

**THE HOUSING AUTHORITY OF THE CITY OF PITTSBURGH
BOARD MEETING
AGENDA
FEBRUARY 23, 2023**

- 1. Roll Call.**
- 2. Motion to Approve the January 26, 2023, the Housing Authority of the City of Pittsburgh (HACP) Board of Commissioners Meeting Minutes.**
- 3. Motion to Approve the Previously Received Activity Report for January 2023.**
- 4. Acknowledgement of Public Comments.**
- 5. Resolution No. 9 of 2023 - Authorizing the Executive Director or his Designee to Award Task Order Based Contracts to Ford Business Machine Inc. and The Wilson Group for Copier Machines and Maintenance for the Housing Authority of the City of Pittsburgh.**
- 6. Resolution No. 10 of 2023 - Authorizing the Executive Director or his Designee to Award a contract to Concept Uniform Co. for Employee Uniforms for the Housing Authority of the City of Pittsburgh.**
- 7. Resolution No. 11 of 2023 - Ratifying the Executive Director's decision to execute an amendment to the Hadfield Elevator Contract – IFB #300-44-19.**
- 8. Resolution No. 12 of 2023 - Authorizing the Executive Director or Designee to Award a Contract to White Water Painting and Vaughan Brothers Inc. for Roofing Services Authority-Wide for the Housing Authority of the City of Pittsburgh.**
- 9. Resolution No. 13 of 2023 - Authorizing the Executive Director or his Designee to execute a Contract Amendment with Access Information Protected to provide file storage, file tracking and file shredding services Authority-wide.**
- 10. Resolution No. 14 of 2023 - Authorizing the Commitment of Funds for the Cedarwood Homes Project-Based Voucher/Gap Financing Project.**
- 11. Resolution No. 15 of 2023 - Authorizing the Executive Director or his Designee to Grant Funds and Enter into a Predevelopment Loan Agreement for the Bedford Dwellings Phase II Redevelopment.**
- 12. Resolution No. 16 of 2023 - Authorizing the Executive Director or his Designee to Submit an Inventory Removal Application to HUD for the Disposition of 200 Ross Street.**
- 13. Resolution No. 17 of 2023 – Ratifying the Executive Director's decision to Write-Off Collection Losses in the amount of \$99,255.91 from Tenant Accounts Receivable for the Months of October 2023 through December 2022.**

- 14. Resolution No. 18 of 2023 – Authorizing the Executive Director or his Designee to enter into a Contract with EDocs Technologies, LLC for Scanning Services.**
- 15. Executive Report.**
- 16. New Business.**
- 17. Adjournment.**

**Board Meeting
February 23, 2023
Agenda Item No. 5**

RESOLUTION No. 9 of 2023

A Resolution - Authorizing the Executive Director or his Designee to Award Task Order Based Contracts to Ford Business Machine Inc. and The Wilson Group for Copier Machines and Maintenance for the Housing Authority of the City of Pittsburgh

WHEREAS, when necessary, the Housing Authority City of Pittsburgh (HACP) utilizes copier machines for members of its workforce to improve services to our residents and increase efficiency of operations; 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 Copier Machines and Maintenance authority wide; and

WHEREAS, Ford Business Machine Inc. was awarded contract 001-E22-078 and The Wilson Group 001-E22-098 through the Commonwealth of Pennsylvania Department of General Services which the HACP will utilize; and

WHEREAS, the HACP seeks authorization to award contracts to Ford Business Machine Inc. and The Wilson Group for a term of five (5) years in an amount not to exceed \$500,000.00; 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:

Section 1. The Executive Director or his designee is hereby authorized to enter into Task Order Based contracts in the amount of \$500,000 with Ford Business Machine Inc. and The Wilson Group for the purchase of Copier Machines and Maintenance authority wide for three (3) years with two (2) one (1) year extension options; and

Section 2. The total five (5) year authorized amount of \$500,000 shall be payable from program income and / or Moving to Work (MTW) funds.

**Board Meeting
February 23, 2023
Agenda Item No. 6**

RESOLUTION No. 10 of 2023

**A Resolution - Authorizing the Executive Director or his Designee to Award a contract to
Concept Uniform Co. for Employee Uniforms for the
Housing Authority of the City of Pittsburgh**

WHEREAS, when necessary, the Housing Authority City of Pittsburgh (HACP) provides uniforms to employees for their safety and to allow residents to identify individuals as HACP employees; and

WHEREAS, per the collective bargaining agreements, the HACP provides uniforms to union employees (Painters, Plasters, Carpenters, Electricians, Plumbers, Teamsters, Laborers, Janitors) and various administrative personnel; 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 Employee uniforms; and

WHEREAS, Concept Uniform Co. was awarded contract 037-002; and

WHEREAS, the HACP seeks authorization to award a contract to Concept Uniform Co. for a term of two years in an amount not to exceed \$85,622.00; 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 enter into a contract in the amount of \$85,622.00 with Concept Uniform Co. for the purchase of Union and Administrative employee Uniforms for two (2) years; and

Section 2. The total two (2) year authorized amount of \$85,622.00 shall be payable from the Operating budgets of the sites and departments who utilize the services or Moving To Work (MTW) funds.

**Board Meeting
February 23, 2023
Agenda Item No. 7**

RESOLUTION No. 11 of 2023

A Resolution - Ratifying the Executive Director's Decision to Execute an Amendment to the Hadfield Elevator Contract – IFB #300-44-19.

WHEREAS, the Housing Authority of the City of Pittsburgh, (HACP) has determined that it is necessary to repair both elevator cars at Pennsylvania Bidwell High-Rise in order to keep the cars operational and safe; and

WHEREAS, on December 23, 2022, the HACP was notified by Hadfield Elevator, LLC., the authorized HACP elevator maintenance vendor, of major elevator component damage that would greatly affect the operation and safety of both elevator cars at the Pennsylvania Bidwell High-Rise due to a major winter storm; and

WHEREAS, Hadfield Elevator, LLC. identified three (3) major components damaged in both Car #1 and Car #2 at Pennsylvania Bidwell High-Rise due to short bursts of power. In total, six (6) Repair Proposals were provided to the HACP totaling \$164,993.00 in repairs; and

WHEREAS, this emergency procurement was conducted in accordance with applicable federal, state, and local procurement rules and regulations, as well as 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. To ratify the decision of the Executive Director, or his Designee, to the amendment and allocation of funds, in the amount of \$164,993.00 for the six (6) emergency repairs to the elevator cars at Pennsylvania Bidwell High-Rise; and

Section 2. The total amount of \$164,993.00 shall be payable from Program Income or Moving to Work (MTW) funds.

**Board Meeting
February 23, 2023
Agenda Item No. 8**

RESOLUTION No. 12 of 2023

A Resolution - Authorizing the Executive Director or Designee to Award a Contract to White Water Painting and Vaughan Brothers Inc. for Roofing Services Authority-Wide for the Housing Authority of the City of Pittsburgh

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) utilizes Roofing Services across all HACP locations; and

WHEREAS, on January 3, 2023, the HACP issued an Invitation for Bid (IFB) #300-02-23 seeking qualified companies to provide Roofing Services Authority-Wide; and

WHEREAS, the IFB #300-02-23 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, two (2) companies responded to the IFB #300-02-23 for Roofing Services, specifically: White Water Painting and Vaughan Brothers, Inc.; and

WHEREAS, White Water Painting and Vaughan Brothers Inc. were determined to be the most responsive and responsible bidders.

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 \$1,000,000.00 with White Water Painting and Vaughan Brothers Inc. for Roofing 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 \$1,000,000.00 shall be split amongst the two (2) vendors and made payable from Program Income and/or Moving to Work (MTW) funds.

**Board Meeting
February 23, 2023
Agenda Item No. 9**

RESOLUTION No. 13 of 2023

A Resolution – Authorizing the Executive Director or his Designee to execute a Contract Amendment with Access Information Protected to provide File Storage, File Tracking and File Shredding Services Authority-Wide

WHEREAS, on July 24, 2014, pursuant to Board Resolution #22 of 2014, the Housing Authority of the City of Pittsburgh (HACP) entered into a Professional Services Agreement with Business Records Management for file storage, file tracking and file shredding; and

WHEREAS, over the course of the contract, the number of departments and/or sites utilizing file storage, file tracking and file shredding services was greater than originally projected; and

WHEREAS, a contract amendment to increase the dollar amount of the contract by 20% to prevent interruption in the file storage, file tracking and file shredding services was executed on August 1, 2017; and

WHEREAS, an additional modification is needed to prevent interruption of services while a new procurement is completed; and

WHEREAS, through a series of corporate actions beyond the control of the HACP, Access Information Protected has assumed provision of services under the contract; and

WHEREAS, on March 22, 2018, pursuant to Board Resolution #13 of 2018, the HACP entered an amendment to the contract with Access Information Protected for file storage, file tracking and file shredding services to increase the contract amount by \$8,990.70 with the amended total contract amount not to exceed \$93,812.17; and

WHEREAS, an additional contract amendment to increase the dollar amount of the contract by \$8,990.70 to \$102,802.87 to prevent interruption in file storage, file tracking and file shredding services was approved by Board Resolution 37 of July 22, 2021; and

WHEREAS, an additional contract amendment to increase the dollar amount of the contract by \$35,000.00 to \$137,802.87 to prevent interruption in file storage, file tracking and file shredding services was approved by Board Resolution 70 of October 28, 2021; and

WHEREAS, an additional contract amendment to increase the dollar amount of the contract by \$35,000.00 to \$172,802.87 to prevent interruption in file storage, file tracking and file shredding services was approved by Board Resolution 42 of September 22, 2022; and

WHEREAS, an additional modification to the amended contract is needed to prevent interruption of services while electronic conversion of the files is completed.

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

Section 1. The Executive Director or his Designee is hereby authorized to execute a contract amendment to the contract with Access Information Protected for file storage, file tracking and file shredding services to increase the contract amount by \$50,000; and

Section 2. The amended total contract amount shall not exceed \$222,802.87.

**Board Meeting
February 23, 2023
Agenda Item No. 10**

RESOLUTION No. 14 of 2023

**A Resolution - Authorizing the Commitment of Funds for the
Cedarwood Homes Project-Based Voucher/Gap Financing Project**

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) Board Resolution No. 67 of 2020 awarded Tryko Partners, Inc., the developer, a contingent commitment of Project-Based Vouchers (PBV) and Moving to Work (MTW) Gap Financing for Cedarwood Homes (Project) and authorized the HACP to enter into underwriting negotiations with the Project’s owner entity, Cedarwood Homes Holdings LLC (Owner Entity); and

WHEREAS, the Project was awarded a 9% Low-Income Housing Tax Credit (LIHTC) allocation from the Pennsylvania Housing Finance Agency (PHFA) in October 2021; and

WHEREAS, the Project, located at 100-165 Cedarwood Place and 1862 Broadhead Fording Road in the Fairywood neighborhood, entails the new construction of a senior community consisting of forty-six (46), one (1) bedroom units; consisting of fifteen (15) LIHTC-only units, twenty-four (24) LIHTC and PBV units, and seven (7) market rate units; and

WHEREAS, the HACP and its instrumentality, the Allies & Ross Management and Development Corporation (ARMDC), conducted underwriting and regulatory compliance reviews and determined that the Project’s deal structure and timeline are feasible and viable for long-term affordability; and

WHEREAS, the HACP’s Board Resolution No. 67 of 2020 authorized the commitment of \$1,620,000; and

WHEREAS, due to a funding gap caused by an increase in construction costs attributable to existing soil conditions at the site, the Project needs additional funding of up to \$540,000 (increasing the total investment to \$2,160,000), to successfully reach financial closing; and

WHEREAS, the HACP will grant \$2,160,000 of Moving To Work (MTW) Gap Financing funds to the ARMDC, which will subsequently issue a construction and permanent loan to the Owner Entity for the Project, which will be repaid through project cash flow; and

WHEREAS, the MTW Gap Financing transactions associated with the construction of these affordable housing units are subject to the U.S. Department of Housing and Urban Development’s (HUD) final approval for the Project; and

WHEREAS, the MTW Gap Financing loan will be paid from 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 grant to the ARMDC MTW grant funds in an amount not to exceed \$2,160,000 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.

**Board Meeting
February 23, 2023
Agenda Item No. 11**

RESOLUTION No. 15 of 2023

A Resolution – Authorizing the Executive Director or his Designee to Grant Funds and Enter into a Predevelopment Loan Agreement for the Bedford Dwellings Phase II Redevelopment

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) requires Master Developer services for a long-term transformation of Bedford Dwellings public housing community (Bedford Dwellings) utilizing its non-profit instrumentality, Allies & Ross Management and Development Corporation (ARMDC); and

WHEREAS, the ARMDC has selected Trek Development Group, LLC (Trek) via a Request for Qualifications (RFQ) 2020-32 for Master Developer Services and a subsequent competitive task order process, specific to the Bedford Dwellings Redevelopment; and

WHEREAS, the ARMDC and Trek will proceed with the second phase of the Bedford Dwellings Redevelopment located at the vacant land known as Francis Street (Phase II). Phase II will consist of 180 mixed-income rental units comprising the second group of replacement units for Bedford Dwellings and other affordable or market rate units. The ARMDC and Trek plan to submit a combined 4% and 9% Low Income Housing Tax Credit (LIHTC) application in 2023; and

Phase II Subphase	Market Rate	PBRA Replacement Units	Additional Affordable Units	Total
Phase IIA- Townhomes (9%)	33	37	0	70
Phase IIB- Senior Building (4%)	0	42	18	60
Phase IIC- Family Building (4%)	0	24	26	50
Total Units	33	103	44	180

WHEREAS, the ARMDC will enter into a predevelopment loan agreement with Trek for an amount not to exceed \$3,680,000. This loan will be used to fund various predevelopment activities, including, but not limited to professional services and financing costs (Phase II Predevelopment Activities); and

WHEREAS, the ARMDC, through Board Resolutions 19 of 2018 and 15 of 2022, received a total of \$3,000,000 of Development Fund Activities from the HACP’s Capital Fund Program (CFP) for FY 2019 and FY 2023 for Phase II; and

WHEREAS, additional funds in the amount of \$680,000 are needed to fund the Phase II Predevelopment Activities; and

WHEREAS, the Phase II Predevelopment Loan is subject to approval by the U.S. Department of Housing and Urban Development (HUD).

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

Section 1. The Executive Director or his Designee is hereby authorized to amend the FY 2023 CFP Budget to increase Phase II budget line item (Line Item No. 23-1010) by \$680,000 and amend the existing Grant Agreement with the ARMDC, granting up to \$680,000, which the ARMDC shall utilize to fund Phase II Predevelopment Activities; and

Section 2. The Executive Director or his Designee is hereby authorized to enter into a Predevelopment Loan Agreement with Trek Development Group, LLC in a total amount not-to-exceed \$3,680,000 for Phase II Predevelopment Activities which shall be paid from Moving to Work (MTW) and/or program income funds; 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 Phase II Predevelopment, and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to carry out Phase II Predevelopment Activities contemplated herein; and

Section 4. The Executive Director or his Designee is hereby authorized and directed to take such other actions, from time to time, which are necessary, advisable or in proper connection with the Bedford Dwellings Redevelopment including, without limitation, the execution and delivery of all agreements, writings, and documents (and all amendments, changes, modifications, and additions thereto).

**Board Meeting
February 23, 2023
Agenda Item No. 12**

RESOLUTION No. 16 of 2023

A Resolution – Authorizing the Executive Director or his Designee to Submit an Inventory Removal Application to HUD for the Disposition of 200 Ross Street

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) owns 200 Ross Street (Property) located in the Central Business District (Lot/Block No: 0002-J-00164-0000-02) in the 1st Ward of the City of Pittsburgh jointly with the Urban Redevelopment Authority of Pittsburgh (URA) and the City of Pittsburgh (collectively, Co-Owners); and

WHEREAS, the City of Pittsburgh owns a 37.5% undivided interest in the property, the URA owns 29.17% undivided interest in the property, and HACP owns 33.33% undivided interest in the property (HACP Interest); and

WHEREAS, the Property is currently used as administrative office space by the Co-Owners. The HACP intends to relocate its administrative functions to the recently acquired property located 412 Boulevard of the Allies and subsequently vacate the Property; and

WHEREAS, the HACP intends to dispose of the HACP Interest in the Property to the URA in exchange for \$1,324,867.50, which is equal to 33.33% of the fair market value of the Property, (\$3,975,000); and

WHEREAS, the URA intends to steward the rehabilitation of the Property through its disposition process to create an asset for the community; and

WHEREAS, the HACP staff have completed the necessary due diligence items in order to submit an application to the U.S. Department of Housing and Urban Development (HUD) for the approval of the disposition, including items such as resident consultation and the Mayor for the City of Pittsburgh's support; and

WHEREAS, the HACP has determined that the disposition aligns with the Moving to Work (MTW) Plan and is in the best interest of the HACP and its residents.

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 further authorized and directed to prepare, execute, and submit to HUD all required documentation necessary to obtain approval for the proposed disposition of the Property; and

Section 2. Upon approval by HUD, the Executive Director or his Designee is hereby authorized to dispose of its undivided interest in the Property to the URA by way of disposition in the form of a fair market value transaction of sale for no less than \$1,324,867.50; and

Section 3. The Executive Director or his Designee is hereby authorized, empowered, and directed to take such other action, from time to time, in connection with the transaction contemplated by the foregoing resolutions as the Executive Director or his Designee deems necessary, advisable, or appropriate, including payment of any fees, costs, expenses, assessments, and/or taxes in connection with the foregoing.

**Board Meeting
February 23, 2023
Agenda Item No. 14**

RESOLUTION No. 17 of 2023

A Resolution – Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$99,255.91 from Tenant Accounts Receivable for the Months of October 2022 through December 2022

WHEREAS, the net amount of past-due accounts of tenants who are no longer occupying a dwelling unit and who have not responded to collection notices from the Housing Authority of the City of Pittsburgh (HACP) during the months of October 2022 through December 2022 is \$99,255.91; and

WHEREAS, reasonable means of collection have been exhausted against these accounts; and

WHEREAS, the total collection losses written off from the Tenant Accounts Receivables (TARs) balance is \$99,255.91 which is 4.53% of the total rent and associated charges of \$2,191,567.83 for the fourth quarter of FY 2022.

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 hi Designee’s decision to write off collection losses of \$99,255.91 from the Tenant Accounts Receivables (TARs) balance October 2022 through December 2022 is hereby ratified.

RESOLUTION No. 18 of 2023

A Resolution – Authorizing the Executive Director or his Designee to Enter into a Contract with eDocs Technologies, LLC for Scanning Services

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has determined that scanning services are necessary on an as-needed basis; and

WHEREAS, the HACP will utilize the Intergovernmental Agreement between the HACP and the City of Pittsburgh (City) under which the HACP intends to sub-order utilizing the task order method under the City’s contract #54271 with eDocs Technologies, LLC (eDocs) for Scanning Services; and

WHEREAS, the subject contract term with renewal options ends October 1, 2027; and

WHEREAS, the HACP is specifically authorized and encouraged under 2 CFR 200.318(e) to enter into local intergovernmental agreements for procurement or use of common goods and services to foster greater economy and efficiency; and

WHEREAS, the HACP will utilize the task-order method to sub-order work under the City of Pittsburgh’s contract with eDocs at a Not-To-Exceed amount of \$456,960.00; and

WHEREAS, this procurement was conducted in accordance with applicable federal, state and local procurement rules and regulations, and 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 is hereby authorized to use the intergovernmental agreement between the HACP and the City of Pittsburgh on an as-needed basis by sub-ordering under the City of Pittsburgh’s contract with eDocs Technologies, LLC at a not-to-exceed amount of \$456,960.00.

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