



PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, September 14, 2017, 3 p.m., at 12 S. 23rd St., Philadelphia, PA 19103

The regularly-scheduled meeting of the Philadelphia Housing Authority (“PHA”) Board of Commissioners was brought to order at approximately 3:05 p.m. by the Chair, Lynette Brown-Sow. In addition to the Chair, Vice-Chair Wetzel and Commissioners Callahan, Camarda, Coney, Danzy, Pumell and Wise were in attendance, as well as President & CEO Kelvin A. Jeremiah (“CEO Jeremiah”) and General Counsel, Laurence M. Redican. Commissioner Eiding participated by telephone.

The Chair began the meeting asking for a moment of silence in preparation for the work to be accomplished at the meeting; noted that an executive session had been held before the Board meeting, to review litigation and matters confidential by law; and mentioned that thoughts are with long-time PHA resident and friend, Ms. Hanible, during a difficult time.

After CEO Jeremiah reviewed the public comment procedure, presentations were made to the two Employees of the Month: Dakota Rees from Operations and Alicia Walker from Communications, for their outstanding and much-appreciated contributions. Both received a check, certificate, and a round of applause.

CEO Jeremiah then congratulated the following PHA staff for their recent appointments to their positions: Chief Joseph Marker as Chief of the PHA Police Department; Huda Goldman as Vice President of the Human Relations Department; and Nicholas Dema as Executive Vice President of Design and Development. Acknowledgement and thanks were given to Michael Johns, who is retiring after over twenty-five (25) years of playing a critical role in planning and design for PHA.

The opening of the Vaux Big Picture High School and related ceremonies were reviewed by CEO Jeremiah, which include a private opening ceremony on September 19, 2017, as well as an open house for the community and residents, from 5-6 p.m. on September 28, 2017. It was noted that approximately 3/4rds of the students are PHA residents and PHA’s involvement and investment in this initiative are a critical part of the transformation of the neighborhood. Kudos were also given to the PHA staff that worked to have the school up and running in record time, after extensive renovations on a tight schedule.

Appreciation was extended to Commissioners Wise and Coney for their roles in PHA’s successful three-day national conference, Opening Doors to Opportunities, which was held in August. Funding for scholarships was obtained through the event, as well as PHA’s providing a platform for sharing information, best practices, and establishing connections.

It was also noted that, after years of trying to obtain the Safety and Security grant from the U.S. Department of Housing and Urban Development (“HUD”), which is given through a lottery system, PHA will be receiving the two hundred fifty thousand dollar (\$250,000.00) grant. This will be used for improvements in safety and security at Fairhill Apartments.

PHA's Section 3 compliance was recently reported to HUD and PHA exceeded its goals in all categories, demonstrating best practices in its commendable results.

For the Resident Spotlight this month, Joann Battle was recognized, in absentia, for having successfully completed PHA's Certified Nursing Assistant and Phlebotomy program. She is working as a Home Health Aide and was congratulated for her efforts and accomplishments.

The Chair inquired whether there were any corrections or amendments to the minutes of the Board Meeting of July 20, 2017. Hearing none, the minutes were accepted as submitted.

Seven resolutions were presented and unanimously approved.

Resolution 11952, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President of Supply Chain Management ("EVP-SCM"), to authorize PHA to contract with Vacant Property Services, LLC and Door and Window Guard Systems, Inc. for vacant property security services in a total aggregate amount not to exceed two million five hundred thousand dollars (\$2,500,000.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. After the motion was seconded, Commissioner Callahan noted that the committee recommended its approval. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution 11953, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to modify its contract with Brandywine Elevator Company for elevator preventive maintenance and repair and to increase the contract's not-to-exceed amount to six million seven hundred thousand dollars (\$6,700,000.00) from the current amount of six million dollars (\$6,000,000.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. After the motion was seconded, there being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution 11954, attached in Appendix 1, was presented by Nicholas Dema, Executive Vice President of Development and Design, to authorize PHA to take the necessary actions in connection with the rehabilitation of the existing Blumberg Senior Apartments to renovate the senior tower into ninety-four (94) one-bedroom apartments ("Development"), including authorizing PHA to provide a mortgage loan in an amount not to exceed nineteen million dollars (\$19,000,000.00), and to negotiate, execute and enter into all related contracts and documents necessary or appropriate to develop, finance, construct, and operate the Development, as detailed in the resolution. Commissioner Wetzel, as Chair of the Policy & Planning Committee that reviewed the resolution, moved for its approval. After the motion was seconded, he noted that the committee had reviewed the resolution and recommended approval. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

The presentation of **Resolution No. 11955**, attached in Appendix 1, to authorize PHA to execute a policy of insurance for PHA's workers' compensation and employer's liability insurance, was preceded by an announcement from the General Counsel, Laurence Redican, that PHA had just received an award from the Housing Authorities Insurance Group, as presented to the Risk Management Division of the Office of General Counsel, for Most Improved Claims History. Dave Walsh, EVP-SCM, then presented the resolution to authorize PHA to execute the insurance policy for PHA's workers' compensation and employer's liability insurance with Liberty Mutual for a maximum amount not to exceed thirteen million two hundred seventy-eight thousand five hundred eighty-seven dollars (\$13,278,587.00), for the period from October 15, 2017 to October 15, 2018. Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval.

After the motion was seconded, there being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution No. 11956, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to separately contract with each of the following eighteen entities for architectural and engineering support services: Blackney Hayes Architects; BWA Architecture + Planning; HAKS LLC; Interface Studios Architects, LLC; Kelly/Maiello, Inc.; KSK Architects Planners Historians, Inc.; Wallace Roberts & Todd LLC; Kitchen & Associates; Lammey & Giorgio; Lothrop Associates LLP; LSEA Corporation; Remington, Vernick & Beach Engineers; The Sheward Partnership; BASE Architecture, Planning and Engineering; CICADA Architecture/Planning; LAN Associates; G.T. Clifton Architects; and Stantec Consulting Services. The eighteen entities are divided into three groups, with varied not-to-exceed contracting amounts, but with an aggregate total not-to-exceed amount of seven million five hundred thousand dollars (\$7,500,000.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. After the motion was seconded, there being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution 11957, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with Conner Strong & Buckelew for insurance brokerage and related services on a total amount not to exceed one million three hundred forty-five thousand dollars (\$1,345,000.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its approval. After the motion was seconded there being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

Resolution 11958, attached in Appendix1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with both SVN – The Concordis Group and with CBRE, Inc. for full service real estate broker services for PHA, in a contract amount not to exceed seven hundred fifty thousand dollars (\$750,000.00), for consulting and appraisal fees, and six percent (6%) of the sale price or leasing revenues. Commissioner Wetzel, as Chair of the Policy & Planning Committee that reviewed the resolution, moved for its approval. After the motion was seconded, he noted that the committee had reviewed the resolution and recommended approval. There being no further discussion or public comment, for which an opportunity was provided, the motion was unanimously approved.

The public comment period began at approximately 3:40 p.m., after which the Chair noted that the date for the next meeting will be October 19, 2017, and adjourned the meeting at 3:45 p.m.

The sign-up sheet with the names of those who signed up to speak in the general comment period (no one signed up to speak on any resolutions), with a designation of the topics addressed by the speakers, is attached as Appendix 2.

Respectfully submitted,



Laurence M. Redican
General Counsel
Philadelphia Housing Authority

APPENDIX 1

THE PHILADELPHIA HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS
12 S. 23rd St.
PHILADELPHIA, PA 19103
THURSDAY, SEPTEMBER 14, 2017, at 3 p.m.
AGENDA

- A. **Call to Order** Lynette Brown-Sow, Chair of the Board of Commissioners
- B. **Remarks** Kelvin A. Jeremiah, President & CEO
- C. **Approval of Minutes** of the Board Meeting held July 20, 2017, as distributed.
- D. **New Business**
1. **RESOLUTION AUTHORIZING CONTRACTS FOR VACANT PROPERTY SECURITY SERVICES WITH VACANT PROPERTY SERVICES, LLC AND DOOR AND WINDOW GUARD SYSTEMS, INC.**

Dave Walsh
 2. **RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH BRANDYWINE ELEVATOR COMPANY FOR ELEVATOR PREVENTIVE MAINTENANCE AND REPAIR**

Dave Walsh
 3. **RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO TAKE CERTAIN ACTIONS IN CONNECTION WITH THE BLUMBERG SENIOR DEVELOPMENT**

Nicholas Dema
 4. **RESOLUTION AUTHORIZING A CONTRACT WITH LIBERTY MUTUAL INSURANCE COMPANY FOR WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE COVERAGE**

Dave Walsh
 5. **RESOLUTION AUTHORIZING SEPARATE CONTRACTS WITH EIGHTEEN ENTITIES FOR ARCHITECTURAL AND ENGINEERING SUPPORT SERVICES**

Dave Walsh
 6. **RESOLUTION AUTHORIZING A CONTRACT WITH CONNER STRONG & BUCKELEW FOR INSURANCE BROKERAGE AND RELATED SERVICES**

Dave Walsh

7. **RESOLUTION AUTHORIZING CONTRACTS FOR FULL SERVICE REAL ESTATE BROKER SERVICES WITH SVN – THE CONCORDIS GROUP AND WITH CBRE, INC.**

Dave Walsh

E. Public Comment Period

RESOLUTION NO. 11952

RESOLUTION AUTHORIZING CONTRACTS FOR VACANT PROPERTY SECURITY SERVICES WITH VACANT PROPERTY SERVICES, LLC AND DOOR AND WINDOW GUARD SYSTEMS, INC.

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for vacant property security services and a Request for Proposal was developed for the selection of a company to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, the Request for Proposal was posted on PHA's website, advertised via local publications and chambers of commerce, mailed to qualified entities on PHA's Outreach List, and distributed to those who responded to the invitation; and

WHEREAS, the proposal was reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that contracts be awarded to Vacant Property Services, LLC and Door and Window Guard Services, Inc.; and

WHEREAS, work is to be assigned to the awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered in accordance with the contract terms at any time during the course of these contracts; and

WHEREAS, it is recommended that the aggregate amount to be expended under these contracts shall not exceed two million five hundred thousand dollars (\$2,500,000.00) with a two-year base period and three (3) one-year option periods, as follows:

- 1) The not-to-exceed aggregate amount for the two-year base period is one million dollars (\$1,000,000.00);
- 2) The not-to-exceed aggregate amount for the first one-year option period is five hundred thousand dollars (\$500,000.00);
- 3) The not-to-exceed aggregate amount for the second one-year option period is five hundred thousand dollars (\$500,000.00); and
- 4) The not-to-exceed aggregate amount for the third one-year option period is five hundred thousand dollars (\$500,000.00);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute contracts with Vacant Property Services, LLC and Door and Window Guards, Inc. for a total aggregate amount not to exceed two million five hundred thousand dollars (\$2,500,000.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts, including determining whether the options available under the contracts shall be exercised.

RESOLUTION NO. 11953

RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH BRANDYWINE ELEVATOR COMPANY FOR ELEVATOR PREVENTIVE MAINTENANCE AND REPAIR

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for elevator preventive maintenance and repair services and, on June 14, 2013, awarded a competitive contract under resolution 11618 dated May 16, 2013, contract P-4235A to Brandywine Elevator Company; and

WHEREAS, the contract with Brandywine Elevator Company, was initially awarded with a not-to-exceed amount of five million dollars (\$5,000,000.00); and

WHEREAS, the contract was modified on October 17, 2013, as modification number one (1) to the contract, to increase the contract's not-to-exceed amount by one million dollars (\$1,000,000.00), making the contract's not-to-exceed amount six million dollars (\$6,000,000.00); to accommodate needed repair services for Philadelphia Asset and Property Management Corporation ("PAPMC") sites; and

WHEREAS, due to required repairs to the elevators at West Park Apartments, to meet the five (5) year inspection requirements, and a need to continue preventative maintenance and repair services, PHA has a need to modify the contract to increase the contract's not-to-exceed amount by seven hundred thousand dollars (\$700,000.00), making the contract's not-to-exceed amount six million seven hundred thousand dollars (\$6,700,000.00); and

WHEREAS, the total modification amount of this contract (\$1,000,000.00 and \$700,000.00) would become one million seven hundred thousand dollars (\$1,700,000.00); and

WHEREAS, PHA CCP #10 requires all contract modifications over one million dollars (\$1,000,000.00) to be approved by the Board of Commissioners;

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to amend PHA's contract with Brandywine Elevator Company, as set forth above, to modify the contract's not-to-exceed amount by seven hundred thousand dollars (\$700,000.00), making the contract's not-to-exceed amount six million seven hundred thousand dollars (\$6,700,000.00), subject to the availability of funds therefor.

I hereby certify that this was
APPROVED BY THE BOARD ON 9/14/17

ATTORNEY FOR PHA

RESOLUTION NO. 11954

RESOLUTION AUTHORIZING THE PHILADELPHIA HOUSING AUTHORITY TO TAKE CERTAIN ACTIONS IN CONNECTION WITH THE BLUMBERG SENIOR DEVELOPMENT

WHEREAS, in 2016, PHA relocated all residents on the Blumberg campus ("Campus"), demolished all of the low-rise apartments and two of the three towers, and PHA completed Phase I of the redevelopment of the Campus, which includes 57 rental units; and

WHEREAS, the second phase on the Campus will consist of the renovation of the senior tower into ninety-four (94) one-bedroom apartments ("Development"), all of which will be under a 20-year Project Based Voucher Housing Assistance Payment ("HAP") contract through the Rental Assistance Demonstration Program established by the U.S. Department of Housing and Urban Development; and

WHEREAS, upon completion of the renovations of the Development, the relocated senior tenants will have the right to return; and

WHEREAS, ninety-two (92) of the ninety-four (94) units will be leased to tenants earning less than sixty percent (60%) of the area median income ("AMI") and two (2) units will be leased to tenants earning less than 80% of the AMI; and

WHEREAS, PHA, through an affiliate, will be the developer for Development; and

WHEREAS, PHA has submitted a 4% Low Income Housing Tax Credits ("LIHTC") application to the Pennsylvania Housing Finance Agency to assist in the financing of the Development; and

WHEREAS, in furtherance of the Development, PHA and/or its affiliates will be required to enter into a development services agreement with an affiliate; create a limited partnership ("Partnership"), which will be the owner of the Development along with a housing development corporation to serve as the general partner of the Partnership; enter into a long term lease with the Partnership; secure bank construction financing through the issuance of bonds by the Pennsylvania Housing Finance Agency; provide a PHA mortgage loan to the Partnership in an amount not to exceed nineteen million dollars (\$19,000,000.00); raise equity through the sale of the LIHTC's; provide customary financing and operating guaranties; and obtain all necessary HUD and other funding approvals in connection with the construction and operation of the Development;

BE IT RESOLVED, that the PHA Board of Commissioners hereby authorizes the President & CEO, and/or his designee(s), to provide a capital expenditure, as set forth above, in a not-to-exceed amount of nineteen million dollars (\$19,000,000.00), and to negotiate, execute and enter into all related contracts and documents necessary or appropriate to develop, finance, construct, and operate the Development, as further set forth above, subject to the availability of funds therefor.

RESOLUTION NO. 11955

RESOLUTION AUTHORIZING A CONTRACT WITH LIBERTY MUTUAL INSURANCE COMPANY FOR WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE COVERAGE

WHEREAS, the Philadelphia Housing Authority ("PHA") has a need to maintain workers' compensation and employer's liability insurance coverage; and

WHEREAS, the current workers' compensation insurance policy in force expires on October 15, 2017; and

WHEREAS, pursuant to Resolution No.11710, approved by the PHA Board on June 19, 2014, PHA entered into a contract with Conner Strong & Buckelew ("Conner") on July 15, 2014, for the provision of qualified, professional insurance and brokerage services; and

WHEREAS, at PHA's request, and in compliance with procurement regulations, Conner solicited premium quotations from ten (10) insurers in the market place; and

WHEREAS, only one insurer, Liberty Mutual Insurance Company ("Liberty Mutual"), offered a premium and coverage quotation; and

WHEREAS, in consultation with Conner, PHA has reviewed the Liberty Mutual proposal and determined that Liberty has provided a good workers' compensation and employer's liability insurance coverage option for PHA; and

WHEREAS, the "Maximum Premium" for the insurance is thirteen million two hundred seventy-eight thousand five hundred eighty-seven dollars (\$13,278,587.00), which would reflect a "worst case scenario" of claims and expenses; and

WHEREAS, the "Total Expected Premium" is six million two hundred thousand dollars (\$6,200,000.00), reflecting a "usual case scenario" of expected claims for the year of four million nine hundred forty-five thousand three hundred twenty-nine dollars (\$4,945,329.00) and risk transfer premium and related fixed and deferred costs totaling one million two hundred fifty-four thousand six hundred seventy-one dollars (\$1,254,671.00); and

WHEREAS, it is recommended that workers' compensation coverage be contracted with Liberty Mutual, for a maximum amount not to exceed thirteen million two hundred seventy-eight thousand five hundred eighty-seven dollars (\$13,278,587.00) for the policy period from October 15, 2017 to October 15, 2018 to pay premiums and cash collateral and to maintain an appropriate reserve to be used to pay deductible amounts on claims, as necessary during the policy period;

BE IT RESOLVED, that the Board of Commissioners hereby authorizes PHA's President & CEO and/or his authorized designee(s) to take all necessary actions to conclude and to execute a policy of insurance for PHA's workers' compensation and employer's liability insurance with Liberty Mutual for a maximum amount not to exceed thirteen million two hundred seventy-eight thousand five hundred eighty-seven dollars (\$13,278,587.00) for the policy period from October 15, 2017 to October 15, 2018, as set forth above and subject to availability of funds therefor.

I hereby certify that this was
APPROVED BY THE BOARD ON 9/14/17

ATTORNEY FOR PHA

RESOLUTION NO. 11956

RESOLUTION AUTHORIZING SEPARATE CONTRACTS WITH EIGHTEEN ENTITIES FOR ARCHITECTURAL AND ENGINEERING SUPPORT SERVICES

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for architectural and engineering support services and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, the Request for Proposal was posted on PHA's website, advertised via local publications and chambers of commerce, mailed to qualified entities on PHA's Outreach List, and distributed to those who responded to the invitation; and

WHEREAS, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that contracts be awarded to the following eighteen (18) entities: Blackney Hayes Architects; BWA Architecture + Planning; HAKS LLC; Interface Studios Architects, LLC; Kelly/Maiello, Inc.; KSK Architects Planners Historians, Inc.; Wallace Roberts & Todd LLC; Kitchen & Associates; Lammey & Giorgio; Lothrop Associates LLP; LSEA Corporation; Remington, Vernick & Beach Engineers; The Sheward Partnership; BASE Architecture, Planning and Engineering; CICADA Architecture/Planning; LAN Associates; G.T. Clifton Architects; and Stantec Consulting Services; and

WHEREAS, work is to be assigned amongst the eighteen (18) awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered in accordance with the contract terms at any time during the course of the contract; and

WHEREAS, it is recommended that the aggregate amount to be expended under the eighteen (18) contracts shall not exceed seven million five hundred thousand dollars (\$7,500,000.00) with a two-year base period and three (3) one-year option periods, as follows:

- 5) Group One: An aggregate amount, between the seven (7) entities listed below, not to exceed three million seven hundred fifty thousand dollars (\$3,750,000.00) for all seven (7) contracts with a not-to-exceed amount of one million five hundred thousand dollars (\$1,500,000.00) for the two-year base period and seven hundred fifty thousand dollars (\$750,000.00) for each of the three (3) one-year option periods for: Blackney Hayes Architects; BWA Architecture + Planning; HAKS LLC; Interface Studios Architects, LLC; Kelly/Maiello Inc.; KSK Architects Planners Historians, Inc.; and Wallace Roberts & Todd LLC;
- 6) Group Two: An aggregate amount, between the six (6) entities listed below, not to exceed two million five hundred thousand dollars (\$2,500,000.00) for all six (6) contracts with a not-to-exceed amount of one million dollars (\$1,000,000.00) for the two-year base period and five hundred thousand dollars (\$500,000.00) for each of the three (3) one-year option periods for: Kitchen & Associates; Lammey & Giorgio; Lothrop

Associates LLP; LSEA Corporation; Remington, Vernick & Beach Engineers; and The Sheward Partnership; and

- 7) Group Three: An aggregate amount, between the five (5) entities listed below, not to exceed one million two hundred fifty thousand dollars (\$1,250,000.00) for all five (5) contracts with a not-to-exceed amount of five hundred thousand dollars (\$500,000.00) for the two-year base period and two hundred fifty thousand dollars (\$250,000.00) for each of the three (3) one-year option periods for: BASE Architecture, Planning and Engineering; CICADA Architecture/Planning; LAN Associates; G.T. Clifton Architects; and Stantec Consulting Services;

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute contracts with the following eighteen (18) entities: : Blackney Hayes Architects; BWA Architecture + Planning; HAKS LLC; Interface Studios Architects, LLC; Kelly/Maiello, Inc.; KSK Architects Planners Historians, Inc.; Wallace Roberts & Todd LLC; Kitchen & Associates; Lammey & Giorgio; Lothrop Associates, LLP; LSEA Corporation; Remington, Vernick & Beach Engineers; The Sheward Partnership; BASE Architecture, Planning and Engineering; CICADA Architecture/Planning; LAN Associates; G.T. Clifton Architects; and Stantec Consulting Services, subject to the availability of funds therefor, as set forth above, in a total contract amount not to exceed seven million five hundred thousand dollars (\$7,500,000.00) and to take all necessary actions relating to such contracts.

I hereby certify that this was
APPROVED BY THE BOARD ON 9/14/17
Sam Reda
ATTORNEY FOR PHA

RESOLUTION NO. 11957

RESOLUTION AUTHORIZING A CONTRACT WITH CONNER STRONG & BUCKELEW FOR INSURANCE BROKERAGE AND RELATED SERVICES

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for insurance brokerage and related services and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, the Request for Proposal was posted on PHA's website, advertised via local publications and chambers of commerce, mailed to qualified entities on PHA's Outreach List, and distributed to those who responded to the invitation; and

WHEREAS, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that a contract be awarded to Conner Strong & Buckelew; and

WHEREAS, work is to be assigned to the awardee at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered in accordance with the contract terms at any time during the course of the contract; and

WHEREAS, it is recommended that the amount to be expended under the contract shall not exceed one million three hundred forty-five thousand dollars (\$1,345,000.00) with a two-year base period and three (3) one-year option periods, as follows:

- 1) The not-to-exceed amount for the two-year base period is five hundred thousand dollars (\$500,000.00);
- 2) The not-to-exceed amount for the first one-year option period is two hundred sixty-five thousand dollars (\$265,000.00);
- 3) The not-to-exceed amount for the second one-year option period is two hundred eighty thousand dollars (\$280,000.00); and
- 4) The not-to-exceed amount for the third one-year option period is three hundred thousand dollars (\$300,000.00);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute a contract with Conner Strong & Buckelew, subject to the availability of funds therefor, as set forth above, in a total contract amount not to exceed one million three hundred forty-five thousand dollars (\$1,345,000.00), and to take all necessary actions relating to such contract.

RESOLUTION NO. 11958

RESOLUTION AUTHORIZING CONTRACTS FOR FULL SERVICE REAL ESTATE BROKER SERVICES WITH SVN – THE CONCORDIS GROUP AND WITH CBRE, INC.

WHEREAS, the Philadelphia Housing Authority (“PHA”) has identified a need for full service real estate broker services and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

WHEREAS, the Request for Proposal was posted on PHA's website, advertised via local publications and chambers of commerce, mailed to qualified entities on PHA's Outreach List, and distributed to those who responded to the invitation; and

WHEREAS, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

WHEREAS, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that contracts be awarded to both SVN – The Concordis Group and CBRE, Inc.; and

WHEREAS, work is to be assigned to the awardee at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered in accordance with the contract terms at any time during the course of the contract; and

WHEREAS, it is recommended that the contract amount shall be based on the broker's commission fee for each purchase, sale or lease of commercial and residential properties as well as consulting and appraisal fees; and

WHEREAS, it is recommended that the amount authorized by PHA to be collected by the broker from the sale or leasing of properties under the contract shall not exceed six percent (6%) of the sale price or leasing revenues, and shall also include a not-to-exceed amount of seven hundred fifty thousand dollars (\$750,000.00) for consulting and appraisal fees, as follows:

- 1) The not-to-exceed amount for the two-year base period is three hundred thousand dollars (\$300,000.00) for consulting and appraisal fees and six percent (6%) of the sale price or lease revenues for PHA properties; and
- 2) The not-to exceed amount for each of the three (3) one-year option periods is one hundred fifty thousand dollars (\$150,000.00) for consulting and appraisal fees and six percent (6%) of the sale price or lease revenues for PHA properties;

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute contracts with both SVN – The Concordis Group and with CBRE, Inc., subject to the availability of funds therefor, as set forth above, in a total contract amount not to exceed seven hundred fifty thousand dollars (\$750,000.00) and six percent (6%) of the sale price or leasing revenues of PHA properties and to take all necessary actions, including the exercising of options, relating to such contracts.

9/14/17

APPENDIX 2

APPENDIX 2

SEPTEMBER 2017 SIGN-UP SHEET FOR THE GENERAL PUBLIC COMMENT PERIOD AT THE END OF THE BOARD MEETING (3 minutes per person)



Please **PRINT** your name and generally identify your topic:

Name: Jennifer Bennetch

Maintenance Issue? Yes ___ No Other (topic): accessibility, accountability and transparency in PHA police + OAC

Name: Gwendolyn Toke

Maintenance Issue? Yes ___ No Other (topic): eviction hearing

Name: _____

Maintenance Issue? Yes ___ No ___ Other (topic): _____

Name: _____

Maintenance Issue? Yes ___ No ___ Other (topic): _____