vision Benefits

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) by its policy and as required in its Collective Bargaining Agreements, provides medical, dental and vision benefits to its union and non-union employees; and

WHEREAS, the HACP’s existing/former contracts with the University of Pittsburgh Medical Center (UPMC) for Exclusive Provider Organization (EPO) and Point of Service (POS) Health and Prescription Drug, and Vision benefits, and United Concordia benefits for employee and dependent coverage will expire on December 31, 2022; and

WHEREAS, the HACP issued a Request For Proposals (RFP) and the highest ranked proposers in each area were the UPMC for health and prescription, vision, and dental coverages; and

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

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

Section 1. The Executive Director or his Designee is authorized to enter into an agreement with UPMC Health Plan for Health and Prescription, Vision, and Dental Coverages, each for a period of three (3) years, in amounts not-to-exceed \$16,000,000.00 (health and prescription), \$200,000.00 (vision), and \$1,129,104.00 (dental); and

Section 2. The cost of these contracts is to be paid for from Program Income and/or Moving To Work (MTW) funds and employee contributions.

**Board Meeting
October 27, 2022
Agenda Item No. 13**

RESOLUTION No. 72 of 2022

A Resolution - Ratifying the Executive Director's Decision to Award a Contract to Preferred Fire Protection for Fire Pump Testing and Repacking Bearing Assembly Authority-Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) utilizes a 3rd Party to perform Fire Pump Testing and Repacking Bearing Assembly across all HACP locations to maintain local and federal safety compliance; and

WHEREAS, on August 29, 2022, the HACP issued an Invitation for Bid (IFB) #300-15-22 (REBID) seeking qualified companies to provide Fire Pump Testing and Repacking Bearing Assembly Authority-Wide; and

WHEREAS, the IFB #300-15-22 (REBID) was procured in accordance with applicable federal, state, and local procurement rules and regulations, as well as the procurement policies and procedures of the HACP; and

WHEREAS, one (1) company responded to the IFB #300-15-22 (REBID) for Fire Pump Testing and Repacking Bearing Assembly, specifically: Preferred Fire Protection; and

WHEREAS, Preferred Fire Protection was determined to be a responsive and responsible bidder.

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

Section 1 The Executive Director's decision is hereby ratified to enter into a contract in the amount not to exceed \$72,499.99 with Preferred Fire Protection for Fire Pump Testing and Repacking Bearing Assembly Authority-Wide for the initial term of three (3) years with two (2) one (1) year extension options, for a total of five (5) years; and

Section 2 The total five (5) year authorized amount of \$72,499.99 shall be awarded to the vendor and made payable from Program Income and/or Moving to Work (MTW) funds.