



NOTICE OF BOARD MEETING

Board of Directors

Director Anne Griffith
Director Mark Tortorich
Director Patricia Wells

In accordance with Article IV, Section 4.11, of the Bylaws of the Oakland Affordable Housing Preservation Initiatives, Inc., NOTICE IS HEREBY GIVEN that the **Special Meeting of the Board of Directors** will be held as follows:

**OAHPI BOARD OF DIRECTORS
SPECIAL MEETING**

Thursday, March 16, 2023, 5:00 p.m.

1619 Harrison Street, Oakland, California, Commissioners' Room First Floor

NOTE: "This meeting is accessible via teleconference pursuant to Assembly Bill 2449 [(Rubio)Open meetings: local agencies; teleconferences) (Chapter 285) (2021-2022)]"

To participate via teleconference, please use the zoom link below.

Join Zoom Meeting Online:

<https://oakha-org.zoom.us/j/86778803264?pwd=S3p6UzBNZkFtcS9lZWRIUUp5MW8vZz09>

ID (access code): 867 7880 3264

Meeting Passcode: 900524

To participate by Telephone: 1 (699) 900-9128

ID (access code): 867 7880 3264

Meeting Passcode: 900524#



If you need special assistance to participate in the meeting, please contact OAHPI at (510) 874-1510 (English TTY 510-874-1599). Notification at least 48 hours prior to the meeting will enable OAHPI Board of Directors to make reasonable accommodations to ensure accessibility.

All public comment on action items will be taken at the public comment portion of the meeting. You may comment via zoom by “raising your hand” or by submitting an e-mail to publiccomments@oakha.org or call using the zoom participant number.

- You may request to make a public comment by “raising your hand” through Zoom’s video conference or phone feature, as described below. Requests will be received only during the designated times in which to receive such requests and only for eligible Agenda items. Public comments will be subject to the appropriate time limit of three (3) minutes.
- To comment by Zoom video conference, click the "Raise Your Hand" button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Instructions on how to “Raise Your Hand” is available at: [https://support.zoom.us/hc/en-us/articles/205566129 - Raise-Hand-In-Webinar](https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar).
- To comment by phone, please call on one of the phone numbers listed below. You will be prompted to “Raise Your Hand” by pressing “*9” to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time of three (3) minutes, you will then be re-muted. Please unmute yourself by pressing *6. Instructions of how to raise your hand by phone are available at: [https://support.zoom.us/hc/en-us/articles/201362663 - Joining-a-meeting-by-phone](https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone).



Agenda
Special Meeting
March 16, 2023, 5:00 p.m.

- I. Roll Call
- II. Approval of the minutes
 - A. Approval of the minutes for February 21, 2023 Special Meeting
- III. Recognition of people wishing to address the Board of Directors
- IV. Old or Unfinished Business
- V. Modifications to the Agenda
(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists, or a need arose after agenda posting.
- VI. New Business
 - A. Designation of Michelle Hasan, Chief Housing Operations Officer, for the position of Secretary of the Oakland Affordable Housing Preservation Initiatives, Inc. Board of Directors.
 - B. Adopt a resolution authorizing the Executive Director to execute a contract with Pinnacle General Construction Inc. to provide general contractor on-call and minor construction services at OAHPI properties, for a two-year contract, with up to three one-year option terms, in an amount not to exceed \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.
 - C. Adopt a resolution authorizing the Executive Director to execute a contract with Castillo Plumbing Inc. to provide general contractor on-call and minor construction services at OAHPI properties, for a two-year contract, with up to three one-year option terms, in an amount not to exceed \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.
 - D. Portfolio Performance
- VII. Adjournment

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.

DocuSigned by:

Patricia Wells

Patricia Wells, on behalf of
Kris Warren, Secretary



**MINUTES OF THE SPECIAL MEETING
BOARD OF DIRECTORS OF THE
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.**

Tuesday, February 21, 2023, 4:00 p.m.

Special Meeting

NOTE: *In accordance with Governor Newsom's issued Executive Order N-29-20, dated March 17, 2020, Suspending Brown Act Requirements for public meetings due to Coronavirus (COVID-19), a local legislative body is authorized to hold public meetings via teleconferencing and make public meetings accessible "telephonically or electronically" to all members of the public seeking to observe and to address the legislative body.*

Executive Office Manager & Clerk of the Board, Yamilette Mendoza presided and called the meeting to order at 4:00 p.m.

I. Roll Call

Present 3 – Anne Griffith, Mark Tortorich, and Patricia Wells joined the meeting via teleconference.

II. Recognition of people wishing to address the Board of Directors

There were no persons wishing to address the Board of Directors.

III. Old or Unfinished Business

There were no old or unfinished business items.

IV. Modifications to the Agenda

(Allows for any change in the order of business or the announcement of the postponement or continuation of agenda items.) The Board can only take action on items listed on this agenda unless a finding is made that an emergency exists or a need arose after agenda posting.

There were no modifications to the agenda.

V. New Business

A. Consent Agenda:

Items on the Consent Agenda are considered routine and do not require separate discussion. If a Director wishes to have discussion, or if a member of the public wishes to comment on any consent item, the item may be removed from the consent agenda and considered separately. Questions or clarifications may be considered by the Directors without removal from the Consent Agenda. The Consent Agenda is adopted



in one motion.

1. Adopt a resolution authorizing the Executive Director to making findings authorizing continued remote teleconference meetings of the Board of Directors Pursuant to Brown Act Provisions, as amended by Assembly Bill Number 361.

Having no questions from the Board of Directors, Director Wells moved to approve Item V.A.1., Director Tortorich seconded the motion and the item passed by the following vote:

Present 3 – Griffith, Tortorich, Wells

VI. Adjournment

Having no further business to discuss, Director Tortorich moved for adjournment, Director Griffith seconded the motion and the meeting adjourned at 4:06 p.m.

OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES, INC.

Kris Warren, Secretary

NEW BUSINESS

ITEM: VI.A.

Oakland Affordable Housing Preservation Initiatives, Inc. MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Designation of Michelle Hasan, Chief Housing Operations Officer, for the Position of Secretary.

Date: March 16, 2023

The Board of Directors appointed Acting Chief Operating Officer, Kris Warren, as Secretary for the Oakland Affordable Housing Preservation Initiatives, Inc. board on March 02, 2021. Kris Warren, consultant with CVR Associates, assumed the role of Acting Chief Operating Officer (COO) while the Oakland Housing Authority recruited for the COO position. In recent events, Mrs. Michelle Hasan was promoted to the position of Chief Housing Operations Officer (CHOO), overseeing the Office of Property Operations and the Office of Capital Improvements.

According to the OAHPI Bylaws Article 5, Section 5.2 authorizes the Board of Directors to appoint or give the President the authority to appoint other officers.

Section 5.2 Other Officers states, "The Board may appoint or may authorize the President or other officers of the Corporation for terms of two (2) years or until their successors are designated and qualified."

Section 5.11 Secretary. The Secretary shall have the following duties:

- (a) The Secretary shall keep or cause to be kept at the Corporation's principal office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board. The minutes of the meetings shall include the time and place that meeting was held, whether the meeting was annual, regular, or special, and, if special, how authorized and the notice given.
- (b) The Secretary shall keep or cause to be kept at the Corporation's principal office, a copy of the Articles of Incorporation and Bylaws of the Corporation, as amended to date.
- (c) The Secretary shall give, or cause to be given, notice of all meetings of the Board and of committees of the Board required by these Bylaws to be given. The Secretary shall have such other powers and perform such other duties as the Board or the Bylaws may prescribe.

It is recommended that Chief Housing Operations Officer, Michelle Hasan be designated as Secretary for the Oakland Affordable Housing Preservation Initiatives, Inc. Board of Directors meetings.

ITEM: VI.B.

**Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director 

Subject: Adopt a resolution authorizing the Executive Director to execute a contract with Pinnacle General Construction Inc. to provide general contractor on-call and minor construction services at OAHPI properties, for a two-year contract, with up to three one-year option terms, in an amount not to exceed \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

Date: March 16, 2023

Purpose: This action will authorize the Executive Director to execute a two-year contract with up to three one-year option terms with Pinnacle General Construction Inc. to provide general contractor on-call & minor construction services at OAHPI properties, in an amount not to exceed \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

Funding: Funding for the initial contract term is included in the FY 2023 operating budget in accounts 4430-05-000 Contract Decorating/ Painting, 4430-06-000 Contract Electrical, 4430-09-000 Contract Grounds, 4430-11-000 Contract-Plumbing, 4430-20-000 Routine Make Ready, 4430-99-000 Contract Costs-Other and 5510-00-000 Capital Outlay. Funding for each subsequent option term will be included in the corresponding fiscal year's operating budget in accounts 4430-05-000 Contract Decorating/ Painting, 4430-06-000 Contract Electrical, 4430-09-000 Contract Grounds, 4430-11-000 Contract-Plumbing, 4430-20-000 Routine Make Ready, 4430-99-000 Contract Costs-Other and 5510-00-000 Capital Outlay.

Background:

Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide minor construction services for OAHPI's 1,540 units, contract-managed by the Oakland Housing Authority (Authority). The services under this contract will be rendered for general contractor on-call & minor construction services including emergency response services, during and after, normal business hours, including holidays in vacant and occupied units. These services will augment our current staffing and provide additional as-needed coverage to ensure timely services to our families.

General Contractor On-call & Minor Construction Services- Pinnacle General Construction Inc.

Page 2 of 2

The Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #22-036 on October 19, 2022, in accordance with the OAHPI's Procurement Policy. The RFP 22-036 was posted on OHA's website and issued through Housing Agency Marketplace and Infolane Webmaster. A total of 795 vendors received notification of issuance of the RFP 22-036. Two (2) companies submitted a proposal by the deadline of 10:00 a.m. December 12, 2022.

After a review of the proposals received on December 12, 2022, CCGS has determined that Pinnacle General Construction Inc. was responsive and responsible and capable of providing general contractor on-call & minor construction services at OAHPI properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with three one-year option terms, with Pinnacle General Construction Inc. to provide general contractor on-call & minor construction services at OAHPI properties. The total amount authorized under these contracts is an amount not to exceed \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

Recommendation:

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a two-year contract with up to three one-year option terms with Pinnacle General Construction Inc. to provide general contractor on-call & minor construction services at OAHPI properties, in an amount not to exceed \$400,000 for the initial term and \$200,000 per year for each additional option term, for a total contract amount not to exceed \$1,000,000.

Attachments: CCGS Review Memo
Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)

1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Michelle Hasan, Interim Chief of Operations ^{DS} *MH*
 Duane Hopkins, Chief Officer of Program and Finance Administration ^{DS} *DH*
 Mark Schiferl, Director of Property Management ^{DS} *MS*
 Bruce Brackett, Director of Capital Improvements ^{DS} *BB*
 Rufus Davis, Acting CCGS Manager ^{DS} *RD*

From: Jeff Muegge, Contract Specialist, CCGS ^{DS} *JM*

Subject: CCGS Review Memo for RFP No. 22-036 General Contractor Services On Call & Minor Construction

Date: February 28, 2023

This memo is to advise you that a Request for Proposals (RFP 22-036) for the (General Contractor Services On Call & Minor Construction) was issued on October 19, 2022. After a review of the proposals received on December 12, 2022, CCGS has determined that Castillo Plumbing Inc. and Pinnacle General Construction Inc., proposals are both responsive and responsible and capable of providing full range construction, maintenance and repair services that may include but is not limited to installations, routine maintenance, service calls, supplies, and emergency services for the Oakland Affordable Housing Preservation Initiatives (OAHPI).

Background

The Authority issued RFP 22-036 in an effort to soliciting proposals for contractor/s to provide the services of on-call & minor construction at various locations owned by OAHPI. OAHPI requires the Contractor to respond timely to service calls to renovate units and perform the following but not limited to; cleaning, removal of debris, cleaning appliances, replacement of fixtures, painting; and repairs as specified on the check list for each unit. Additionally, The Contractor will provide full range construction, maintenance and repair services that may include but is not limited to installations, routine maintenance, service calls, supplies, and emergency services throughout the City of Oakland. RFP 22-036 was issued in accordance with the Oakland Housing Authority’s Procurement Policy on October 19, 2022. A total of 795 vendors received notification of issuance of the RFP 22-036 through Housing Agency Marketplace and Infolane Webmaster. RFP 22-036 was also publicly posted on the Oakland Housing Authority’s website. Two (2) companies submitted a proposal by the deadline of 10:00 a.m. December 12, 2022.

In accordance with the Oakland Housing Authority Procurement Policy both Castillo Plumbing Inc., and Pinnacle General Construction Inc., will be utilized by OAHPI, as qualified contractors to perform the requested services. Oakland Housing Authority Procurement Policy states:

5.4 Competitive Proposals.

Unlike sealed bidding, the competitive proposal method, also known as Request For Proposals (RFP), permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the OHA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

A "Qualified List" may be established as described under "Award Process for Qualified List" in *Section 5.2 Small Purchase Procedures*.

5.2 Award Process for "Qualified List":

Award shall be made to the responsive and responsible vendor that submits the most reasonable cost to the OHA. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. QSPs can be for construction, non-construction services, goods, materials, consulting services, etc. OHA will retain the right to contract with any of the bidders as a result of this QSP. It is at OHA's discretion to obtain a 'qualified list' through the QSP process and determine how the qualified list will be utilized for the project(s). For instance, OHA may choose at their discretion the top five lowest responsive, responsible bidders and rotate the jobs or evaluate the bidders based on price and other factors, ranked them, and rotate the jobs.:

Recommendation

It is recommended that Oakland Housing Authority award contract/s to Castillo Plumbing and Pinnacle General Construction Inc., for the full range construction, maintenance and repair services that may include but is not limited to installations, routine maintenance, service calls, supplies, and emergency services for the Oakland Affordable Housing Preservation Initiatives (OAHPI) as part, of an on-going (Qualified List) of vendors.

Debarment: Castillo Plumbing and Pinnacle General Construction Inc., have not been debarred or limited from participating in federally funded projects.

Insurance Requirement: Copies of Commercial, General, Automobile, and Errors and Omissions Liability Insurance (naming the Oakland Housing Authority as additionally insured) along with Workers' Compensation Insurance shall be requested and received by CCGS for this project. The contracted firm shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

Approved:

Not Approved:

DocuSigned by:
Patricia Wells 3/7/2023
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Patricia Wells
Executive Director

Date

Patricia Wells
Executive Director

Date

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH PINNACLE GENERAL CONSTRUCTION INC. TO PROVIDE GENERAL CONTRACTOR ON CALL AND MINOR CONSTRUCTION SERVICES AT OAHPI PROPERTIES, IN AN AMOUNT NOT TO EXCEED \$400,000 FOR THE INITIAL TERM AND \$200,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$1,000,000

WHEREAS, OAHPI requires a vendor that can provide on-call & minor construction services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority) during and after normal business hours, including holidays in vacant and occupied units; and

WHEREAS, These services will augment our current staffing and provide additional as-needed coverage to ensure timely services to our families; and

WHEREAS, The Authority's Contract and General Services (CCGS) Department issued Request for Proposals (RFP) #22-036 on October 19, 2022 to provide general contractor on-call & minor construction services; and

WHEREAS, Request for Proposals (RFP) #22-036 was issued in accordance with the OAHPI's Procurement Policy; and

WHEREAS, Pinnacle General Construction Inc. submitted a response by the deadline of 10:00 a.m., December 12, 2022; and

WHEREAS, After a review of the proposals received on December 12, 2022, CCGS has determined that Pinnacle General Construction Inc. was responsive and responsible and capable of providing general contractor on-call & minor construction services at OAHPI properties; and

WHEREAS, Pinnacle General Construction Inc. was deemed to have the capability to meet OAHPI's needs to provide providing general contractor on-call & minor construction services at OAHPI properties including emergency plumbing services, during and after, normal business hours, including holidays in vacant and occupied units at OAHPI properties.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Directors authorizes the Executive Director to execute a two-year contract, with up to three one-year option terms, with Pinnacle General Construction Inc. to provide general contractor on-call & minor construction services at OAHPI properties, in an amount not to exceed \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000; and

THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on March 16, 2023.

Secretary

ADOPTED:

RESOLUTION NO.

ITEM: VI.C.

**Oakland Affordable Housing Preservation Initiatives, Inc.
MEMORANDUM**

To: Board of Directors

From: Patricia Wells, Executive Director

^{DS}
PW

Subject: Adopt a resolution authorizing the Executive Director to execute a contract with Castillo Plumbing Inc. to provide general contractor on-call and minor construction services at OAHPI properties, for a two-year contract, with up to three one-year option terms, in an amount not to exceed \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000

Date: March 16, 2023

Purpose: This action will authorize the Executive Director to execute a two-year contract with up to three one-year option terms with Castillo Plumbing Inc. to provide general contractor on-call & minor construction services at OAHPI properties, in an amount not to exceed \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

Funding: Funding for the initial contract term is included in the FY 2023 operating budget in accounts 4430-05-000 Contract Decorating/ Painting, 4430-06-000 Contract Electrical, 4430-09-000 Contract Grounds, 4430-11-000 Contract-Plumbing, 4430-20-000 Routine Make Ready, 4430-99-000 Contract Costs-Other and 5510-00-000 Capital Outlay. Funding for each subsequent option term will be included in the corresponding fiscal year's operating budget in accounts 4430-05-000 Contract Decorating/ Painting, 4430-06-000 Contract Electrical, 4430-09-000 Contract Grounds, 4430-11-000 Contract-Plumbing, 4430-20-000 Routine Make Ready, 4430-99-000 Contract Costs-Other and 5510-00-000 Capital Outlay.

Background:

Oakland Affordable Housing Preservation Initiatives (OAHPI) requires a vendor that can provide minor construction services for OAHPI's 1,540 units, contract-managed by the Oakland Housing Authority (Authority). The services under this contract will be rendered for general contractor on-call & minor construction services including emergency response services, during and after, normal business hours, including holidays in vacant and occupied units. These services will augment our current staffing and provide additional as-needed coverage to ensure timely services to our families.

General Contractor On-call & Minor Construction Services- Castillo Plumbing Inc.
Page 2 of 2

The Authority's Contract Compliance and General Services (CCGS) Department issued Request for Proposals (RFP) #22-036 on October 19, 2022, in accordance with the OAHPI's Procurement Policy. The RFP 22-036 was posted on OHA's website and issued through Housing Agency Marketplace and Infolane Webmaster. A total of 795 vendors received notification of issuance of the RFP 22-036. Two (2) companies submitted a proposal by the deadline of 10:00 a.m. December 12, 2022.

After a review of the proposals received on December 12, 2022, CCGS has determined that Castillo Plumbing Inc. was responsive and responsible and capable of providing general contractor on-call & minor construction services at OAHPI properties.

The proposed resolution would authorize the Executive Director to execute a two-year contract, with three one-year option terms, with Castillo Plumbing Inc. to provide general contractor on-call & minor construction services at OAHPI properties. The total amount authorized under these contracts is an amount not to exceed \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000.

Recommendation:

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to execute a two-year contract with up to three one-year option terms with Castillo Plumbing Inc. to provide general contractor on-call & minor construction services at OAHPI properties, in an amount not to exceed \$400,000 for the initial term and \$200,000 per year for each additional option term, for a total contract amount not to exceed \$1,000,000.

Attachments: CCGS Review Memo
 Resolution



CONTRACT COMPLIANCE & GENERAL SERVICES (CCGS)

1619 Harrison Street, Oakland, CA 94612 * (510) 587-2166 / (510) 587-2124 FAX

INTEROFFICE MEMORANDUM

To: Patricia Wells, Executive Director

Through: Michelle Hasan, Interim Chief of Operations ^{DS} *MH*
 Duane Hopkins, Chief Officer of Program and Finance Administration ^{DS} *DH*
 Mark Schiferl, Director of Property Management ^{DS} *MS*
 Bruce Brackett, Director of Capital Improvements ^{DS} *BB*
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From: Jeff Muegge, Contract Specialist, CCGS ^{DS} *JM*

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5.4 Competitive Proposals.

Unlike sealed bidding, the competitive proposal method, also known as Request For Proposals (RFP), permits: consideration of technical factors other than price; discussion with offerors concerning offers submitted; negotiation of contract price or estimated cost and other contract terms and conditions; revision of proposals before the final contractor selection; and the withdrawal of an offer at any time up until the point of award. Award is normally made on the basis of the proposal that represents the best overall value to the OHA, considering price and other factors, e.g., technical expertise, past experience, quality of proposed staffing, etc., set forth in the solicitation and not solely the lowest price.

A "Qualified List" may be established as described under "Award Process for Qualified List" in Section 5.2 Small Purchase Procedures.

5.2 Award Process for "Qualified List":

Award shall be made to the responsive and responsible vendor that submits the most reasonable cost to the OHA. If award is to be made for reasons other than lowest price, documentation shall be provided in the contract file. QSPs can be for construction, non-construction services, goods, materials, consulting services, etc. OHA will retain the right to contract with any of the bidders as a result of this QSP. It is at OHA's discretion to obtain a 'qualified list' through the QSP process and determine how the qualified list will be utilized for the project(s). For instance, OHA may choose at their discretion the top five lowest responsive, responsible bidders and rotate the jobs or evaluate the bidders based on price and other factors, ranked them, and rotate the jobs.:

Recommendation

It is recommended that Oakland Housing Authority award contract/s to Castillo Plumbing and Pinnacle General Construction Inc., for the full range construction, maintenance and repair services that may include but is not limited to installations, routine maintenance, service calls, supplies, and emergency services for the Oakland Affordable Housing Preservation Initiatives (OAHPI) as part, of an on-going (Qualified List) of vendors.

Debarment: Castillo Plumbing and Pinnacle General Construction Inc., have not been debarred or limited from participating in federally funded projects.

Insurance Requirement: Copies of Commercial, General, Automobile, and Errors and Omissions Liability Insurance (naming the Oakland Housing Authority as additionally insured) along with Workers' Compensation Insurance shall be requested and received by CCGS for this project. The contracted firm shall be responsible for collecting and forwarding all insurance documents from its subcontractors to CCGS.

Approved:

Not Approved:

DocuSigned by:
Patricia Wells 3/7/2023
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Patricia Wells
Executive Director

Date

Patricia Wells
Executive Director

Date

**THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES**

On Motion of Director:

Seconded by Director:

and approved by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

EXCUSED:

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER:

AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH CASTILLO PLUMBING INC. TO PROVIDE GENERAL CONTRACTOR ON CALL AND MINOR CONSTRUCTION SERVICES AT OAHPI PROPERTIES, IN AN AMOUNT NOT TO EXCEED \$400,000 FOR THE INITIAL TERM AND \$200,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL CONTRACT AMOUNT NOT TO EXCEED \$1,000,000.

WHEREAS, OAHPI requires a vendor that can provide general contractor on-call & minor construction services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority) during and after, normal business hours, including holidays in vacant and occupied units; and

WHEREAS, These services will augment our current staffing and provide additional as-needed coverage to ensure timely services to our families; and

WHEREAS, The Authority's Contract and General Services (CCGS) Department issued Request for Proposals (RFP) #22-036 on October 19, 2022 to provide general contractor on-call & minor construction services; and

WHEREAS, Request for Proposals (RFP) #22-036 was issued in accordance with the OAHPI's Procurement Policy; and

WHEREAS, Castillo Plumbing Inc. submitted a response by the deadline of 10:00 a.m., December 12, 2022; and

WHEREAS, After a review of the proposals received on December 12, 2022, CCGS determined that Castillo Plumbing Inc. was responsive and responsible and capable of providing general contractor on-call & minor construction services at OAHPI properties; and

WHEREAS, Castillo Plumbing Inc. was deemed to have the capability to meet OAHPI's needs to provide providing general contractor on-call & minor construction services at OAHPI properties including emergency plumbing services, during and after, normal business hours, including holidays in vacant and occupied units at OAHPI properties.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:

THAT, the Board of Directors authorizes the Executive Director to execute a two-year contract, with up to three one-year option terms, with Castillo Plumbing Inc. to provide general contractor on-call & minor construction services at OAHPI properties, in an amount not to exceed \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract amount not to exceed \$1,000,000; and

THAT, the Executive Director is authorized to take all actions necessary to implement the foregoing resolution.

I certify that the foregoing resolution is a full, true and correct copy of a resolution passed by the Board of Directors of the Oakland Affordable Housing Preservation Initiatives on March 16, 2023.

Secretary

ADOPTED:

RESOLUTION NO.

ITEM: VI.D.

Oakland Affordable Housing Preservation Initiatives MEMORANDUM

To: Board of Directors

From: Patricia Wells, Executive Director

Subject: Portfolio Performance

Date: March 16, 2023

^{DS}
PW

Purpose: Staff will present information on the portfolio operations and performance data.

Funding: This action does not require funding

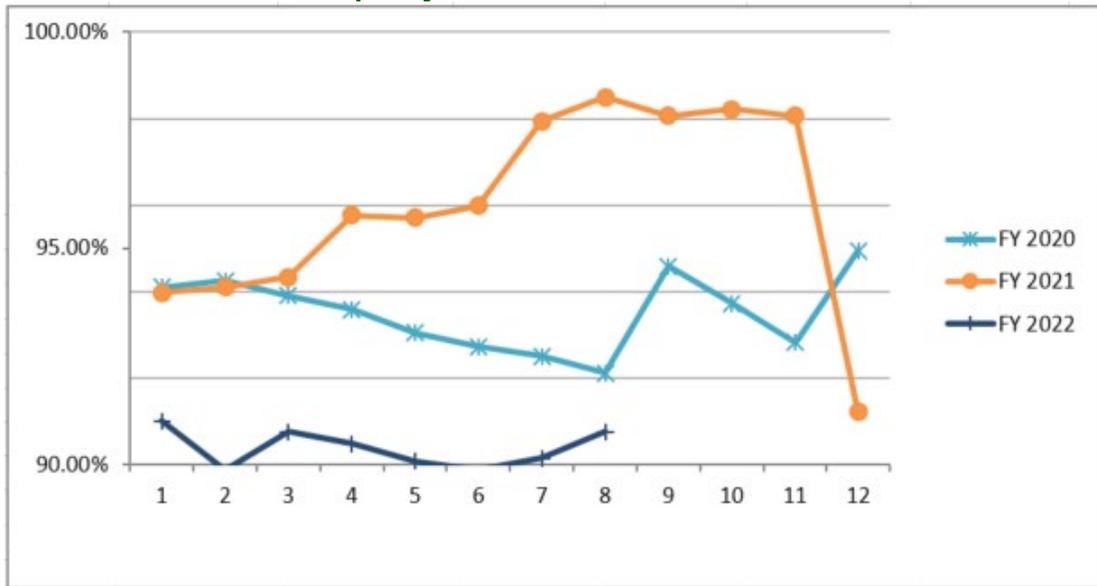
Attachments: OAHPI portfolio operations report and Performance Data report for the month ending February 2023



Property Operations Report
For the Month Ending February 2022

Occupancy Report

OAHPI Occupancy Rates - TOTAL PORTFOLIO 90.75%



OAHPI			
Month	FY 2020	FY 2021	FY 2022
July	94.10%	93.97%	91.01%
August	94.25%	94.10%	89.88%
September	93.90%	94.34%	90.75%
October	93.59%	95.76%	90.48%
November	93.04%	95.71%	90.08%
December	92.73%	95.98%	89.88%
January	92.51%	97.94%	90.15%
February	92.11%	98.50%	90.75%
March	94.58%	98.07%	
April	93.72%	98.22%	
May	92.82%	98.07%	
June	94.95%	91.21%	

*Beginning June 2021, OPO started to calculate occupancy differently by including CID units (which were formerly exempt) in the vacant unit count.



Oakland Affordable Housing Preservation Initiatives

Occupancy

OAHPI Project Based Section 8 Units

Portfolio	Total Units	Excluded Units (HCEB)	Available Units	Occupied Units	Down Units	Units in Turnover	Reserved Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
Deep East	278	10	268	222	24	1	1	20	82.46%	82.84%
East	258	0	258	219	27	2	4	6	86.05%	84.88%
Fruitvale	270	3	267	252	11	2	1	1	93.26%	94.38%
San Antonio	244	4	240	231	6	0	2	1	95.83%	96.25%
West	231	0	231	218	9	2	2	0	94.37%	94.37%
North	239	0	239	222	8	1	2	6	89.96%	92.89%
Total	1,520	17	1,503	1,364	85	8	12	34	90.15%	90.75%

OAHPI – PACT Program

Portfolio	Total Units	Office Units for Admin	Program Units	Program Occupied Units	Employee Occupied Units	Down Units/CID	Units in Turnover	Application in process from ACSO	Reserved/Preleased Units	Vacant and Available	Previous Month Occupancy Rate	Current Month Occupancy Rate
East	20	1	19	13	1	2	0	0	0	3	73.70%	73.70%

Leasing Report

Unit Availability Breakdown

Bedroom size	# of units to lease
2	2
3	32
4	0
5	0

*Applicants on the waiting list applied for 3 bedroom units. Approved bedroom sizes may change during the eligibility process



Oakland Affordable Housing Preservation Initiatives

Tenant Rent Collections

OAHPI Project Based Section 8 Units (Includes HAP)

Portfolio	Charged	Collected	Percent Collected
Deep East	\$482,319	\$461,804	95.75%
East	\$556,483	\$453,201	81.44%
Fruitvale	\$638,590	\$571,999	89.57%
San Antonio	\$547,754	\$465,391	84.96%
West	\$512,374	\$432,144	84.34%
North	\$548,121	\$490,168	89.43%

Tenant Accounts Receivable

OAHPI Project Based Section 8 Units Tenant Rent

Portfolio	0-30 Days	31-60 Days	61-90 Days	90+ Days	Prepays	Total TARs
Deep East	\$66,052	\$71,734	\$73,343	\$1,737,308	(\$56,209)	\$1,892,227
East	\$103,605	\$90,305	\$78,201	\$1,578,432	(\$64,614)	\$1,785,929
Fruitvale	\$102,780	\$80,996	\$75,242	\$916,576	(\$73,379)	\$1,100,216
San Antonio	\$70,540	\$52,324	\$46,214	\$633,361	(\$111,247)	\$691,193
West	\$80,734	\$59,771	\$55,417	\$663,305	(\$125,639)	\$773,588
North	\$77,499	\$74,402	\$53,159	\$856,033	(\$157,283)	\$903,809

* Includes Current Tenant Rent and Misc. charges.

Work Order Report

Work Order Report – OAHPI Project Based Section 8 Units

Portfolio	Total Units	Beginning of Month Open WOs	Opened Within Date Range	Closed Within Date Range	Current Month Remaining Open WOs
Deep East	278	439	164	121	482
East	278	623	187	115	695
Fruitvale	270	126	162	149	139
San Antonio	244	102	109	108	103
West	231	316	125	150	291
North	239	304	193	187	310
Total	1,540	1,910	940	830	2,020



Oakland Affordable Housing Preservation Initiatives

Legal Report

Legal Report – OAHPI Project Based Section 8 Units

Month	Voluntary Move Out/Abandonment	Eviction	Total Vacated	Balance
Mar-21	0	0	0	\$ -
Apr-21	0	0	0	\$ -
May-21	1	0	1	\$ 21,564.00
Jun-21	0	0	0	\$ -
Jul-21	4	0	4	\$ 64,805.41
Aug-21	2	0	2	\$ 251.00
Sep-21	0	0	0	\$ -
Oct-21	0	0	0	\$ -
Nov-21	0	0	0	\$ -
Dec-21	0	0	0	\$ -
Jan-22	0	0	0	\$ -
Feb-22	0	0	0	\$ -

Resource Conservation Community Engagement and Outreach

OAHPI Project Based Section 8 Units

Portfolio	# of Sites Visited	Site Assessments (includes multiple visits)	Resident In-Person Contact	Resident Phone Outreach	Flyer Outreach	In-Person Site Meetings
Deep East	34	52	7	0	222	4
East	29	44	9	0	219	3
Fruitvale	25	33	18	0	252	4
San Antonio	31	48	13	0	231	4
West	32	48	0	0	218	0
North	23	25	13	0	222	3
Total	174	250	60	0	1,364	18

Emergency Rental Assistance Program

*Emergency Rental Assistance Program information is a cumulative summary of payments received

Emergency Rental Assistance - OAHPI Project Based Section 8 Units

Portfolio	# of Residents Outreached	# Residents Processed	Assistance Processing	# of Residents Paid	Assistance Received	Total Dollars
Deep East	72	37	\$3,008	13	\$142,989	\$145,997
East	75	10	\$10,215	2	\$16,522	\$26,737
Fruitvale	80	11	\$0	6	\$39,938	\$39,938
San Antonio	122	33	\$10,378	13	\$96,549	\$106,927
West	100	21	\$1,641	11	\$121,015	\$122,656
North	50	23	\$19,772	13	\$88,656	\$108,428



Oakland Affordable Housing Preservation Initiatives

Additional Rental Assistance Resources - OAHPI Project Based Section 8 Units

Portfolio	# of Residents Applied	Alameda County	BACS	City of Oakland	EDC	Assistance Received
Deep East	0	\$0	\$0	\$0	\$0	\$0
East	0	\$0	\$0	\$0	\$0	\$0
Fruitvale	1	\$0	\$0	\$0	\$15,563	\$15,563
San Antonio	2	\$4,785	\$0	\$0	\$14,473	\$19,258
West	4	\$2,604	\$17,290	\$0	\$367	\$20,261
North	2	\$0	\$10,320	\$0	\$0	\$10,320