



Oakland Affordable Housing Preservation Initiatives

Board of Directors

ANNE GRIFFITH
MARK J TORTORICH
PATRICIA WELLS

Executive Director

Patricia Wells

In accordance with Article IV, Section 4.11, 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:

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

Special Meeting

**Monday, January 22, 2024 at 4:30 PM
1619 Harrison Street; Oakland, CA 94612**

AGENDA
Special Meeting
January 22, 2024, 4:30 PM

Zoom Information

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

Join Zoom Meeting Online: <https://oakha-org.zoom.us/j/88335365218?pwd=bJGAamM3M4mQRxCUJRBBbLIZixKT6P.1>

Meeting ID (access code): 883 3536 5218 Meeting Password: 2024

Closed Caption – provided through the link.

To participate by Telephone: 1 (669) 219-2599

Meeting ID (access code): 883 3536 5218 Meeting Password: 2024

1. Pledge of Allegiance

2. Roll Call

(AB 2449 Compliance) The Chair/Clerk of the Board will confirm that there are 4 Commissioners in the same, properly noticed meeting room within the jurisdiction of the City of Oakland, accessible to the public. Each Commissioner who is accessing the meeting remotely must disclose verbally whether they are requesting to meet remotely under AB2449 due to: (1) just cause (notice required), or (2) emergency circumstances. For “emergency circumstances” the request must be approved by a majority vote of the Board of Commissioners for the emergency circumstance to be used as a justification to participate remotely. All Commissioners meeting remotely must provide a general description of the circumstances relating to need to appear remotely at the given meeting. A Commissioner must also publicly disclose at the meeting, prior to any action, whether any other individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member’s relationship with such individuals.

3. Approval of Minutes

3.1 2023-975 September 21, 2023 Draft Meeting Minutes for Review

Attachment(s)

[DRAFT OAHPI BOD Minutes September 21, 2023.docx](#)

4. Old or Unfinished Business

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

If you need special assistance to participate in the meetings of the Oakland Housing Authority Board of Commissioners, please contact (510) 874-1510 (TDD: 800-618-4781). Notification 48 hours prior to the meeting will enable the Oakland Housing Authority Board of Commissioners to make reasonable arrangements 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.
- 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.

6. 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.

7. New Business

- 7.1 2023-1074 Adopt a resolution authorizing the Executive Director to execute an amendment to the Services Contract between Oakland Affordable Housing Preservation Initiatives (OAHPI) and West Coast Arborists, Inc. (WCA) increasing the current 1st year option term amount from \$200,000 to an amount not to exceed \$350,000, and each of the two (2) remaining option terms from \$200,000 to an amount not to exceed \$350,000, with a total contract amount increased from \$1,000,000 to an amount shall not exceed a total of \$1,450,000.

Attachment(s)

[OAHPI WCA Board Memo](#)

[Reso 22-020 West Coast Arborists Inc. 10.27.22](#)

[OAHPI WCA Contract Resolution](#)

- 7.2 2023-1081 Adopt a resolution authorizing the Executive Director to execute an amendment to the Services Contract between Oakland Affordable Housing Preservation Initiatives (OAHPI) and Castillo Plumbing, Inc. (Castillo) to provide general contractor on-call & minor construction services, increasing the contract amount for the initial term from \$400,000 to an amount not to exceed \$2,800,000, and increasing each of the three (3) one-year option terms from \$200,000 to an amount not to exceed \$500,000 per year, for a total contract amount from \$1,000,000 to an amount not to exceed \$4,300,000.

Attachment(s)

[OAHPH Castillo General Contracting Memo](#)

[Reso 23-004 Contracting Svc Castillo Plumbing](#)

[OAHPH Castillo Plumbing General Contracting Resolution](#)

- 7.3 24-1095 Adopt a resolution authorizing the Executive Director to execute an amendment to the Services Contract between Oakland Affordable Housing Preservation Initiatives (OAHPH) and Pinnacle General Construction, Inc. (Pinnacle) to provide general contractor on-call & minor construction services, increasing the contract amount from \$400,000, to an amount not to exceed \$1,600,000 and increasing each of the three (3) remaining option terms from \$200,000 to \$500,000, with a total contract amount increased from \$1,000,000 to an amount not to exceed \$3,100,000.

Attachment(s)

[Pinnacle General Contracting Memo](#)

[Reso 23-003 Contracting Svc Pinnacle Construction](#)

[OAHPH Pinnacle General Contracting Contract Amendment Resolution](#)

- 7.4 24-1103 Adopt a resolution authorizing the Executive Director to execute an amendment to the Services Contract between Oakland Affordable Housing Preservation Initiatives (OAHPH) and Castillo Plumbing, Inc. (Castillo) to provide as needed plumbing services increasing the initial contract term amount from \$600,000 to an amount not to exceed \$1,000,000 and increasing each of the three (3) remaining option terms from \$300,000 to \$500,000, with a total contract amount increased from \$1,500,000 to an amount not to exceed \$2,500,000.

Attachment(s)

[OAHPH Castillo Plumbing Memo](#)

[Resolution 22-018 Castillo Plumbing 10.27.22](#)

[OAHPH Resolution Castillo Plumbing Contract Amendment](#)

- 7.5 24-1104 Adopt a resolution (i) authorizing the Executive Director to execute a noncompetitive negotiated contract with the Center for Employment Opportunities (CEO Works) to provide illegal dumping removal and grounds cleaning services for OAHPH properties in an amount not-to-exceed \$216,150 for the Term of February 1, 2024 through June 30, 2024, as permissible under the OAHPH Procurement Policy, (ii) Ratifying and approving a payment in the amount of \$260,550 for illegal dumping removal and grounds cleaning services for OAHPH properties for the period of July 2023 through January 2024.

Attachment(s)

[CEO Works Board Memo](#)

[CEO Works illegal Dumping Removal Photos](#)

[Reso 22-009 Illegal Dumping Removal Services CEO Works 06.30.2022](#)

[CEO Works Resolution Illegal Dumping Removal Services Resolution](#)

- 7.6 24-1102 Adopt a resolution authorizing the Executive Director to execute an amendment to the environmental consulting contract with Rincon Consultants, Inc. for the Harrison Tower rehabilitation project to increase the contract amount by \$104,500 to \$141,297 and authorizing the Executive Director to further modify the contract scope and/or increase the contract amount by up to 20%, as contingency as needed, for a not-to-exceed contract amount of \$169,556

Attachment(s)

[OAHPI Rincon Board Memo](#)

[OAHPI Rincon Phase II 2nd Amendment Resolution](#)

8. Consent Agenda

Items on the Consent Agenda are considered routine and do not require separate discussion. If a Commissioner 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 Commission without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

9. Written Communications Departments' Monthly Report

10. Announcements by the Board of Directors

11. Adjournment



Board of Directors

ANNE GRIFFITH
MARK J TORTORICH
PATRICIA WELLS

Executive Director

Patricia Wells

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

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

Regular Meeting (Affiliate Meeting)

**Thursday, September 21, 2023 at 5:00 PM
1619 Harrison Street; Oakland, CA 94612**

AGENDA
Regular Meeting (Affiliate Meeting)
September 21, 2023

OAHPI Quarterly Board of Directors Meeting

Called to Order: 5:14 pm

1. Roll Call

(AB 2449 Compliance) The Chair/Clerk of the Board will confirm that there are three (3) Directors in the same, properly noticed meeting room within the jurisdiction of the City of Oakland, accessible to the public. Each Director who is accessing the meeting remotely must disclose verbally whether they are requesting to meet remotely under AB2449 due to: (1) just cause (notice required), or (2) emergency circumstances. For "emergency circumstances" the request must be approved by a majority vote of the Board of Directors for the emergency circumstance to be used as a justification to participate remotely. All Directors meeting remotely must provide a general description of the circumstances relating to need to appear remotely at the given meeting. A Director must a/so publicly disclose at the meeting prior to any action whether any individuals 18 years or older are present in the room with the member at the remote location, and the general nature of the member's relationship with such individuals.

PRESENT 2: Director Griffith, Director Wells

EXCUSED 1: Director Tortorich

2. Approval of the Minutes

Meeting Minutes June 29, 2023

3. Recognition of people wishing to address the Board

No one

4. Old or Unfinished Business

No old or unfinished business.

5. Modifications to the Agenda

No modifications to the agenda.

6. New Business

6.1 [2023-857](#) Summary of the OAHPI Master Planning Process to date

Attachment(s)

[20230921 OAHPI Staff Communications - OAHPI Board](#)

[20230330 DRAFT OAHPI Approach Summary](#)

Chief Officer of Real Estate Development Tom Deloye and Chief Housing Operations Officer Michelle Hasan presented the OAHPI Vision and Master Plan to the Directors.

Discussion ensued about outreach and how to better configure the presentation for maximum success.

Having no further questions.

7. Consent Agenda

Items on the Consent Agenda are considered routine and do not require separate discussion. If a Board Member 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 Board of Directors without removal from the Consent Agenda. The Consent Agenda is adopted in one motion.

- 7.1 [2023-884](#) Adopt a resolution authorizing the Executive Director to write off Vacated Tenant Account Receivables Deemed Uncollectible for Oakland Affordable Housing Preservation Initiatives (OAHPI) Rental Units in an amount not to exceed \$675,654.56

Attachment(s)

[OAHPI Board of Directors Write Off Detail](#)

[Reso 23-011 OAHPI Vacated Tenant Balance Write-off Resolution](#)

Director Griffith moved to approve the consent agenda, which was seconded by Director Wells. The motion was carried by the following vote:

Ayes 2 – Griffith, Wells

8. Written Communications Departments' Monthly Report

- 8.1 2023-856 Written Communications Departments' Monthly Report

Attachment(s)

[OAHPI Portfolio Performance FYE 2023](#)

[Capital Improvements Department FY23 Projects, Accomplishments](#)

9. Executive Director's report regarding matters of special interest to the Board of Directors occurring since the last meeting of the Board

There were none.

10. Reports of Board Committees

There were none.

11. Announcements by Board of Directors

There were none.

12. Adjournment

There being no further business to come before the Board, the meeting was moved to adjourn by Director Wells and seconded by Director Griffith. The meeting adjourned at 7:00 p.m.



Oakland Affordable Housing Preservation Initiatives

INTEROFFICE MEMORANDUM

TO: Board of Directors

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution authorizing the Executive Director to execute an amendment to the Services Contract between Oakland Affordable Housing Preservation Initiatives (OAHPI) and West Coast Arborists, Inc. (WCA) increasing the current 1st-year option term amount from \$200,000 to an amount not to exceed \$350,000, and each of the two (2) remaining option terms from \$200,000 to an amount not to exceed \$350,000, with a total contract amount increased from \$1,000,000 to an amount shall not exceed a total of \$1,450,000.

DATE: January 22, 2024

Type: Action

2023-1074

RECOMMENDATION

This action will authorize the Executive Director to execute an amendment to the Services Contract between OAHPI and WCA, increasing the current 1st-year option term amount from \$200,000 to an amount not to exceed \$350,000, and each of the two (2) remaining option terms from \$ 200,000 to an amount not to exceed \$350,000. The total contract amount shall not exceed a total of \$1,450,000.

FISCAL IMPACTS/CONSIDERATION

Funding for the current option term is included in the FY 2024 operating budget in accounts 4430-09-000 for Contract Grounds and 5510-00-000 Capital Outlay. Funding for each subsequent option term will be included in the corresponding fiscal year's operating budgets.

BACKGROUND

The Oakland Affordable Housing Preservation Initiatives (OAHPI) Board of Directors Adopted Resolution 21-006 on March 11, 2021, authorizing a contract with West Coast

Arborists, Inc. (WCA) to provide tree trimming services for the 1,540 units, contract-managed by the Oakland

Housing Authority (Authority). Contract C-21010 -PB20035JS-SER was signed on March 18, 2021, in an amount not to exceed \$ 100,000 for the initial term and \$50,000 for each option term for a total not-to-exceed amount of \$250,000.

Due to a harsh winter in the late calendar year 2022, Authority staff recognized that additional work would be required. On October 27, 2022, the OAHPI Board of Directors adopted Resolution No. 22-020, authorizing the Executive Director to amend Contract C-21010-PB20035JS- SER by \$150,000 per year, increasing each option term to \$200,000 per year and the total not to exceed contract amount to \$ 1,000,000. Currently, OAHPI is in the first option term of the contract with WCA and to date has expended \$127,045 for tree trimming services.

This action is being requested due to recent storms, reports from staff, and resident work orders for hazardous trees at the properties, additional funds are needed to cover costs for emergency tree trimming services and removal at the properties to abate safety issues and continue beautification commitments to the properties.

ACTION REQUESTED

It is recommended that the Board of Directors adopt the attached resolution and authorize the Executive Director to execute an amendment to the services contract between OAHPI and WCA, increasing the current 1st-year option term from \$200,000 to an amount not to exceed \$350,000, and for each of the two (2) remaining option terms from \$200,000, an amount not to exceed \$350,000. The total contract shall be increased to an amount not to exceed \$1,450,000.

Attachments:

[Reso 22-020 West Coast Arborists Inc. 10.27.22.pdf](#)
[OAHPI WCA Contract Resolution.docx](#)

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

On Motion of Director: Patricia Wells

Seconded by Director: Anne Griffith

and approved by the following vote:

AYES: Griffith, Tortorich, Wells

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: 0

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER: 22-020

**AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE CONTRACT WITH
WEST COAST ARBORISTS, INC, FOR TREE TRIMMING SERVICES AT OAHPI
PROPERTIES, TO ADD \$150,000 PER YEAR TO INCREASE THE TOTAL
CONTRACT AMOUNT NOT TO EXCEED TO \$1,000,000**

WHEREAS, the Oakland Housing Authority (Authority) manages 1,540 units for Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, OAHPI has a need for tree trimming services at OAHPI properties; and

WHEREAS, The Oakland Affordable Housing Preservation Initiatives (OAHPI) Board of Directors Adopted Resolution 21-006 on March 11, 2021, authorizing a contract with West Coast Arborists, Inc. to provide tree trimming services; and

WHEREAS, Contract C-21010-PB20035JS-SER was signed March 18, 2021; and

WHEREAS, the contract is for an amount not-to-exceed \$100,000 for the initial year term and \$50,000 for each one-year option term for a total not-to-exceed amount of \$250,000; and

WHEREAS, OAHPI has expended \$76,809 in payments to WCA for tree trimming services at OAHPI properties to date; and

WHEREAS, with the recent Physical Needs Assessments (PNAs), reports from staff and resident work orders for trees at the properties, additional funds are needed to ensure

OAHPI staff can continue to address the safety and beautification commitments to the properties; and

WHEREAS, West Coast Arborists, Inc. has the capability to meet OAHPI's needs to provide tree trimming services at OAHPI properties; and

WHEREAS, Staff is seeking authorization for the Executive Director to increase the contract with West Coast Arborists, Inc., by \$150,000 per year to provide tree trimming services at OAHPI properties, with an amended not to exceed amount of \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract not to exceed amount of \$1,000,000.


**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 amend the contract with West Coast Arborists, Inc., by increasing the contract amount by \$150,000 per year to provide tree trimming services at OAHPI properties; and

THAT, if authorized the amended not to exceed amount will increase to \$400,000 for the initial term and \$200,000 per year for each additional option term for a total contract not to exceed amount of \$1,000,000; and

THAT, the Executive Director, on behalf of the Authority, is hereby 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 October 27, 2022.*

DocuSigned by:

3D0A1069AE0C4D1...
Secretary

ADOPTED: October 27, 2022

RESOLUTION NO. 22-020

**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 AN AMENDMENT TO THE SERVICES CONTRACT BETWEEN OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES (OAHPI) AND WEST COAST ARBORISTS, INC. (WCA) INCREASING THE CURRENT 1ST YEAR OPTION TERM AMOUNT FROM \$200,000 TO AN AMOUNT NOT TO EXCEED \$350,000, AND EACH OF THE TWO (2) REMAINING OPTION TERMS FROM \$200,000 TO AN AMOUNT NOT TO EXCEED \$350,000. THE TOTAL CONTRACT AMOUNT SHALL NOT EXCEED A TOTAL OF \$1,450,000.

WHEREAS, the Oakland Housing Authority (Authority) contract manages 1,540 units for Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, due to recent storms, reports from staff, and resident work orders for hazardous trees at the properties, additional funds are needed to cover costs for emergency tree trimming services and removal at the properties to abate safety issues and continue beautification commitments to the properties; and

WHEREAS, The Oakland Affordable Housing Preservation Initiatives (OAHPI) Board of Directors Adopted Resolution 21-006 on March 11, 2021, authorizing a contract with West Coast Arborists, Inc. to provide tree trimming services; and

WHEREAS, services Contract C-21010-PB20035JS-SER between Oakland Affordable Housing Preservation Initiatives and West Coast Arborists, Inc. was signed on March 18, 2021; and

WHEREAS, the contract was for an amount not to exceed \$100,000 for the initial year term and \$50,000 for each one-year option term for a total not-to-exceed amount of \$250,000; and

WHEREAS, On October 27, 2022, the OAHPI Board of Directors adopted Resolution No. 22-020, authorizing the Executive Director to amend Contract C-21010-PB20035JS-SER with West Coast Arborists (WCA) by \$150,000 per year, increasing each option term to \$200,000 per year and the total not to exceed contract amount to \$1,000,000; and

WHEREAS, OAHPI has expended \$127,045 in payments to WCA for tree trimming services at OAHPI properties during the current (first option) term; and

WHEREAS, staff is seeking authorization for the Executive Director to execute an amendment to the services contract between OAHPI and WCA in a total contract amount not to exceed \$1,450,000.

**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 an amendment to the services contract between Oakland Affordable Housing Preservation Initiatives and West Coast Arborists, Inc.; and

THAT, the Executive Director is authorized to increase the current 1ST year option term by \$150,000, from a contract amount of \$200,00 to an amount not to exceed \$350,000; and

THAT, the two (2) remaining option terms shall be increased by \$150,000, from a contract amount of \$200,00 to an amount not to exceed \$350,000 for each option term; and

THAT, the total contract shall be increased from \$1,000,000, to an amount not to exceed \$1,450,000; and

THAT, the Executive Director, on behalf of Oakland Affordable Housing Preservation Initiatives, is hereby 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 January 22, 2024.*

Secretary

ADOPTED:

RESOLUTION NO.



Oakland Affordable Housing Preservation Initiatives

INTEROFFICE MEMORANDUM

TO: Board of Directors

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution authorizing the Executive Director to execute an amendment to the Services Contract between Oakland Affordable Housing Preservation Initiatives (OAHPI) and Castillo Plumbing, Inc. (Castillo) to provide general contractor on-call & minor construction services, increasing the contract amount for the initial term from \$400,000 to an amount not to exceed \$2,800,000, and increasing each of the three (3) one-year option terms from \$200,000 to an amount not to exceed \$500,000 per year, for a total contract amount from \$1,000,000 to an amount not to exceed \$4,300,000.

DATE: January 22, 2024

Type: Action 2023-1081

RECOMMENDATION

This action will authorize the Executive Director to execute an amendment to the Services Contract between Oakland Affordable Housing Preservation Initiatives (OAHPI) and Castillo Plumbing, Inc. (Castillo), increasing the contract amount for the initial term (two years) from \$400,000 to an amount not to exceed \$2,800,000, and increasing each of the three (3) one-year option terms from \$200,000 to an amount not to exceed \$500,000 per year, for a total contract amount from \$1,000,000 to an amount not to exceed \$4,300,000.

FISCAL IMPACTS/CONSIDERATION

Funding for the initial contract term is included in the FY 2024 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

This action is being requested due to an increased need for general contractor on-call & and 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 at the properties to abate safety issues and continue maintenance and renovation commitments to the properties.

With the recent Physical Needs Assessments (PNAs), unit renovations, reports from staff, and resident work orders at the properties, additional funds are needed to ensure OAHPI staff can continue to address the safety and budgeted renovations to the properties.

History

The Oakland Affordable Housing Preservation Initiatives (OAHPI) Board of Directors Adopted Resolution No. 23-004 on March 16, 2023, authorizing a contract with Castillo Plumbing Inc. to provide general contractor on-call and minor construction services at OAHPI properties for the 1,540 unit portfolio, contract-managed by the Oakland Housing Authority (Authority). Contract C-23005-P22036- JM-SER was signed on May 11, 2023, authorizing an amount not to exceed \$400,000 for the initial term and \$200,000 for each option term for a total not-to-exceed amount of \$1,000,000. Currently, OAHPI is in the initial term of the contract and has expended \$273,623 for general contractor on-call & and minor construction services at OAHPI properties to date.

ACTION REQUESTED

It is recommended that the Board of Directors adopt the attached resolution and authorize the Executive Director to execute an amendment to the services contract between OAHPI and Castillo Plumbing, Inc., increasing the contract amount for the initial term from \$400,000 to an amount not to exceed \$2,800,000, and increasing each of the three (3) one-year option terms from \$200,000 to an amount not to exceed \$500,000 per year, for a total contract amount from \$1,000,000 to an amount not to exceed \$4,300,000.

Attachments:

[Reso 23-004 Contracting Svc Castillo Plumbing](#)

[OAHPI Castillo Plumbing General Contracting Resolution](#)

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

On Motion of Director: Anne Griffith

Seconded by Director: Mark Tortorich

and approved by the following vote:

AYES: Griffith, Tortorich, Wells

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: 0

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 23-004

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.*

DocuSigned by:

48582F877E574BF...
Secretary

ADOPTED: March 16, 2023

RESOLUTION NO. 23-004

**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 AN AMENDMENT TO THE SERVICES CONTRACT BETWEEN OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES (OAHPI) AND CASTILLO PLUMBING, INC. (CASTILLO) INCREASING THE CONTRACT AMOUNT FOR THE INITIAL TERM (TWO YEARS) FROM \$400,000 TO AN AMOUNT NOT TO EXCEED \$2,800,000, AND INCREASING EACH OF THE THREE (3) ONE-YEAR OPTION TERMS FROM \$200,000 TO AN AMOUNT NOT TO EXCEED \$500,000 PER YEAR, FOR A TOTAL CONTRACT AMOUNT FROM \$1,000,000 TO AN AMOUNT NOT TO EXCEED \$4,300,000.

WHEREAS, the Oakland Housing Authority (Authority) contract manages 1,540 units for Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, OAHPI has an increased need for general contractor on-call & and minor construction services at OAHPI properties to augment our current staffing and provide additional as-needed coverage to ensure timely services to our families including emergency response services, during and after, normal business hours, including holidays in vacant and occupied units to abate safety issues and continue maintenance and renovation commitments to the properties; and

WHEREAS, the OAHPI Board of Directors Adopted Resolution No. 23-004 on March 16, 2023, authorizing a contract with Castillo Plumbing, Inc. to provide general contractor on-call & and minor construction services at OAHPI properties; and

WHEREAS, contract C-23005-P22036-JM-SER was signed May 11, 2023, authorizing

an amount not to exceed \$400,000 for the initial term and \$200,000 for each option term for a total not-to-exceed amount of \$1,000,000; and

WHEREAS, OAHPI is in the initial term of the contract with Castillo and to date has expended \$273,623 for general contractor on-call & and minor construction services at OAHPI properties; and

WHEREAS, with the recent Physical Needs Assessments (PNAs), reports from staff and resident work orders at the properties, additional funds are needed to ensure OAHPI staff can continue to address the safety and budgeted renovations to the properties; and

WHEREAS, Castillo can meet OAHPI's needs to provide general contractor on-call & and minor construction services at OAHPI properties; and

WHEREAS, staff is seeking authorization for the Executive Director to execute an amendment to the services contract between OAHPI and Castillo in a total contract amount not to exceed \$4,300,000.

**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 an amendment to the services contract between Oakland Affordable Housing Preservation Initiatives and Castillo Plumbing, Inc.; and

THAT, the Executive Director is authorized to increase the initial term (two years) from \$1,000,000 to an amount not to exceed \$2,800,000; and

THAT, the three (3) remaining option terms shall be increased from \$200,000 to a not to exceed \$500,000 for each term; and

THAT, the total contract shall be increased from \$1,000,000 to an amount not to exceed \$4,300,000; and

THAT, the Executive Director, on behalf of Oakland Affordable Housing Preservation Initiatives, is hereby 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 January 22, 2024.*

Secretary

ADOPTED:

RESOLUTION NO.



Oakland Affordable Housing Preservation Initiatives

INTEROFFICE MEMORANDUM

TO: Board of Directors

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution authorizing the Executive Director to execute an amendment to the Services Contract between Oakland Affordable Housing Preservation Initiatives (OAHPI) and Pinnacle General Construction, Inc. (Pinnacle) to provide general contractor on-call & minor construction services, increasing the initial contract amount from \$400,000 to an amount not to exceed \$1,600,000 and increasing each of the three (3) remaining option terms from \$200,000 to \$500,000, with a total contract amount increased from \$1,000,000 to an amount not to exceed \$3,100,000.

DATE: January 22, 2024

Type: Action

24 -1095

RECOMMENDATION

This action will authorize the Executive Director to execute an amendment to the service contract between Oakland Affordable Housing Preservation Initiatives (OAHPI) and Pinnacle General Construction, Inc. (Pinnacle), increasing the contract's initial term (two years) amount from \$400,000 to an amount not to exceed \$1,600,000 and increasing each of the three (3) remaining option terms from \$200,000 to \$ 500,000, with a total contract amount increased from \$1,000,000 to an amount not to exceed \$3,100,000.

FISCAL IMPACTS/CONSIDERATION

Funding for the initial contract term is included in the FY 2024 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

This action is being requested due to an increased need 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 at the properties to abate safety issues and continue maintenance and renovation commitments to the properties.

With the recent Physical Needs Assessments (PNAs), unit renovations, reports from staff, and resident work orders at the properties, additional funds are needed to ensure OAHPI staff can continue to address the safety and budgeted renovations to the properties.

History

The Oakland Affordable Housing Preservation Initiatives (OAHPI) Board of Directors Adopted Resolution No. 23- 003 on March 16, 2023, authorizing a contract with Pinnacle General Construction Inc. to provide general contractor on-call & minor construction services at OAHPI properties for the 1,540 unit portfolio, contract -managed by the Oakland Housing Authority (Authority). Contract C -23006-P22036-JM-SER was signed on May 11, 2023, authorizing an amount not to exceed \$400,000 for the initial term and \$200,000 for each option term for a total not- to-exceed amount of \$1,000,000. Currently, OAHPI is in the initial term of the contract and has expended \$72,286 for general contractor on-call & minor construction services at OAHPI properties to date.

ACTION REQUESTED

It is recommended that the Board of Directors adopt the attached resolution and authorize the Executive Director to execute an amendment to the services contract between OAHPI and Pinnacle General Construction, Inc. increasing the contract amount from \$400,000 to an amount not to exceed \$1,600,000 and increasing each of the three (3) remaining option terms from \$200,000 to \$500,000, with a total contract amount increased from \$1,000,000 to an amount not to exceed \$3,100,000.

Attachments:

[Reso 23-003 Contracting Svc Pinnacle Construction](#)
[OAHPI Pinnacle General Contracting Contract Amendment Resolution](#)

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

On Motion of Director: Mark Tortorich

Seconded by Director: Anne Griffith

and approved by the following vote:

AYES: Griffith, Tortorich, Wells

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: 0

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 22-003

**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.*

DocuSigned by:

Michelle Hasan

48582F877E574BF...
Secretary

ADOPTED: March 16, 2023

RESOLUTION NO. 23-003

**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 AN AMENDMENT TO THE SERVICES CONTRACT BETWEEN OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES (OAHPI) AND PINNACLE GENERAL CONSTRUCTION, INC. (PINNACLE) INCREASING THE CONTRACT AMOUNT FROM \$400,000 TO AN AMOUNT NOT TO EXCEED \$1,600,000 AND INCREASING EACH OF THE THREE (3) REMAINING OPTION TERMS FROM \$200,000 TO \$500,000, WITH A TOTAL CONTRACT AMOUNT INCREASED FROM \$1,000,000 TO AN AMOUNT NOT TO EXCEED \$3,100,000.

WHEREAS, the Oakland Housing Authority (Authority) contract manages 1,540 units for Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, OAHPI has an increased need for general contractor on-call & minor construction services at OAHPI properties to augment our current staffing and provide additional as-needed coverage to ensure timely services to our families including emergency response services, during and after, normal business hours, including holidays in vacant and occupied units to abate safety issues and continue maintenance and renovation commitments to the properties; and

WHEREAS, the Oakland Affordable Housing Preservation Initiatives (OAHPI) Board of Directors Adopted Resolution No. 23-003 on March 16, 2023, authorizing a contract with Pinnacle General Contracting, Inc. to provide general contractor on-call & minor construction services at OAHPI properties; and

WHEREAS, contract C-23006-P22036-JM-SER was signed May 11, 2023, authorizing

an amount not to exceed \$400,000 for the initial term and \$200,000 for each option term for a total not-to-exceed amount of \$1,000,000; and

WHEREAS, OAHPI is in the initial term of the contract with Pinnacle and has expended \$72,286 for general contractor on-call & minor construction services at OAHPI properties to date; and

WHEREAS, with the recent Physical Needs Assessments (PNAs), reports from staff and resident work orders at the properties, additional funds are needed to ensure OAHPI staff can continue to address the safety and budgeted renovations to the properties; and

WHEREAS, Pinnacle can meet OAHPI's needs to provide general contractor on-call & minor construction services at OAHPI properties; and

WHEREAS, staff is seeking authorization for the Executive Director to execute an amendment to the services contract between OAHPI and Pinnacle in a total contract amount not to exceed \$3,100,000.

**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 an amendment to the services contract between Oakland Affordable Housing Preservation Initiatives and Pinnacle General Construction, Inc.; and

THAT, the Executive Director is authorized to increase the initial term (two years) from \$400,000 to an amount not to exceed \$1,600,000; and

THAT, the three (3) remaining option terms shall be increased from \$200,000 to an amount not to exceed \$500,000 for each option term; and

THAT, the total contract shall be increased from \$1,000,000 to an amount not to exceed \$3,100,000; and

THAT, the Executive Director, on behalf of Oakland Affordable Housing Preservation Initiatives, is hereby 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 January 22, 2024.*

Secretary

ADOPTED:


RESOLUTION NO.



Oakland Affordable Housing Preservation Initiatives

INTEROFFICE MEMORANDUM

TO: Board of Directors

FROM: Patricia Wells, Executive Director 

SUBJECT: Adopt a resolution authorizing the Executive Director to execute an amendment to the Services Contract between Oakland Affordable Housing Preservation Initiatives (OAHPI) and Castillo Plumbing, Inc. (Castillo) to provide as needed plumbing services increasing the initial contract term amount from \$600,000 to an amount not to exceed \$1,000,000 and increasing each of the three (3) remaining option terms from \$300,000 to \$500,000, with a total contract amount increased from \$1,500,000 to an amount not to exceed \$2,500,000.

DATE: January 22, 2024

Type: Action

24-1103

RECOMMENDATION

This action will authorize the Executive Director to execute an amendment to the Services Contract between Oakland Affordable Housing Preservation Initiatives (OAHPI), and Castillo Plumbing, Inc. (Castillo), increasing the initial contract term (two years) amount from \$600,000 to an amount not to exceed \$1,000,000 and increasing each of the three (3) remaining option terms from \$300,000 to \$500,000, with a total contract amount increased from \$1,500,000 to an amount not to exceed \$2,500,000.

FISCAL IMPACTS/CONSIDERATION

Funding for the initial contract term is included in the FY 2024 operating budget in accounts 4430-11-000 Contract-Plumbing, 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 4430-11-000 Contract-Plumbing, 4430-99-000 Contract Costs-Other, and 5510-00-000 Capital Outlay.

BACKGROUND

This action is being requested due to an increased need for as-needed plumbing services including emergencies, 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.

With the recent Physical Needs Assessments (PNAs), unit renovations, reports from staff, and resident work orders at the properties, additional funds are needed to ensure OAHPI staff can continue to address the safety and budgeted renovations to the properties.

History

The Oakland Affordable Housing Preservation Initiatives (OAHPI) Board of Directors Adopted Resolution No. 22-018 on October 22, 2022, authorizing a contract with Castillo Plumbing Inc. to provide as needed plumbing services at OAHPI properties, contract-managed by the Oakland Housing Authority (Authority).

Contract C-22071-P22005-SER was signed on January 26, 2023, authorizing an amount not to exceed \$600,000 for the initial term and \$300,000 for each option term for a total not -to-exceed amount of \$1,500,000. Currently, OAHPI is in the initial term of the contract for as needed plumbing services at OAHPI properties.

ACTION REQUESTED

It is recommended that the Board of Directors adopt the attached resolution and authorize the Executive Director to execute an amendment to the services contract between OAHPI and Castillo Plumbing, Inc., increasing the initial contract term (two years) amount from \$600,000 to an amount not to exceed \$1,000,000 and increasing each of the three (3) remaining option terms from \$300,000 to \$500,000, with a total contract amount increased from \$1,500,000 to an amount not to exceed \$2,500,000.

Attachments:

[Resolution 22-018 Castillo Plumbing 10.27.22](#)

[OAHPI Resolution Castillo Plumbing Contract Amendment](#)

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

On Motion of Director: Mark Tortorich

Seconded by Director: Anne Griffith

and approved by the following vote:

AYES: Griffith, Tortorich, Wells

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: 0

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 22-018

**AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A TWO-YEAR
CONTRACT, WITH UP TO THREE ONE-YEAR OPTION TERMS, WITH CASTILLO
PLUMBING TO PROVIDE AS NEEDED PLUMBING SERVICES AT OAHPI
PROPERTIES, IN AN AMOUNT NOT TO EXCEED \$600,000 FOR THE INITIAL TERM
AND \$300,000 PER YEAR FOR EACH ADDITIONAL OPTION TERM FOR A TOTAL
CONTRACT AMOUNT NOT TO EXCEED \$1,500,000**

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

WHEREAS, The Authority's Contract and General Services (CCGS) Department issued Request for Proposals (RFP) #22-005 on February 3, 2022 to provide as needed plumbing services; and

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

WHEREAS, Request for Proposals (RFP) #22-005 was issued in accordance with the OAHPI's Procurement Policy; and

WHEREAS, Castillo Plumbing submitted a response by the deadline of 10:00 a.m., March 28, 2022; and

WHEREAS, an evaluation panel evaluated and rated each of the proposals, the scores were averaged and resulted in the recommendation of a contract award to Castillo Plumbing; and

WHEREAS, Castillo Plumbing was deemed a responsive and responsible bidder and have the capability to meet OAHPI's needs to provide as-needed plumbing services 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 to provide as needed plumbing services at OAHPI properties, in an amount not to exceed \$600,000 for the initial term and \$300,000 per year for each additional option term for a total contract amount not to exceed \$1,500,000; 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 October 27, 2022.*

DocuSigned by:

Kris Warren

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Secretary

ADOPTED: October 27, 2022

RESOLUTION NO. 22-018

**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 AN AMENDMENT TO
THE SERVICES CONTRACT BETWEEN OAKLAND AFFORDABLE HOUSING
PRESERVATION INITIATIVES (OAHPI) AND CASTILLO PLUMBING, INC.
(CASTILLO) INCREASING THE INITIAL CONTRACT TERM (TWO YEARS) AMOUNT
FROM \$600,000 TO AN AMOUNT NOT TO EXCEED \$1,000,000 AND INCREASING
EACH OF THE THREE (3) REMAINING OPTION TERMS FROM \$300,000 TO
\$500,000, WITH A TOTAL CONTRACT AMOUNT INCREASED FROM
\$1,500,000 TO AN AMOUNT NOT TO EXCEED \$2,500,000.**

WHEREAS, the Oakland Housing Authority (Authority) contract manages 1,540 units for Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, OAHPI has an increased need for as-needed plumbing services at OAHPI properties to augment our current staffing and provide additional as-needed coverage to ensure timely service to our families including emergency response services, during and after, normal business hours, including holidays in vacant and occupied units to abate safety issues and continue maintenance and renovation commitments to the properties; and

WHEREAS, with the recent Physical Needs Assessments (PNAs), reports from staff and resident work orders at the properties, additional funds are needed to ensure OAHPI staff can continue to address the safety and budgeted renovations to the properties; and

WHEREAS, Adopted Resolution No. 22-018 on October 22, 2022, authorizing a contract with Castillo Plumbing Inc. to provide as needed plumbing services at OAHPI properties; and

WHEREAS, Contract C-22071-P22005-SER was signed January 26, 2023, authorizing an amount not-to-exceed \$600,000 for the initial term and \$300,000 for each option term for a total not-to-exceed amount of \$1,500,000; and

WHEREAS, OAHPI is in the initial term of the contract with Castillo as-needed plumbing services; and

WHEREAS, staff is seeking authorization for the Executive Director to execute an amendment to the services contract between OAHPI and Castillo in a total contract amount not to exceed \$2,500,000.

**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 an amendment to the services contract between Oakland Affordable Housing Preservation Initiatives and Castillo Plumbing, Inc.; and

THAT, the Executive Director is authorized to increase the initial term (two years) from \$600,000 to a contract amount not to exceed \$1,000,000; and

THAT, the three (3) remaining option terms shall be increased from \$300,000 to an amount not to exceed \$500,000 for each option term; and

THAT, the total contract shall be increased from \$1,500,000 to an amount not to exceed \$2,500,000; and

THAT, the Executive Director, on behalf of Oakland Affordable Housing Preservation Initiatives, is hereby 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 January 22, 2024.*

Secretary

ADOPTED:

RESOLUTION NO.

ITEM 7.5



Oakland Affordable Housing Preservation Initiatives

INTEROFFICE MEMORANDUM

TO: Board of Directors

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution (i) authorizing the Executive Director to execute a noncompetitive negotiated contract with the Center for Employment Opportunities (CEO Works) to provide illegal dumping removal and grounds cleaning services for OAHPI properties in an amount not-to-exceed \$216,150 for the Term of February 1, 2024 through June 30, 2024, as permissible under the OAHPI Procurement Policy, (ii) Ratifying and approving a \$260,550 payment for illegal dumping removal and grounds cleaning services for OAHPI properties from July 2023 through January 2024.

DATE: January 19, 2024

Type: Action

24-1104

RECOMMENDATION

This action will (i) authorize the Executive Director to execute a noncompetitive negotiated contract with the Center for Employment Opportunities (CEO Works) to provide illegal dumping removal and grounds cleaning services for OAHPI properties in an amount not to exceed \$216,150 for the Term of February 1, 2024, through June 30, 2024, as permissible under the OAHPI Procurement Policy, (ii) Ratifying and approving a \$260,550 payment for illegal dumping removal and grounds cleaning services for OAHPI properties from July 2023 through January 2024.

FISCAL IMPACTS/CONSIDERATION

Funding for the contract term is included in the FY2024 operating budget in accounts 4430-09-000 Contract Grounds. Funding will be included in the FY2025 operating budget in account 4430-09-000 Contract Grounds.

BACKGROUND

OAHPI requires a vendor that can provide illegal dumping removal and grounds cleaning services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority).

The services under this contract will provide all labor, materials, and equipment and perform illegal dumping removal and grounds cleaning services at sites throughout the OAHPI portfolio 7 days per week.

History

On June 22, 2022, CEO Works was awarded a three-year contract with the City of Oakland (COO) Department of Violence Prevention, funded through Measure Z and other City of Oakland Grant Funding to address Gun/Group/Gang Violence Response Employment and Education Support Services, focusing on Adult Employment and Education programs.

On June 22, 2022, the Authority's Contract Compliance & General Services (CCGS) department reviewed the solicitation and determined the Request for Qualifications issued by the COO was competitively solicited and their contract with CEO Works was also current, allowing OAHPI to utilize this agreement to piggyback for a contract award to CEO Works, expediting the procurement process by relieving OAHPI of developing specifications and issuing a solicitation for these services.

On June 30, 2022, the OAHPI Board of Directors Adopted Resolution No. 22-009, Authorizing the Executive Director to execute a contract with CEO Works for illegal dumping removal and grounds cleaning services in an amount not to exceed \$431,350 for the Initial Term of July 1, 2022, through June 30, 2023, with up to two additional discretionary one -year Option Terms as permissible under the OAHPI Procurement Policy with increases not to exceed the Consumer Price Index (CPI).

In June 2023, OAHPI received notification the City of Oakland may cut funding for the Department of Violence Prevention, potentially impacting their contract with CEO Works, but received e-mail confirmation from the City of Oakland Department of Violence Prevention stating they were committed to funding CEO Works' contract for up to three (3) additional months while additional funding was being secured. In September 2023, OAHPI learned the City of Oakland extended the funding for the Department of Violence Prevention, continuing their contract with CEO Works.

While waiting for the resolution from the City of Oakland's contract with CEO Works staff did not send the first-year option term contract extension notification to CEO Works before the end of the initial term, thus ending the contract effective June 30, 2023.

CEO Works agreed that if this staff recommendation is approved by the OAHPI Board, CEO Works will continue to provide services at the previous contract rate until OAHPI has determined the next steps in a long-term contract award. To date, CEO Works has billed OAHPI for \$112,600 in illegal dumping removal and grounds cleaning services for OAHPI properties for July 2023, through September 2023 without an active contract in place. OAHPI anticipates receiving additional invoices for \$147,950 for the period of September 2023 through January 2024. The total amount to be billed for services provided totals \$260,550 for the period of July 2023- January 2024.

Break down of services provided:

OAHPI requires a vendor that can provide illegal dumping removal and grounds cleaning services for the 1,540 units, contract-managed by the Oakland Housing Authority (Authority). The services under this contract will provide all labor, materials, and equipment and perform

ITEM 7.5

illegal dumping removal and grounds cleaning services at sites throughout the OAHPI portfolio 7 days per week.

As of September 2023, CEO Works had removed illegal dumping 2,635 times from OAHPI properties in CY2023

Outcomes Achieved by Month in CY2023									Total
January	February	March	April	May	June	July	August	September	
241	277	236	273	434	320	276	295	283	2,635

The CEO Works Crew provides a diverse set of services to OAHPI, including but not limited to:

- Providing on-the-job training for participants
- Completing property site checklists and any additional reporting required
- Clean up and properly dispose of illegal dumping on Housing Authority properties
- Ensure all work orders issued to address illegal dumping at OAHPI properties are addressed within 24 hours during business hours
- Report anything out of the norm to the Environmental Waste and Recycling Manager or designee in his/ her absence
- Employ all necessary safety precautions to prevent injury to persons or damage to OAHPI's property

The total cost of the contract reflects the costs of the two (2) training modules.

ACTION REQUESTED

It is recommended that the Board of Directors adopt the attached resolution and authorize the Executive Director to execute a noncompetitive negotiated contract with the Center for Employment Opportunities (CEO Works) to provide illegal dumping removal and grounds cleaning services for OAHPI properties in an amount not to exceed \$216,150 for the Term of February 1, 2024, through June 30, 2024, as permissible under the OAHPI Procurement Policy, (ii) Ratifying and approving a \$260,550 payment for illegal dumping removal and grounds cleaning services for OAHPI properties from July 2023 through January 2024.

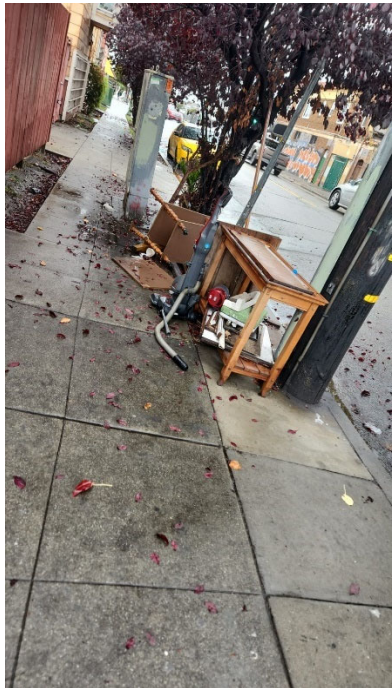
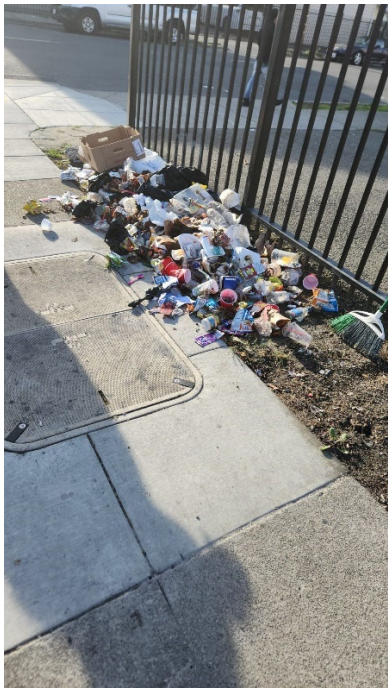
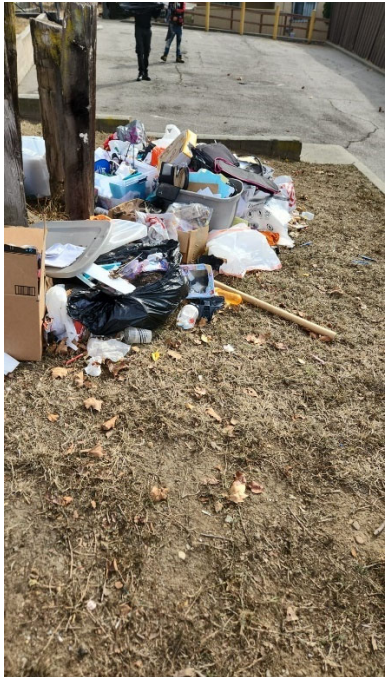
Attachments:

[CEO Works Illegal Dumping Removal Photos](#)

[Reso 22-009 Illegal Dumping Removal Services CEO Works 06.30.2022](#)

[CEO Works Resolution Illegal Dumping Removal Services Resolution](#)

Photos/ Examples of Illegal Dumping Removal



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

On Motion of Director: Mark Tortorich

Seconded by Director: Patricia Wells

and approved by the following vote:

AYES: Griffith, Tortorich, Wells

NAYS: 0

ABSTAIN: 0

ABSENT: 0

EXCUSED: 0

THE FOLLOWING RESOLUTION WAS ADOPTED:

NUMBER: 22-009

**AUTHORIZATION TO EXECUTE A CONTRACT WITH CENTER FOR EMPLOYMENT
OPPORTUNITIES (CEO WORKS) TO PROVIDE ILLEGAL DUMPING REMOVAL
AND GROUNDS CLEANING SERVICES FOR OAHPI PROPERTIES IN THE
AMOUNT NOT-TO-EXCEED \$431,350 FOR THE INITIAL TERM OF JULY 1, 2022
THROUGH JUNE 30, 2023, WITH UP TO TWO ADDITIONAL DISCRETIONARY
ONE-YEAR OPTION TERMS AS PERMISSIBLE UNDER THE OAHPI
PROCUREMENT POLICY, WITH ANNUAL INCREASES NOT TO EXCEED THE
CONSUMER PRICE INDEX (CPI).**

WHEREAS, the Oakland Housing Authority (Authority) manages 1,540 units for Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, OAHPI has a need for illegal dumping removal and grounds cleaning services at OAHPI properties; and

WHEREAS, according to the OAHPI procurement policy, a contract for services can be entered into where a proposal is determined in writing to be the most advantageous to OAHPI and the product or service can only be obtained from one source; and

WHEREAS, CEO Works is a not-for-profit organization, seeded and supported by the City of Oakland (COO) Department of Violence Prevention (DVP), funded by the Oakland Public Safety and Services Violence Prevention Act (Measure Z); and

WHEREAS, the Department of Violence Prevention released a Request for Qualifications

(RFQ) on December 10, 2021 through February 2022 for the July 2022 through June 2024 funding cycle, seeking qualified agencies to form a network of community providers and system partners who strive together to support people at the center of violence, funded by the Oakland Public Safety and Services Violence Prevention Act (Measure Z); and

WHEREAS, the RFQ was widely distributed including direct email to over 3,500 recipients. DVP held a pre-proposal meeting via Zoom attended by over 100 individuals and answered applicant questions via email; and

WHEREAS, the DVP received 87 applications from 45 agencies (with 27 sub-grantees/partner agencies) for the more than 20 activities the DVP from community partners to provide violence intervention and prevention services; and

WHEREAS, CEO Works was awarded a three year contract with the City of Oakland on June 22, 2022, funded through Measure Z, to address Gun/Group/Gang Violence Response Employment and Education Support Services, focusing on Adult Employment and Education programs; and

WHEREAS, this sub-strategy aims to improve the ability of participants referred from the DVP Network and their loved ones to attain and retain employment. Employment programming seeks to meet participants' immediate job-seeking needs and enhance their long-term job prospects through the development of additional skills and education; and

WHEREAS, this contract could provide a pool of experienced, trained individuals who can compete for permanent full-time positions as they become available at OHAPI or with other non-profit agencies; and

WHEREAS, CEO Works, will provide illegal dumping removal and grounds cleaning services 7 days per week for OAHPI properties through 2 crews, in the amount not-to-exceed \$431,350 for the Initial Term of July 1, 2022 through June 30, 2023, with up to two additional discretionary one-year Option Terms as permissible under the OAHPI Procurement Policy, with annual increases not to exceed the Consumer Price Index (CPI).

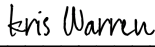
**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
OAKLAND AFFORDABLE HOUSING PRESERVATION INITIATIVES:**

THAT, the Board of Commissioners authorizes the Executive Director to execute a contract with CEO Works for illegal dumping removal and grounds cleaning services in an amount not-to-exceed \$431,350 for the Initial Term of July 1, 2022 through June 30, 2023, with up to two additional discretionary one-year Option Terms as permissible under the OAHPI Procurement Policy with increases not to exceed the Consumer Price Index (CPI); and

THAT, the Executive Director, on behalf of the Authority, is hereby 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 June 30, 2022.

DocuSigned by:

3D0A1069A58C4D1
Kris Warren, Secretary

ADOPTED: June 30, 2022

RESOLUTION NO. 22-009

**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 NONCOMPETITIVE NEGOTIATED CONTRACT WITH THE CENTER FOR EMPLOYMENT OPPORTUNITIES (CEO WORKS) TO PROVIDE ILLEGAL DUMPING REMOVAL AND GROUNDS CLEANING SERVICES FOR OAHPI PROPERTIES IN AN AMOUNT NOT TO EXCEED \$216,150 FOR A TERM NOT TO EXCEED JUNE 30, 2024, AND TO APPROVE PAYMENT IN AN AMOUNT NOT TO EXCEED \$260,550 PAYMENT FOR ILLEGAL DUMPING REMOVAL AND GROUNDS CLEANING SERVICES FOR OAHPI PROPERTIES FROM THE PERIOD OF JULY 1, 2023 THROUGH JANUARY 22, 2024. THE TOTAL AMOUNT AUTHORIZED SHALL NOT EXCEED \$476,700.

WHEREAS, the Oakland Housing Authority (Authority) manages 1,540 units for Oakland Affordable Housing Preservation Initiatives (OAHPI); and

WHEREAS, OAHPI requires illegal dumping removal and grounds cleaning services at OAHPI properties; and

WHEREAS, in accordance with the OAHPI procurement policy, a noncompetitive negotiations contract for services can be entered into where a proposal is determined in writing to be the most advantageous to OAHPI and the product or service addresses and an emergency exists that threatens the health, welfare, or safety, or endangers property, or would otherwise cause serious injury to OAHPI; and

WHEREAS, CEO Works is a “Not-For-Profit” organization, seeded and supported by the City of Oakland (COO) Department of Violence Prevention (DVP), funded by the Oakland

Public Safety and Services Violence Prevention Act (Measure Z) and other City of Oakland Grant funding; and

WHEREAS, it is advantageous to contract with CEO Works to remove illegal dumping at properties within 24 hours, 7 days per week, reducing trash in neighborhoods throughout Oakland, enhancing the safety and curb appeal of OAHPI properties with the added benefit of providing resident job training and employment opportunities to CEO Works staff; and

WHEREAS, this contract could provide a pool of experienced, trained individuals who can compete for permanent full-time positions as they become available at OAHPI or with other non-profit agencies; and

WHEREAS, the OAHPI has incurred expenses related to illegal dumping removal and grounds cleaning services and staff requests the Board of Directors' approval to pay for illegal dumping removal and grounds cleaning services for OAHPI properties from July 2023 through January 2024.

**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 non-competitive negotiated contract with CEO Works for illegal dumping removal and grounds cleaning services in an amount not to exceed \$216,150 for a term not to exceed June 30, 2024; and

THAT, the Board of Directors authorizes the Executive Director to approve payment to CEO Works for illegal dumping removal and grounds cleaning services at OAHPI properties for an amount not to exceed \$260,550, for the term of July 2023 through January 2024; and

THAT, the total authorized amount shall not exceed \$476,700, for a term not to exceed June 30, 2024, and

THAT, the Executive Director, on behalf of the Authority, is hereby 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 January 22, 2024.*

Secretary

ADOPTED:

RESOLUTION NO.



Oakland Affordable Housing Preservation Initiatives

INTEROFFICE MEMORANDUM

TO: Board of Directors

FROM: Patricia Wells, Executive Director

SUBJECT: Adopt a resolution authorizing the Executive Director to execute an amendment to the environmental consulting contract with Rincon Consultants, Inc. for the Harrison Tower rehabilitation project to increase the contract amount by \$104,500 to \$141,297 and authorize the Executive Director to further modify the contract scope and/or increase the contract amount by up to 20%, as contingency as needed, for a not-to-exceed contract amount of \$169,556

DATE: January 22, 2024

Type: Action

24-1102

RECOMMENDATION

This action will increase the budget for the Rincon Consultants (Rincon) contract from \$ 36,797 to \$141,297 and authorizes the Executive Director to further modify the contract scope and/or increase the contract amount by up to 20%, as contingency as needed, for a maximum contract amount not to exceed \$169,556.

FISCAL IMPACTS/CONSIDERATION

Funding in the amount of \$2,100,000 for Harrison Tower predevelopment activities is included in the Corporation's FY 2024 budget, line item 5510-00-000. A total of \$1,500,285 has been spent to date.

BACKGROUND

On August 26, 2020, OAHPI issued an RFP for Phase II Environmental Assessment, Soil Management Plan, and Related Environmental Services for Harrison Tower and distributed it to six (6) firms that were either known to staff or had strong reputations for providing high-quality environmental consulting services for projects located in Oakland. Two firms responded with proposals submitted by the September 16, 2020, deadline: Langan Engineering and Environmental Services and Rincon Consultants, Inc.

Both firms are highly qualified and received nearly identical scores from the evaluation panelists with the fee proposal giving Rincon a slight edge. The Corporation entered into a Consultant Services Contract (Phase II Environmental Site Assessment and Related Services) with Rincon dated December 7, 2020, in the amount of \$32,893.

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OAHPI entered into the First Amendment to the Consultant Services Contract dated October 13, 2022, with Rincon for \$3,904 due to increases in labor costs, materials, and rising inflation attributed to the COVID-19 pandemic. As a result, the contract value was amended to \$36,797.

At this time, Rincon is requesting approval for additional services in the amount of \$104,500, for an amended contract total of \$ 141,297, to reflect an updated scope of work that is the result of findings in the Phase II site investigations.

Rincon previously prepared a Phase I Environmental Site Assessment (ESA) for the site, dated June 28, 2019, which identified the presence of one recognized environmental condition (REC) and two potential RECs associated with historical uses of the site and nearby properties. Subsequently, Rincon conducted a Phase II ESA for the site that included soil and soil vapor sampling. Rincon prepared a Draft Phase II ESA report, dated March 2, 2023, that identified impacts to soil associated with total petroleum hydrocarbons and volatile organic compounds (VOCs) and impacts to soil vapor from VOCs. The request for additional services is to provide an approximation of the general tasks and costs anticipated to guide the site through the regulatory agency oversight process to evaluate and address the impacts related to the impacted soil and soil vapor.

The proposed scope of additional services is as follows.

Tasks 1 and 2: Human Health Evaluation and Coordination and Oversight of Interim Measures in the Parking Garage - \$13,000

VOCs detected in soil vapor samples at the site have the potential to result in a risk to human health if vapor intrusion occurs. Rincon will coordinate with a heating, ventilation, and air conditioning (HVAC) contractor/engineer contracted by OHA to evaluate the operating conditions of the existing HVAC systems within the parking garage. The data will be utilized to determine if the existing HVAC system in the parking garage is providing adequate ventilation to reduce the concentrations of VOCs within the garage from vapor intrusion, if present, to below commercial human health risk levels. Recommendations will be provided for adjustments to the existing HVAC system, if possible. If interim measures are recommended to mitigate potential vapor intrusion concerns, Rincon will guide OHA on selecting the interim measures and will provide oversight and documentation of the implementation of the interim measures.

Task 3: Regulatory Agency Oversight Consulting and Coordination - \$5,000

Rincon will guide OHA in the selection of a regulatory agency to provide oversight of the full rehabilitation project, including the Alameda County Department of Environmental Health, the California Department of Toxic Substances Control, or the San Francisco Bay Regional Water Quality Control Board.

Task 4: Additional Site Assessment Activities (as required) - \$40,000

Since the site is not yet under regulatory oversight it is unknown if additional site assessment activities will be required by an agency and if required what the scope of work would entail. If required by a regulatory agency or as requested by OHA, Rincon will perform additional site

ITEM 7.6

assessment activities that may include, but are not limited to:

- Advancing soil borings
- Installation of soil vapor probes, vapor pins, or groundwater monitoring wells
- Collecting and analyzing soil, soil vapor, and/or groundwater samples
- Performing indoor air surveys
- Performing geophysical surveys to identify subsurface utility
- conflicts Transportation and disposal of investigative-derived wastes

Task 5: Additional Reporting Activities (as required) - \$24,000

Since the site is not yet under regulatory oversight, it is not known if additional reporting activities will be required by an agency and if required what the scope of work would entail. If required by a regulatory agency or as requested by OHA, Rincon will perform additional reporting activities that may include, but are not limited to, the preparation of:

- Work plans
- Soil and groundwater management plans
- Environmental health and safety plans
- Site assessment reports
- Human health risk assessments
- Report of findings
- Response plans
- Closure reports
- Letter reports

Task 6: Oversight and Coordination of Response Actions (if required) - \$10,000

The scope of the response actions, if required by the regulatory agency, are unknown at this time. If response actions are required, Rincon will provide oversight and coordination of the response actions. These response actions may include, but are not limited to:

- Installation of new HVAC systems
- Sealing of slab cracks and conduits
- Retrocoat, or equivalent, of the building slab

Task 7: Investigative Derived Waste Disposal - \$2,500

Rincon will coordinate and dispose of two drums of soil generated during the 2022 site assessment activities. It is assumed that the soil will be disposed of as a non-hazardous waste.

Task 8: Project Management - \$10,000

This task includes time for general project administration and correspondence between Rincon and OHA as well as attending meetings.

Rincon will bill on a time and materials basis not to exceed the amounts listed for each Task listed in the table below. In addition, for the estimated fees for Tasks 4, 5, and 6 that are not known at this time, Rincon will submit a written scope of work and estimated cost for each

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once a regulatory oversight agency has been identified and the requirements are determined.

Staff will review and approve each scope of work for Tasks 4, 5, and 6 before performing the activities under each Task.

Tasks 1 and 2	Human Health Evaluation and Coordination / Oversight of Interim Measures in Parking Garage	\$13,000
Task 3	Regulatory Agency Oversight Consulting and Coordination	\$5,000
Task 4	Additional Site Assessment Activities, if required	\$40,000
Task 5	Additional Reporting Activities, if required	\$24,000
Task 6	Oversight and Coordination of Response Actions, if required	\$10,000
Task 7	Investigative Derived Waste Disposal	\$2,500
Task 8	Project Management	\$10,000
Total Additional Fee		\$104,500

Staff is aware of the environmental remediation challenges of the Oak Grove's project where Rincon also serves as that project's environmental consultant. OAHPI entered into a contract with Rincon in December 2018 for \$37,276 for the Phase II investigation and report. Since then, OAHPI (and its successor development entity for Oak Grove, RAMP, Inc.) has entered into fifteen (15) contract amendments, including the current amendment before the RAMP Board for additional services for \$120,000, bringing the contract total to \$1,752,414. There are several reasons for the significant increase in scope and cost at Oak Grove including:

1. Regulatory changes that occurred shortly before the project's construction closing in 2019;
2. A highly unpredictable and unconventional government oversight agency that imposed requirements that were well above the regulations;
3. A two-site project where each site had different conditions and required a different response; and
4. Contract amendments that addressed each added tasks on a step-by-step basis rather than attempting to contemplate all additional services that may be necessary to complete the whole project.

From the Oak Grove environmental experience, staff working on Harrison Tower will make two important changes. First, the team will be closely examining the three options for regulatory oversight (Alameda County Department of Environmental Health, CA Department of Toxics and Substance Control, and CA Regional Water Quality Control Board) and requesting oversight by the agency that is the best fit for the environmental circumstances at Harrison Tower. Second, staff have asked Rincon, based on what is known today, to consider all potential additional services to complete the project and secure closure and include an itemization of all such services and the associated costs in the second amendment that is presented to this Board today. Because there are numerous unknowns, including by example, which regulatory oversight agency we will be working with and their exact requirements, this comprehensive approach will serve the agency more favorably with a clearer roadmap to completion and available to us through tighter oversight of Rincon's activities.

ACTION REQUESTED

It is recommended that the Board of Directors adopt the attached resolution authorizing the Executive Director to amend the Harrison Tower contract with Rincon Consultants, Inc., with the advice of counsel from Goldfarb & Lipman, for environmental consulting services in the amount of \$104,500 to \$141,297 and authorizing the Executive Director to further modify the contract scope and/or increase the contract amount by up to 20%, as contingency as needed, for a total not-to-exceed amount of \$169,556.

Attachments:

[OAHPI Rincon Phase II 2nd Amendment Resolution - 1-9-24](#)

**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:

EXCUSED:

ABSENT:

THE FOLLOWING RESOLUTION WAS ADOPTED: NUMBER:

**AUTHORIZING THE EXECUTIVE DIRECTOR TO AMEND THE ENVIRONMENTAL
CONSULTING CONTRACT WITH RINCON CONSULTANTS, INC.
FOR THE REHABILITATION OF HARRISON TOWER TO
INCREASE THE CONTRACT BY \$104,500 TO \$141,297, AND AUTHORIZE THE
EXECUTIVE DIRECTOR TO FURTHER MODIFY THE CONTRACT SCOPE AND/OR
INCREASE THE CONTRACT AMOUNT BY UP TO 20% FOR A MAXIMUM
AMOUNT OF \$169,556, AS CONTINGENCY AS NEEDED.**

WHEREAS, the Harrison Tower public housing project was developed in 1972, is in need of substantial rehabilitation, and is identified as a rehabilitation project in the Oakland Housing Authority's (Authority) MTW Plan and budget; and

WHEREAS, the US Department of Housing and Urban Development approved the disposition of Harrison Tower under 24 CFR part 970 and Section 18 of the Act on July 5, 2018; and

WHEREAS, environmental advisory services are a necessary activity to be undertaken in order to implement the rehabilitation of Harrison Tower; and

WHEREAS, on August 25, 2020, the Corporation issued an RFP for Phase II Environmental Assessment, Soil Management Plan, and Related Environmental Services for Harrison Tower; and

WHEREAS, after a review of the evaluation panel, the proposal submitted by Rincon Consultants, Inc. (Rincon) was deemed to be the most advantageous to the Corporation; and

WHEREAS, the Corporation entered into a Consultant Services Contract (Phase II Environmental Site Assessment and Related Services) with Rincon dated December 7, 2020, in the amount of \$32,893; and

WHEREAS, the Corporation entered into the First Amendment to the Consultant Services Contract dated October 13, 2022, for \$3,907 due to increases in labor costs, materials, and rising inflation attributed to the COVID-19 pandemic resulting in an amended contract value of \$36,797; and

WHEREAS, Rincon has requested additional services in the amount of \$104,500, for an amended contract total of \$141,297, to reflect an updated scope of work that is the result of findings in the Phase II site investigations; and

WHEREAS, the proposed scope of additional services includes the Human Health Evaluation and Oversight of Interim Measures in the Parking Garage, Regulatory Agency Oversight Consulting, Additional Site Assessment Activities (as required), Additional Reporting Activities (as required), Oversight and Coordination of Response Actions (as required), Investigative Derived Waste Disposal, and Project Management.

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

THAT, Patricia Wells, Executive Director of the Corporation, shall be authorized to amend the architecture and engineering services contract with Rincon Consultants Inc. for the rehabilitation of Harrison Tower to modify the scope and increase the contract amount by \$104,500 from \$141,29; and

THAT, the Executive Director shall be authorized to further modify the Rincon Consultants Inc. contract scope and/or increase the Rincon Consultants Inc. contract amount by up to 20%, as contingency as needed, up to a maximum of \$169,556; and

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

I hereby 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 January 22, 2024.

Secretary

ADOPTED:

RESOLUTION NO.