



AGENDA

ISLAND CITY DEVELOPMENT
Special Meeting
February 19, 2020 at 7:03 PM
Independence Plaza - Community Room
703 Atlantic Avenue, Alameda

1. CALL TO ORDER & ROLL CALL
2. PUBLIC COMMENT (Non-Agenda)
3. CONSENT CALENDAR (**Action**)
 - a. Approve the Revised Minutes of the Regular Meeting of the Board of Directors held October 24, 2018, **Page 1**
 - b. Approve Minutes of the Special Meeting of the Board of Directors held January 15, 2020, **Page 4**
4. NEW BUSINESS
 - a. Adopt a Resolution Approving the Procurement Policy for Island City Development, **Page 5 (Action)**
5. NON-AGENDA (Public Comment)
6. WRITTEN COMMUNICATIONS
7. ORAL COMMUNICATIONS – BOARD MEMBERS AND STAFF
8. ADJOURNMENT

NOTES:

- If you need special assistance to participate in the meetings of the Island City Development Board of Directors, please contact Stacey Wilson at (510) 747-4307 (TTY/TRS: 711) or swilson@alamedahsg.org. Notification 48 hours prior to the meeting will enable the Island City Development Board of Directors 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 Island City Development'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 Island City Development 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
ISLAND CITY DEVELOPMENT
Regular Meeting
*October 24, 2018 at 4:00 PM
Housing Authority Office
701 Atlantic Avenue, Alameda

1. CALL TO ORDER & ROLL CALL

President Cooper called the meeting to order at 4:00 P.M., with the following Board Members present: Vice President McCahan. Secretary/Treasurer Basta. Members absent: none. Staff in Attendance: Kathleen Mertz.

2. CONSENT CALENDAR

- a. Approval of Minutes – June 20, 2018 Meeting

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

3. UNFINISHED BUSINESS *(none)*

4. NEW BUSINESS

- a. Accept the Development Report for Rosefield Village, Adopt a Resolution Authorizing Submission of Funding Applications, and Accept a \$1.3M Loan Commitment Amendment to Island City Development for the Rosefield Redevelopment Project and Authorize President or designee to Negotiate and Execute Loan Documents.

Director McCahan moved to authorize the contract amendments; Secretary/Treasurer Basta seconded. The motion carried unanimously.

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

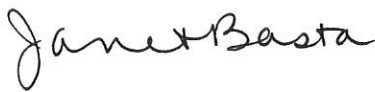
6. WRITTEN COMMUNICATIONS *(none)*

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

8. ADJOURNMENT

The meeting was adjourned at 4:23 P.M.

Respectfully submitted,



Janet Basta
Secretary

***Revised: February 19, 2020**

MINUTES*

Draft until approved

ISLAND CITY DEVELOPMENT

Regular Meeting

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Housing Authority Office

701 Atlantic Avenue, Alameda

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Secretary/Treasurer Basta moved to accept all items on the Consent Calendar. Director McCahan seconded. The motion carried unanimously.

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Director McCahan moved to accept the Development Report for Rosefield Village, adopt a resolution authorizing submission of funding applications, and accept a \$1.3M loan commitment amendment to Island City Development for the Rosefield Redevelopment Project and authorize President or designee to negotiate and execute loan documents. Secretary/Treasurer Basta seconded. The motion carried unanimously.

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

6. WRITTEN COMMUNICATIONS (*none*)

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

8. ADJOURNMENT

The meeting was adjourned at 4:23 P.M.

Respectfully submitted,

Draft until Approved

Janet Basta
Secretary

MINUTES
Draft until approved
ISLAND CITY DEVELOPMENT
Special Meeting
January 15, 2020 at 7:02 PM
Independence Plaza – Community Room
703 Atlantic Avenue, Alameda

1. CALL TO ORDER & ROLL CALL

President Cooper called the meeting to order at 8:15 p.m. The following Board Members were present: Director Cooper and Director Basta. Director Weinberg was absent. Staff in Attendance: Kathleen Mertz, Louie So, and Valerie Mondo.

2. PUBLIC COMMENT (Non-Agenda) (None)

3. CONSENT CALENDAR (Action)

- a. Approve Minutes of the Special Board of Directors Meeting Held December 3, 2019, **Page 1**

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

4. NEW BUSINESS

- a. Authorize the President to Award and Execute a Contract for Demolition Management Services to Carmel Partners, **Page 2 (Action)**

Director Basta moved to authorize the President to award and execute a contract for demolition management services to Carmel Partners. Director Cooper seconded. The motion carried unanimously.

5. NON-AGENDA (Public Comment) (none)

6. WRITTEN COMMUNICATIONS (none)

7. ORAL COMMUNICATIONS – BOARD MEMBERS AND STAFF (none)

8. ADJOURNMENT

The meeting was adjourned at 8:21 p.m.

Respectfully submitted,

Draft until approved
Janet Basta
Secretary

To: Board of Directors, Island City Development

From: Kathleen Mertz, Director of Housing and Community Development

Date: February 19, 2020

Re: Adopt the Procurement Policy for Island City Development

BACKGROUND

Island City Development (ICD) was established to support the real estate development and housing production efforts of the Housing Authority of the City of Alameda (AHA). To that end, ICD has a Consulting Services Agreement with AHA for the use of staff and resources to carry out the real estate activities because ICD does not have employees. Additionally, ICD relies on AHA policies and procedures to implement its programs where an ICD Board adopted policy does not exist. ICD has not yet adopted a Procurement Policy.

DISCUSSION

As part of the real estate activities carried out by ICD, staff engage consultants to perform a variety of reports and studies for upcoming projects. In general, for contracts not paid for using federal funds, ICD is not required to follow federal purchasing and contracting rules. However, ICD is required to assure that ICD purchasing actions comply with all applicable federal, state, local laws and any other applicable funding programs assisting the real estate project. The attached ICD Procurement Policy establishes guidelines to ensure that ICD's purchasing and contracting functions are competitive, flexible, and efficient, and that ICD maintains prudent internal controls. The Procurement Policy is separate from the ICD Purchase Authority Policy, adopted November 8, 2019. The Procurement Policy was developed in coordination with, and reviewed by, General Counsel.

FINANCIAL IMPACT

None.

RECOMMENDATION

Adopt the Procurement Policy for Island City Development.

Respectfully submitted,


Kathleen Mertz
Director of Housing and Community Development

Attachment: ICD Procurement Policy



ISLAND CITY DEVELOPMENT PROCUREMENT POLICY

All procurements made by ISLAND CITY DEVELOPMENT (ICD) will be made in accordance with the procurement standards detailed below.

Procurement transactions will maximize open and free competition while ensuring the financial stability of ICD. ICD shall not engage in procurement practices that may be considered arbitrary or restrictive.

I. GENERAL

ICD will:

- Provide a procurement system of quality and integrity;
- Make all feasible efforts to ensure that small and minority-owned businesses, women's business enterprises, and disabled veteran businesses are used when possible;
- Provide for the fair and equitable treatment of persons or firms involved in ICD procurements;
- Ensure that supplies and services (including construction) are procured efficiently, effectively, and at the most favorable prices available to ICD;
- Promote competition in contracting; and
- Assure that ICD purchasing actions are in compliance with all applicable federal, state, local laws, and any other applicable funding programs assisting a particular project or activity.

II. METHODS FOR PROCUREMENT

Procurements shall be made using one of the following methods: (a) small purchase procedures, (b) competitive negotiations, and (c) non-competitive negotiation.

A. Small Purchases

1. Micro purchases. For purchases up to \$2,000 a minimum of only one quote is required provided that the quote is considered reasonable. The reasonableness may be determined based on catalog price, market research, experience or past purchase. To the greatest extent feasible and to promote competition, requests for quotes for small purchases should be distributed among qualified sources. Quotation for small purchases could be obtained by fax, email, or mailed correspondence.

2. Small purchase dollar limits. Purchases of supplies, equipment, and services that cost between \$2,001 and \$100,000 require written estimates. ICD will solicit written responses from at least three vendors and, if no such responses are available, a statement explaining the procurement will be prepared and filed.

B. Competitive Negotiations

ICD will use competitive negotiations when the supplies, equipment, or services have a budget exceeding \$100,000.

1. Request for Proposal

A Request for Proposal (RFP) will be prepared and posted on ICD's and/or the Housing Authority's website. It may also be emailed to at least three (3) potential vendors. The RFP will describe services needed and identify the factors to be considered in the evaluation of proposals. Requests for proposals will always include cost as one of the evaluation criteria for selection.

Award must be made to the vendor whose written proposal is determined by the ICD to be the most advantageous to ICD. Evaluations must be based on the factors set forth in the Request for Proposal and an evaluation of each response must be prepared. The review committee, approved by the President or their designee, may contact the firms regarding their proposals for the purpose of clarification and record in writing the nature of the clarification. If it is determined that no acceptable proposal has been submitted, the received proposals may be rejected and the RFP may be cancelled and reissued. New proposals may be solicited on the same or revised terms or the procurement may be abandoned.

2. Request for Qualifications

For the procurement of certain professional services a Request for Qualifications (RFQ) may be used. RFQs are handled in a similar method to RFPs with the exception that cost is not a factor in the initial evaluation. An RFQ will be prepared and posted on the Housing Authority's website. It may also be emailed to at least three (3) potential vendors. The RFQ will describe services needed and identify the factors to be considered in the evaluation of proposals. The review committee, approved by the President or their designee, will evaluate the responses and rank them by comparative qualifications. The highest scoring person or firm will be contacted to negotiate cost. If the President, or their designee, is unable to negotiate a satisfactory cost arrangement, the second highest scoring person or firm will be invited to negotiate. The President, or their designee, will maintain a written record of all such negotiations.

3. General Contractor Selection for Contracts over \$500,000

ICD will use an RFQ to select General Contractors to provide pre- construction and general contracting services for construction projects with a budget exceeding \$500,000.

The General Contractor competitive selection process will take place in two phases:

Phase I:

A review panel approved by the President, or their designee, will evaluate all submissions of qualifications based on scoring criteria that will be included in the RFQ. Scoring will take into account the General Contractor's experience and the experience of individual staff assigned to the Project. After verification of scoring a "short list" will be announced naming three or fewer applicants who will proceed to Phase II of the selection process. References can be checked to help inform the selection of firms for the short list.

Phase II:

Short-listed General Contractors will be interviewed by the selection panel. Short-listed General Contractors will be provided with the interview questions and interview scoring criteria prior to the interviews. Short-listed General Contractors will also be required to submit for evaluation a proposed fee including general condition costs, overhead and profit, and documentation supporting their experience with plan review and cost estimating.

The selected General Contractor will be the highest scoring applicant from Phase I and II combined, based on qualifications submitted, reference calls, and interviews. This General Contractor will be selected to join the design/construction team, provide pre-construction services, and conditionally enter into a negotiated construction contract.

C. Noncompetitive Negotiations

Noncompetitive negotiations may be used for procurements when competitive negotiations are not feasible. ICD may purchase goods and services through non-competitive negotiations when it is determined in writing by the President, or their designee, that competitive negotiation or bidding is not feasible and that:

1. An emergency exists that threatens the health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the ICD, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate need for supplies, services, or construction such that the need cannot be met through any other procurement methods, and the emergency procurement shall be limited to those supplies or services necessary to meet the emergency, or
2. The product or service can be obtained only from one source, or
3. The contract is for the purchase of perishable items purchased on a weekly or more frequent basis, or
4. Only one satisfactory proposal is received through RFP or RFQ.
5. The President or their designee determines it is in the best business interest of ICD and/or its residents.

Procurement by noncompetitive negotiation requires the strictest attention to the

observation of impartiality toward all suppliers. The President must approve all procurements by non-competitive negotiation when only one supplier is involved or only one bid or response to an RFP/RFQ is received.

ICD may negotiate a contract with a vendor who has been competitively selected through a Housing Authority procurement process, or another competitive procurement process, without having to undergo a duplicate competitive selection process.

III. CONTRACTS

ICD shall require assurance that, before entering into a contract, the price is reasonable. A comparison with other offers shall generally be sufficient determination of the reasonableness of price and no further analysis is required. If a reasonable number of quotes are not obtained to establish reasonableness through price competition, the President or their designee shall document price reasonableness through other means, such as prior purchases of this nature, catalog prices, the personal knowledge at the time of purchase, comparison to the budget, or any other reasonable basis.

Generally, all procurements in excess of \$2,000 will be memorialized and supported by a written contract. Where it is not feasible, inapplicable, or is impractical to prepare a contract, a written finding to this effect will be prepared and some form of documentation regarding the transaction will also be prepared.

All contracts will contain language that allows ICD the opportunity to cancel any contract for convenience or for cause. . Said cause shall include (but not be limited to) demonstrated lack of ability to perform the work specified, unwillingness to complete the work in a timely fashion, cancellation of liability insurance or worker's compensation, failure to pay suppliers or workers, unsafe working conditions caused by the contractor, failure to comply with federal, state, or local wage laws (where applicable), failure to keep accurate and timely records of the job, or failure to make those records available to ICD's associate or partner (on request) or any other documented matter which could cause a hardship for the ICD if a claim should arise or the work not be completed on schedule at the specified cost.

The President is authorized to approve contract modifications (i.e., change orders, addendums) not to exceed the cumulative authorization limit. A contract modification that raises the cumulative total of the procurement to an amount exceeding the President's authorization limit, requires approval by the Board of Directors.

See ICD's Purchase Authority Policy for details about approval limits to enter into contracts.

ICD purchasing and contracting will comply with local, state and federal regulations applicable to recipients of Section 8 Project-based Voucher assistance, and any

other applicable funding programs assisting a particular project or activity.

IV. DOCUMENTATION

All source documents supporting any given transaction and outreach activities (receipts, purchase orders, invoices, RFP/RFQ data and bid materials) will be retained and filed in an appropriate manner. At a minimum, source document data must be sufficient to establish the basis for selection, basis for cost, (including the issue of reasonableness of cost), rationale for method of procurement and selection of contract type, and basis for payment.

V. LOCALLY OWNED, MINORITY-OWNED, FEMALE-OWNED AND SMALL BUSINESSES

Efforts will be taken to identify and solicit participation of locally owned, minority-owned, female-owned and small businesses; however, it will not be the determining evaluating criteria when selecting a vendor to provide services or materials.

VI. CODE OF CONDUCT

No ICD director, officer, consultant, or designated agent of ICD will take part or have an interest in the award of any procurement transaction if a conflict of interest, real or apparent, exists. A conflict of interest occurs when the official, employee or designated agent of ICD, partners of such individuals, immediate family members, or an organization which employs or intends to employ any of the above has a financial or other interest in any of the competing firms. ICD directors and officers are subject to a conflict of interest policy.

No ICD director, officer, consultant or designated agent of ICD may acquire a financial interest in or benefit in any way from any activity which uses any portion of ICD funding, nor shall they have any interest in any contract, subcontract or agreement for themselves or any family members.

VII. APPEALS AND REMEDIES

Vendors wishing to contest the selection process or results will have five (5) business days from the date of notice of the final selection to submit written complaints to the President. Thereafter, The President has 10 business days to respond in writing to the complaint.

Adopted by the Board of Directors on February 19, 2020.