



## AGENDA

ISLAND CITY DEVELOPMENT  
Regular Meeting  
June 20, 2018 at 6:00 PM  
Independence Plaza  
703 Atlantic Avenue, Alameda

1. CALL TO ORDER & ROLL CALL
  2. CONSENT CALENDAR **(Action)**
    - a. Approval of Minutes – March 29, 2018 Special Meeting, pg 3
    - b. Accept Report on Contract Activity, pg 5
    - c. Postpone Annual Report Until Audit Completion, pg 9
  3. UNFINISHED BUSINESS
  4. NEW BUSINESS
    - a. Authorize The President To Negotiate And Execute Amendments to Consultant Agreements with SGPA Architectural and Planning, Anne Phillips Architecture, and the Dahlin Group, Inc., pg 10 **(Action)**
  5. PUBLIC COMMENT (non-agenda items)
  6. WRITTEN COMMUNICATIONS
  7. ORAL COMMUNICATIONS – BOARD MEMBERS AND STAFF
  8. ADJOURNMENT
- .....

**NOTES:**

Sign language interpreters will be available on request. Please contact Housing Authority

Please contact the Executive Assistant at 747-4325 or 522-8467 (TDD number) at least 72 hours before the meeting to request an interpreter. Accessible seating for persons with disabilities (including those using wheelchairs) is available. Audio tapes of the meeting are available upon request. MINUTES OF THE MEETING ARE AVAILABLE IN ENLARGED PRINT. Please contact Housing Authority Executive Assistant at 747-4325 or 522-8467 (TDD number) at least 72 hours before the meeting to request agenda materials in an alternative format, or any other reasonable accommodations that may be necessary to participate in and enjoy the benefits of the meeting.

**KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE.** Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City of Alameda exist to conduct the citizen of Alameda's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the sunshine ordinance or to report a violation of the ordinance, contact the open government commission: the address is 2263 Santa Clara Avenue, Room 380, Alameda, CA, 94501; phone number is 510-747-4800; fax number is 510-865-4048, e-mail address is lweisiger@alamedaca.gov; and contact is Lara Weisiger, City Clerk.

In order to assist the Housing Authority's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

**IF YOU WISH TO ADDRESS THE BOARD:**

- Anyone wishing to address the Board on agenda items or business introduced by Board members may speak for a maximum of three (3) minutes per agenda item when the subject is before the Board. Please file a speaker's slip with the Board President. Upon recognition by the President, approach the rostrum and state your name.
- Lengthy testimony should be submitted in writing and only a summary of pertinent points presented verbally.
- Applause and demonstrations are prohibited during Board meetings.

**MINUTES**  
***Draft Until Approved***  
ISLAND CITY DEVELOPMENT  
Special Meeting  
March 29, 2018 at 2:30 PM  
Alameda Housing Authority Office  
701 Atlantic Avenue, Alameda

1. CALL TO ORDER & ROLL CALL

*President Cooper called the meeting to order at 2:34 P.M., with the following Board Members present: Secretary/Treasurer Basta. Vice President McCahan called in via teleconference. Members absent: none. Staff in Attendance: Kathleen Mertz.*

2. CONSENT CALENDAR

- a. Approval of Minutes – October 23, 2017 Special Meeting

*Director McCahan moved to accept all items on the Consent Calendar, Director Basta seconded. The motion carried unanimously.*

3. UNFINISHED BUSINESS (*none*)

4. NEW BUSINESS

- a. Approve the Authorizing Resolution Regarding The Partnership Agreement Amendment

*Director Basta moved to approve the Authorizing Resolution #2018-01; Director McCahan seconded. The motion carried unanimously.*

5. PUBLIC COMMENT (non-agenda items) (*none*)

6. WRITTEN COMMUNICATIONS (*none*)

7. ORAL COMMUNICATIONS – BOARD MEMBERS AND STAFF

*President Cooper has read positive comments on social media regarding the two properties under construction. Everett Commons is now fully framed so you can see what it will look like.*

8. ADJOURNMENT

*The meeting was adjourned at 2:40 P.M.*

Respectfully submitted,

**Draft until Approved**

Janet Basta  
Secretary

To: Board of Directors  
Island City Development

From: Vanessa Cooper  
President

Prepared By: Kathleen Mertz  
Asset Manager

Date: June 20, 2018

Re: Accept Report on Contract Activity

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### BACKGROUND

Real estate development projects begin with feasibility services conducted by AHA staff and some possible contracting directly with AHA. Once a project is green-lighted, it moves to ICD for implementation of predevelopment activities. The predevelopment vendors perform work such as architecture and engineering, appraisals, market studies, legal services, and financial consulting. These contracts are paid from a predevelopment loan from AHA to ICD and evidenced by a Promissory Note. When all funding is secured, the project closes on the construction financing and the predevelopment loan is paid back to AHA. The contracted services agreements are assigned to the limited partnership owner at the time of closing.

### DISCUSSION

ICD approved the total project transaction for Littlejohn Commons (fka Del Monte) and Everett Commons (fka Everett and Eagle) via Resolutions 2016-03 and 2017-02, respectively. These approvals included all of the contracting activity included in the project budgets. Additionally, ICD approved a predevelopment loan of \$1mm for the Rosefield project on 11/18/2015 and a predevelopment loan of \$300,000 for the North Housing project on 12/23/2017. Both of these projects included a budget of predevelopment costs.

In association with these approved loans and project budgets, ICD has entered into contracts to perform the work. Attached is a list of open contracts related to that work. Staff have been using the AHA procurement policy to guide the contracting process. For large contracts, over \$250,000, staff will seek independent Board approval per Section 7.3 of the ByLaws of Island City Development.

### FISCAL IMPACT

All contracts are paid for either through the approved project budget (Littlejohn Commons and Everett Commons), through the approved predevelopment budget (Rosefield Village

and North Housing), or the annually approved Island City Development budget.

RECOMMENDATION

Accept the report on contract activity.

Respectfully submitted,

Vanessa Cooper  
President

Exhibit A: ICD Open Contract Log

Project	Service Description	Vendor Name	Vendor Address	Contract Amount
Littlejohn Commons	Construction Manager	Allana Buick and Bers, Inc.	1333 Broadway, Ste. 410 Oakland, CA 94612	\$102,190
Littlejohn Commons	Green Energy Consultant	Association for Energy Affordability, Inc.	5900 Hollis St., Ste R2 Emeryville, CA 94608	\$23,500
Littlejohn Commons	General Contractor	Brown Construction	1465 Enterprise Blvd. West Sacramento, CA 95691	\$11,148,028
Littlejohn Commons	Legal Services	Carle, Mackie, Power & Ross, LLP	100 B Street, Suite 400 Santa Rosa, CA 94501	\$55,000
Littlejohn Commons	Civil Engineer	Carlson, Barbee & Gibson, Inc	2633 Camino Ramon, Suite 350, San Ramon, CA 94583	\$12,000
Littlejohn Commons	Materials testing	Construction Testing Services (CTS)	2118 Rheem Drive, Pleasanton, CA 94588	\$19,006
Littlejohn Commons	Geotechnical Engineering	Engeo Inc.	2010 Crown Canyon Place, Ste. 250 San Ramon, Ca 94583-4634	\$21,000
Littlejohn Commons	Joint Trench Utility	Giacalone	5820 Stoneridge Mall Rd., #345 Pleasanton, CA 94588	\$16,000
Littlejohn Commons	CPA	Holthouse / Carlin / Van Trigt LLP (HCVT)	15760 Ventura Blvd, Ste 1700 Encino, CA 91436	NTE \$60,000
Littlejohn Commons	Property Management	John Stewart Company	1388 Sutter St #11, San Francisco, CA 94109	\$55 per unit per month
Littlejohn Commons	Service Provider	Lifesteps	4041 Bridge Street Fair Oaks, CA 95628	\$18,000/year
Littlejohn Commons	Labor Compliance	Raney	1501 Sports Drive Sacramento, CA 95834	\$32,330
Littlejohn Commons	Architect	SGPA Architect	200 Pine St., Studio 500 SF, CA 94104	\$550,000
Everett Commons	Architect	APA - Anne Phillips Architecture	3032 Magnolia St., Oakland, CA 94608	\$695,667
Everett Commons	General Contractor	J.H. Fitzmaurice	2857 Hannah St. Oakland, CA 94608	\$11,556,266
Everett Commons	Materials testing	Construction Testing Services (CTS)	2118 Rheem Drive, Pleasanton, CA 94588	\$22,017
Everett Commons	Environmental	SCA Environmental	650 Delancey St., Ste 222 San Francisco, CA 94107	\$18,815
Everett Commons	CPA	Holthouse / Carlin / Van Trigt LLP (HCVT)	15760 Ventura Blvd, Ste 1700 Encino, CA 91436	NTE \$60,000
Everett Commons	Construction Manager	The Alley Group	555 California St. Suite 4925 San Francisco, CA 94104	\$39,980
Everett Commons	Engineering	Farrell Design-Build	3025 Venture Road, Placerfilie, CA 95667	\$294,000
Everett Commons	Financial Consultant	Community Economics	538 9th St., Suite 200 Oakland, CA 94607	\$35,000
Everett Commons	TCAC Advisory Services	CSG Advisors	1 Post Street, Ste 2130 San Francisco, CA 94101	Hourly - see sheet
Everett Commons	Green Energy	Association for Energy Affordability, Inc.	5900 Hollis St., Ste R2 Emeryville, CA 94608	\$17,100
Everett Commons	Joint Trench Utility	Giacalone	5820 Stoneridge Mall Rd., #345 Pleasanton, CA 94588	\$24,200
Everett Commons	Legal Services	Downs Pham and Kuei LLP	One Embarcadero Center, Suite 500, San Francisco, CA 94111	\$55,000
Everett Commons	Property Management	John Stewart Company	1388 Sutter St #11, San Francisco, CA 94109	\$55 per unit per month
Everett Commons	Service Provider	Lifesteps	4041 Bridge St. Fair Oaks, CA 95628	\$43000. per year
Everett Commons	Civil Enginner	Ruggeri Jensen Azar	4690 Chabot Dr, Suite 200 Pleasanton CA 94588	\$50,000
Everett Commons	Geotechnical Testing	Rockridge Geotechnical	270 Grand Avenue Oakland, CA 94610	\$7,600
Everett Commons	Waterproofing	ABB	1333 Broadway, Ste. 410 Oakland, CA 94612	\$40,000

Project	Service Description	Vendor Name	Vendor Address	Contract Amount
Rosefield Village	Environmental Consultant	AllWest Environmental, Inc.	2141 Mission St., Ste 100 San Francisco, CA 94110	\$175 per hour
Rosefield Village	Environmental	SCA Environmental	650 Delancey St, Suite 222, SF, CA 94107	\$28,355 + \$8,550
Rosefield Village	Architect	Dahlin Group	5865 Owens Drive, Pleasanton, CA 94588	\$250,000
Rosefield Village	Project Management	REDS	3128 Willow Ave., Ste 101 Clovis, CA 93612	\$200,000
Rosefield Village	Attorney	Carle, Mackie, Power & Ross, LLP	100 B Street, Suite 400 Santa Rosa, CA 95401	Hourly - see sheet
Rosefield Village	Financial Consultant	Community Economics	538 9th St., Suite 200 Oakland, CA 94607	NTE \$50,000
ICD	CPA	Holthouse / Carlin / Van Trigt LLP (HCVT)	15760 Ventura Blvd, Ste 1700 Encino, CA 91436	NTE \$100,000
North Housing	Attorney Services	Carle, Mackie, Powers, and Ross	100 B Street, Suite 400 Santa Rosa, CA 95401	NTE \$25,000
North Housing	Real Estate Development	Structure Development Advisors, LLC	2826 NE Hamblet St, Portland, OR 97212	\$150,000
North Housing	Environmental	Nino & Moore	1956 Webster St., Suite 400 Oakland, CA 94612	\$47,000
North Housing	Engineering	CBG	2633 Carmino Ramon, Suite 350, San Ramon, CA 94583	\$10,000



To: Board of Directors  
Island City Development

From: Vanessa Cooper  
President

Prepared By: Kathleen Mertz  
Asset Manager

Date: June 20, 2018

Re: Postpone Annual Report Requirement Until Audit Completion

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BACKGROUND

Section 7.7 of the Bylaws of Island City Development require the president to furnish a written report at the first regular meeting of the fiscal year.

DISCUSSION

The annual report data is mostly comprised of the information found in the financial audit. Staff are working with Hothouse, Carlin, Van Trigt on the financial audit, but the report will not be completed until August 2018.

FISCAL IMPACT

None.

RECOMMENDATION

Postpone the annual report requirement until the audit completion.

Respectfully submitted,

Vanessa Cooper  
President

To: Board of Directors  
Island City Development

From: Tobias Liebermann  
Senior Project Manager

Date: June 20, 2018

Re: Authorize The President To Negotiate And Execute Amendments to Consultant Agreements with SGPA Architectural and Planning, Anne Phillips Architecture, and the Dahlin Group, Inc.

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### BACKGROUND

ICD performed real estate development services for three projects that require large architectural services contracts. Additionally, ICD is the sole member of the General Partner of the limited partnership at two of these project.

1. *Littlejohn Commons* - On January 5, 2016 ICD entered into an Agreement with SGPA Planning and Architecture for \$550,000 for architectural services related to the development of 31 senior units. This contract as assigned to Sherman and Buena Vista LP at the closing on December 15, 2016.
2. *Everett Commons* - On October 1, 2014, a Consultant Agreement was entered into by and between AHA and Anne Phillips Architecture for \$550,000 for design and construction administration services related to the development of 20 family units. This contract was increased to \$695,776. This contract was assigned to Everett and Eagle LP at the closing on June 29, 2017.
3. *Rosefield Village* - On January 11, 2017, a Consultant Agreement was entered into by and between ICD and Dahlin Group Inc., for architectural services related to Rosefield Village redevelopment for a not to exceed amount of \$250,000.

### DISCUSSION

*Littlejohn Commons* - The Owner-Architect Agreement dated January 5, 2016 provided for 56 weeks of Construction Administration services, which ended January 23, 2018. Due to the delay in the completion of the project the Owner has requested Architect to continue to provide Construction Administration services to the end of end of July 2018 for an amount not to exceed \$60,000. In addition the architect had previously requested additional services for the inclusion of a community garden per TCAC requirements for \$7,200. Increases the total not to exceed contract amount from \$550,000 to \$617,200.

*Everett Commons* - The contract sum is now requested to be increased in the amount of \$42,702. This includes \$40,000 of additional services pursuant to the letter agreement dated March 21, 2018. It also includes \$2,200 for services related to acoustical engineering of the mechanical equipment areas. Finally, it includes \$550 for attendance

at one waterproofing mock-up meeting on 2/22/18. Increases the total not to exceed contract amount from \$695,667 to \$738,369.

*Rosefield Village* - The proposed amendment extends the existing contract from June 30, 2017 to December 31, 2018 in order to provide time to negotiate and finalize a full design services agreement for the currently proposed project. The current contract scope of work is for schematic design and entitlement review. The contract amount is not to exceed \$250,000.

FISCAL IMPACT

The contract extensions are covered within the budget for each project.

RECOMMENDATION

Authorize the President to negotiate and execute Amendments to Consultant Agreements with SGPA Architectural and Planning, Anne Phillips Architecture, and the Dahlin Group, Inc.

Respectfully submitted,

Tobi Liebermann  
Senior Project Manager