

**The Housing Authority of The City of Pittsburgh
Board Meeting AGENDA
JANUARY 22, 2026 AT 10:30 A.M.
412 BOULEVARD OF ALLIES, LL CONFERENCE ROOM
PITTSBURGH, PA 15219 AND
VIA ZOOM CONFERENCING**

- 1. Roll Call.**
- 2. Motion to Approve the December 18, 2025, Housing Authority of the City of Pittsburgh (HACP) Board of Commissioners Meeting Minutes.**
- 3. Motion to Approve the Previously Received Activity Report for January 2026.**
- 4. Acknowledgement of Public Comments.**
- 5. Resolution No. 1 of 2026 - Authorizing the Executive Director, or His Designee, to Enter into General, Electrical, Mechanical, and Plumbing Construction Contracts with CSI Construction, Sargent Electric, East End Mechanical & Plumbing, and Frederick and Son Contracting for the 10 Scattered Sites Renovation (AMP 22 and AMP 39).**
- 6. Resolution No. 2 of 2026 - Authorizing the Executive Director or his Designee to Award a Contract to D. R. Wesley Management Consultants Inc. for Compliance Services for the Housing Authority of the City of Pittsburgh.**
- 7. Resolution No. 3 of 2026 - Ratifying the Executive Director's Decision to Write Off Collection Losses in the amount of \$413,736.82 from Tenant Accounts Receivable for the Months of October 2025 – December 2025.**
- 8. Resolution No. 4 of 2026 - Adopting Policy Updates to the Housing Authority of the City of Pittsburgh Employee Handbook.**
- 9. Resolution No. 5 of 2026 - Authorizing the Executive Director or his Designee to Enter into Contracts for Insurance and to Pay Insurance Premiums and Deductibles.**
- 10. Resolution No. 6 of 2026 - Adopting a revised Housing Authority of the City of Pittsburgh Procurement and Disposition Policy.**
- 11. Resolution No. 7 of 2026 - 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.**
- 12. Executive Report.**
- 13. New Business.**
- 14. Executive Session.**
- 15. Adjournment.**

**Board Meeting
January 22, 2026
Agenda Item No. 5**

RESOLUTION No. 1 of 2026

A Resolution -Authorizing the Executive Director, or His Designee, to Enter into General, Electrical, Mechanical, and Plumbing Construction Contracts with CSI Construction, Sargent Electric, East End Mechanical & Plumbing, and Frederick and Son Contracting for the 10 Scattered Sites Renovation (AMP 22 and AMP 39)

WHEREAS, The Housing Authority of the City of Pittsburgh (HACP) is rehabilitating ten (10) scattered site properties located throughout Pittsburgh (Properties), which require general and structural rehabilitation to address deferred maintenance, safety concerns, and code compliance issues, and ensure these properties are safe, habitable, and suitable for current and future residents (Project); and

WHEREAS, the HACP's Modernization division, in coordination with its Asset Management and Facility Services departments, has identified the Properties in need of important renovations within its portfolio and determined the need for contractors to provide general, electrical, plumbing, and mechanical construction services to renovate the residences; and

WHEREAS, the HACP retained Fukui Architects to define a comprehensive scope of work for the Project, ensuring that all necessary general construction, electrical construction, plumbing construction, and mechanical (HVAC) construction services are included to renovate the residences for the safe occupancy of current residents and future tenants; and

WHEREAS, on September 23, 2024, the HACP advertised Invitation for Bids (IFB) #600-31-24 seeking qualified contractors for general, electrical, mechanical, and plumbing construction contractors for the Project, and the only contractor for construction services to receive competitive bids was plumbing services, necessitating a rebid for the remaining trades; and

WHEREAS, under IFB #600-31-24, East End Plumbing and Mechanical, Inc. is the lowest responsive and responsible Plumbing Construction bidder with a bid amount of \$81,000.00; and

WHEREAS, On March 10, 2025, the HACP advertised IFB #600-31-24 Rebid, and the only construction service to receive competitive bids was general construction, necessitating a sole source procurement for the remaining trades; and

WHEREAS, under IFB #600-31-24 Rebid, CSI Construction Co., Inc. is the lowest responsive and responsible bidder for general construction services with a bid amount of \$650,000.00. The responsive and responsible sole source contractor for electrical construction is Sargent Electric in the amount of \$99,000.00, and for mechanical construction, Frederick and Son Contracting in the amount of \$81,550.00; 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 execute a General Construction contract in the amount of \$650,000.00 with CSI Construction Co., Inc., for the rehabilitation of ten (10) scattered site residences; and

Section 2. The Executive Director, or his Designee, is hereby authorized to execute an Electrical Construction contract in the amount of \$99,000.00 with Sargent Electric, Inc., for the rehabilitation of ten (10) scattered site residences; and

Section 3. The Executive Director, or his Designee, is hereby authorized to execute an Plumbing Construction contract in the amount of \$81,000.00 with East End Plumbing and Mechanical, Inc., for the rehabilitation of ten (10) scattered site residences; and

Section 4. The Executive Director, or his Designee, is hereby authorized to execute an Mechanical (HVAC) Construction contract in the amount of \$81,550.00.00 with Frederick and Son Contracting, for the rehabilitation of ten (10) scattered site residences; and

Section 5. The total amounts authorized in Sections 1 through 4 shall be paid from Program Income and/or Moving To Work (MTW) funds.

Board Meeting
January 22, 2026
Agenda Item No. 6

RESOLUTION No. 2 of 2026

**A Resolution - Authorizing the Executive Director or his Designee to Award a Contract to
D. R. Wesley Management Consultants Inc. for Compliance Consultant Services for the
Housing Authority of the City of Pittsburgh**

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) has identified a need for compliance reviews of its departments; and

WHEREAS, the HACP issued a Request for Proposals (RFP#125-40-25) for Compliance Consultant Services on November 3, 2025; and

WHEREAS, the HACP received six (6) proposals by the deadline; and

WHEREAS, D. R. Wesley Management Consultants, Inc. was the highest-scoring, most responsible and responsive offeror; and

WHEREAS, this procurement was conducted in accordance with applicable Federal 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 authorized to enter into a contract with D.R. Wesley Management Consultants, Inc. to provide Compliance Consultant Services; and

Section 2. The contract shall be for an initial three (3) year term, with two (2), one (1) year extension options for a total of five (5) years; and

Section 3. The total amount payable for the services shall not exceed \$558,000.00 for the full five (5) year period, and shall be payable from Program Income and/or Moving To Work (MTW) funds.

Board Meeting
January 22, 2026
Agenda Item No. 7

RESOLUTION No. 3 of 2026

A Resolution - Ratifying the Executive Director's decision to write off Collection Losses in the amount of \$413,736.82 from Tenant Accounts Receivable for the Months of October 2025- December 2025

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 2025- December 2025 is \$413,736.82; 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 \$413,736.82, which is 16.74% of the total rent and associated charges of \$2,470,814.42 for the fourth quarter of 2025.

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 write off collection losses of \$413,736.82 from the Tenant Accounts Receivables (TARs) balance October 2025- December 2025 is hereby ratified.

Board Meeting
January 22, 2026
Agenda Item No. 8

RESOLUTION No. 4 of 2026

A Resolution – Adopting Policy Updates to the Housing Authority of the City of Pittsburgh Employee Handbook

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is required to comply with all applicable federal, state, and local laws, rules, regulations, and guidelines; and

WHEREAS, the HACP has determined that certain updates to the current Employee Handbook, are necessary to maintain continued compliance with applicable federal, state, and local laws, rules, regulations, and guidelines; and

WHEREAS, makes it necessary to establish the Artificial Intelligence Policy effective immediately to ensure HACP's compliance with the rules, regulations, and guidelines of the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, the HACP has determined this policy addition to the current Employee Handbook is necessary to maintain continued compliance with applicable federal, state and local laws, rules, regulations, and HUD guidelines, and adding the Artificial Intelligence Policy is essential.

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

Section 1: That the Housing Authority of the City of Pittsburgh authorizes the Executive Director or his designee to take any such action to implement, modify or amend provisions of the Employee Handbook to reflect the aforementioned Artificial Intelligence Policy to ensure consistency with changing state, federal, or local laws and regulations effective immediately.

Section 2: The updates to the HACP Employee Handbook, referenced above, are hereby adopted in their entirety and supersede or serve as additions to the policies in the Employee Handbook, previously approved according to Resolution Number 54 of September 2022.

RESOLUTION No. 5 of 2026

A Resolution -Authorizing the Executive Director or his Designee to Enter into Contracts for Insurance and to Pay Insurance Premiums and Deductibles

WHEREAS, the Housing Authority of the City of Pittsburgh (HACP) is required by both 24 C.F.R./2 CFR 200 Section 965.201 et seq. and its Annual Contributions Contract (ACC) with the United States Department of Housing and Urban Development (HUD) to have insurance coverage; and

WHEREAS, the HACP issued a Request for Proposals (RFP) for insurance coverage in the following areas: boilers, directors and officers, fiduciary, auto liability, auto physical damage, property, general liability and cyber; and

WHEREAS, the HACP obtained insurance premium quotes for certain deductible levels in the above referenced areas for coverage beginning January 1, 2026 and ending January 1, 2027, with the exception of a three (3) year term for environmental (expiring January 1, 2029), and now recommends that the HACP accept insurance contracts with those terms with the Housing Authority Insurance Group (HAIG) and Gallagher Risk Management Services, Inc. (Gallagher/Chubb).

WHEREAS, the HACP has determined that the premiums referenced in Exhibit A are reasonable; and

WHEREAS, the Executive Director and Chairperson of the Board of Commissioners approved Contracts for Insurance and to Pay Insurance Premiums and Deductibles for coverage for 2026.

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 pay to HAIG and Gallagher/Chubb all required premiums for insurance coverage and to enter into contracts with HAIG and Gallagher/Chubb for the insurance coverage itemized on Exhibit A attached hereto, i.e., for insurance coverage in the areas of cyber, boilers, directors and officers, fiduciary, auto liability, auto physical damage, property and general liability for coverage from January 1, 2026 through January 1, 2027, with the exception of a three (3) year term for environmental (expiring January 1, 2029); and

Section 2. The Executive Director, or his Designee, is also authorized to pay deductibles and retentions, including those in excess of \$50,000, applicable to those insurance policies as required; and

Section 3. The Insurance Premiums and Deductibles will be paid from Program Income and/or Moving-to-Work (MTW) funds.

**Board Meeting
January 22, 2026
Agenda Item No. 10**

RESOLUTION No. 6 of 2026

**A Resolution - Adopting a revised Housing Authority of the City of Pittsburgh
Procurement and Disposition Policy**

WHEREAS, the Department of Housing and Urban Development (HUD) Handbook 7460.8 REV2 Section 2.2 states that public housing authorities such as the Housing Authority of the City of Pittsburgh (HACP) are required to establish and follow a written procurement and disposition policy that is consistent with 24 CFR 85.36; and

WHEREAS, the HACP is required to comply with all applicable federal, state, and local laws, rules, regulations, and guidelines; and

WHEREAS, the HACP has determined that revisions to the current Procurement and Disposition Policy are necessary to improve clarity of the Procurement and Disposition Policy and maintain continued compliance with applicable federal, state, local laws, rules, regulations, and guidelines.

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

Section 1: The updated Housing Authority of the City of Pittsburgh Procurement and Disposition Policy referenced above, is hereby adopted in its entirety, and replaces the Procurement and Disposition Policy which was previously approved pursuant to Resolution Number 58 of 2024.

**Board Meeting
January 22, 2026
Agenda Item No. 11**

RESOLUTION No. 7 of 2026

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 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 into 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, through Board Resolution #37 of July 22, 2021, a contract amendment was approved 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; and

WHEREAS, though Board Resolution #70 of October 28, 2021, a contract amendment was approved 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; and

WHEREAS, through Board Resolution #42 of September 22, 2022, a contract amendment was approved 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; and

WHEREAS, through Board Resolution #13 of February 23, 2023, a contract amendment was approved to increase the dollar amount of the contract by \$50,000.00 to \$222,802.87 to prevent interruption in file storage, file tracking, and file shredding services; and

WHEREAS, through Board Resolution #11 of February 24, 2024 a contract amendment was approved to increase the dollar amount of the contract by \$100,000.00 to \$395,043.27 to prevent interruption in file storage, file tracking, and file shredding services; and

WHEREAS, through Board Resolution #15 of February 27, 2025 a contract amendment was approved to increase the dollar amount of the contract by \$100,000.00 to \$495,043.27 to prevent interruption in file storage, file tracking, and file shredding services; and

WHEREAS, an additional modification 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 \$300,000; and

Section 2. The amended total contract amount shall not exceed \$795,043.27; and

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