



## AGENDA

ISLAND CITY DEVELOPMENT  
Special Meeting  
April 30, 2019 at 3:00 PM  
Housing Authority Office  
701 Atlantic Avenue, Alameda

1. CALL TO ORDER & ROLL CALL
  2. CONSENT CALENDAR (**Action**)
    - a. Approval of Minutes – November 6, 2018 Meeting, **Page 1**
  3. UNFINISHED BUSINESS
  4. NEW BUSINESS
    - a. Authorize The President to Negotiate and Execute Amendment to Consultant Agreement with the Dahlin Group, Inc., **Page 3 (Action)**
    - b. Authorize The President or Designee to Negotiate and Execute a Consultant Agreement with the HKIT Architects, **Page 4 (Action)**
  5. PUBLIC COMMENT (non-agenda items)
  6. WRITTEN COMMUNICATIONS
  7. ORAL COMMUNICATIONS – BOARD MEMBERS AND STAFF
  8. ADJOURNMENT
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### NOTES:

- If you need special assistance to participate in the meetings of the Housing Authority of the City of Alameda Board of Commissioners, please contact Valerie Mondo at (510) 747-4325 (TTY/TRS: 711) or [vmondo@alamedahsg.org](mailto:vmondo@alamedahsg.org). Notification 48 hours prior to the meeting will enable the Housing Authority of the City of Alameda Board of Commissioners to make reasonable arrangements to ensure accessibility.
- Documents related to this agenda are available for public inspection and copying at the Office of the Housing Authority, 701 Atlantic Avenue, during normal business hours.
- Know Your RIGHTS Under The Ralph M. Brown Act: Government's duty is to serve the public, reaching its decisions in full view of the public. The Board of Directors exists to conduct the business of its constituents. Deliberations are conducted before the people and are open for the people's review. 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 Housing Authority 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  
Regular Meeting  
November 6, 2018 at 10:30 AM  
Alameda Housing Authority Office, 701 Atlantic Avenue, Alameda

1. CALL TO ORDER & ROLL CALL

*President Cooper called the meeting to order at 10:31 a.m., with the following Board Members present: Vice President McCahan, Secretary/Treasurer Basta. Members absent: none. Staff in Attendance: Kani Lin and Richard Yoshida.*

2. CONSENT CALENDAR **(Action)**

a. Approval of Minutes – October 24, 2018 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. Accept the Annual Report and Audited Financial Statements for Fiscal Year Ending 12/31/2017, **(Action)**

*Director McCahan moved to accept the Annual Report and Audited Financial Statements for Fiscal Year Ending 12/31/2017, Director Basta seconded. The motion carried unanimously.*

b. Approve the Federal and State Tax Returns for the Fiscal Year Ending 12/31/2017, **(Action)**

*There was discussion regarding Form 990 Part III and Schedule J Part II. Staff indicated there was ongoing discussion with the preparer.*

*Director Basta moved to authorize the President, or Designee to amend and Approve the Federal and State Tax Returns for the Fiscal Year Ending 12/31/2017, Director McCahan seconded. The motion carried unanimously.*

c. Approve and Adopt the Budget for Fiscal Year 2019, **(Action)**

*Director McCahan moved to Approve and Adopt the Budget for Fiscal Year 2019, Director Basta seconded. The motion carried unanimously.*

d. Authorize the President, or Designee, To Negotiate And Execute a Services Agreement Amendment with The Housing Authority of the City of Alameda, **(Action)**

*Director Basta moved to Authorize the President, or Designee, To Negotiate And Execute a Services Agreement Amendment with The Housing Authority of the City of Alameda, Director McCahan seconded. The motion carried unanimously.*

e. Authorize the President, or Designee, To Negotiate And Execute Consultant Agreements with The Dahlin Group and Paragon Partners, **(Action)**

*Director McCahan moved to Authorize the President, or Designee, To Negotiate And Execute Consultant Agreements with The Dahlin Group and Paragon Partners, Director Basta seconded. The motion carried unanimously.*

f. Accept a \$3.4 MM Loan Commitment Amendment to Island City Development and Authorize President, or Designee, to Negotiate and Execute Loan Documents, **(Action)**

*Director Basta moved to Accept a \$3.4 MM Loan Commitment Amendment to Island City Development and Authorize the President, or Designee, to Negotiate and Execute the Loan Documents, Director McCahan seconded. The motion carried unanimously.*

g. Approve the Everett and Eagle LP Limited Partnership Agreement Letter Amendment, **(Action)**

*Director McCahan moved to Approve the Everett and Eagle LP Limited Partnership Agreement Letter Amendment, Director Basta seconded. The motion carried unanimously.*

4. PUBLIC COMMENT (*none*)

5. WRITTEN COMMUNICATIONS (*none*)

6. ORAL COMMUNICATIONS – BOARD MEMBERS AND STAFF (*none*)

7. ADJOURNMENT

*The meeting was adjourned at 10:51 a.m.*

Respectfully submitted,  
**Draft until approved**  
Janet Basta  
Secretary

To: Board of Directors  
Island City Development

From: Tony Weng  
Senior Project Manager

Date: April 30, 2019

Re: Authorize the President or Designee to Negotiate and Execute Amendment  
to Consultant Agreement with the Dahlin Group, Inc.

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### BACKGROUND

ICD performs real estate development services for Rosefield Village. On January 11, 2017, a Consultant Agreement was entered into by and between ICD and Dahlin Group Inc., for architectural services not to exceed \$250,000 for preliminary designs and entitlement review. On June 25, 2018, the contract expiration date was extended to December 31, 2018, in order to provide time to negotiate and finalize a full design and services agreement for the proposed project. On November 6, 2018, the Board approved a contract extension to December 31, 2021 for work not to exceed \$1,819,895 based on the full design and construction administration scope of work.

### DISCUSSION

The previous contract amendment did not reflect the correct fee for the Structural Engineer's Construction Document (CD) and Construction Administration (CA) phase for the rehab portion of the project. The proposed amendment increases the not to exceed contract amount from \$1,819,895 to \$1,862,445. The total contract is increased by \$42,550 for Structural Engineer's CD and CA work for the proposed project.

### FISCAL IMPACT

The contract amount increases are covered within the budget for the proposed project.

### RECOMMENDATION

Authorize the President or Designee to negotiate and execute Amendment to the Consultant Agreement with the Dahlin Group, Inc.

Respectfully submitted,



Tony Weng  
Senior Project Manager



To: Board of Directors  
Island City Development

From: Danielle Thoe  
Management Analyst

Date: April 30, 2019

Re: Authorize the President, or Designee, to Negotiate and Execute a Consultant Agreement with the HKIT Architects

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### **BACKGROUND**

Island City Development (ICD) performs real estate development services for the North Housing project. In preparation for the first phase of redevelopment, 90 units of Permanent Supportive Housing, the Housing Authority, on behalf of ICD, published a Request for Proposals (RFP) for architecture services for the first phase of development at North Housing on January 8, 2019, with proposals due February 21, 2019. Staff received 15 responses to this RFP, all deemed to be valid and complete.

### **DISCUSSION**

With 15 proposals received, staff put together a proposal review team, which consisted of one member of the Housing Authority Board of Commissioners, the Housing and Community Development (HCD) Director, two HCD staff, and as a non-decision-making member, the HCD Intern. All review team members reviewed and scored each proposal based upon five categories spelled out in the RFP. Broadly, these categories are:

1)	Understanding of Scope	25 points
2)	Qualifications/Resources	25 points
3)	Building/Construction Standards	10 points
4)	Staff/Subcontractor Experience	30 points
5)	Innovation	10 points

The review team chose to move forward with interviews for the top five highest scoring firms. One firm, which scored within the top five proposals, was eliminated from the process due to a conflict of interest with this project, which the panel determined was insufficiently addressed in their proposal response.

The remaining five firms that scored highest to move forward with interviews, in alphabetical order, were:

- Dahlin Group
- HKIT Architects
- MWA Architects
- Paulett Taggart Architects
- Van Meter Williams Pollack



Staff hosted in person interviews over the course of two days in mid-March. Following the interviews, the review team selected its top three firms based upon both the RFP submission and interview responses. All three of these finalist firms are highly qualified and staff had confidence that any of the three finalists would be successful in completing the project. These top three firms were, HKIT Architects, MWA Architects, and Paulett Taggart Architects. For the top three firms staff completed reference checks and an in-depth analysis of the fee proposal. Staff sent follow-up questions to each firm to clarify any remaining proposal and fee questions.

After completion of this extensive review, staff has determined that HKIT Architects are the most qualified firm for the first phase of North Housing, 90 units of permanent supportive housing. HKIT has recent project experience in Alameda, extensive experience designing permanent supportive housing in the Bay Area, and proposed the lowest overall fee.

Proposal responses are available at the Housing Authority office for review.

**FINANCIAL IMPACT**

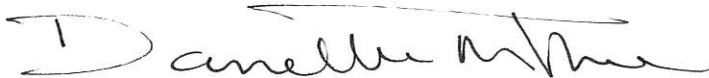
The North Housing project has a \$3,700,000 pre-development budget, \$2.5M of which is set aside for demolition of existing buildings while \$1.2M for general pre-development costs. This is funded by a loan from the Housing Authority to ICD.

The proposal from HKIT lists a total fee of \$1,197,900, not including reimbursable expenses or an anticipated joint trench subcontractor. Staff will work with HKIT to finalize the total not to exceed contract amount. This fee is estimated at 2.8% of the anticipated construction costs and the cost will be borne by the total project costs.

**RECOMMENDATION**

Authorize the President, or Designee, to negotiate and execute a Consultant Agreement with the HKIT Architects.

Respectfully submitted,



Danielle Thoe  
Management Analyst

