

PUBLIC NOTICE:



Home Forward
BOARD OF COMMISSIONERS
will meet on
Tuesday, February 20, 2018
At 5:30 pm
Via Conference Call
Dial In Number: 866.285.7780
Access Code: 1665171



MEMORANDUM

To: Community Partners

Date: February 20, 2018

From: Michael Buonocore, Executive
Director

Subject: Home Forward Board of
Commissioners February Meeting

The Board of Commissioners of Home Forward will meet on Tuesday, February 20, 2018. Due to the inclement weather we will convene the meeting via a conference call at 5:30 P.M. The commission meeting is open to the public.

The call in information for the call is as follows:

Dial In Number: 866.285.7780

Access Code: 1665171

AGENDA



BOARD OF COMMISSIONERS MEETING

VIA CONFERENCE CALL
DIAL IN NUMBER: 866.285.7780
ACCESS CODE: 1665171

FEBRUARY 20, 2018 5:30 PM

INTRODUCTION AND WELCOME

PUBLIC COMMENT

General comments not pertaining to specific resolutions. Any public comment regarding a specific resolution will be heard when the resolution is considered.

MEETING MINUTES

Topic
Minutes of January 23, 2018 Board of Commissioners Meeting

CONSENT CALENDAR

Following Reports and Resolutions:			
18-02	Topic	Presenter/POC	Phone #
01	Authorize a Contract Amendment for Agency-wide Legal Services	Peter Beyer Berit Stevenson	503.802.8538 503.802.8541
02	Authorize the Submission of the Local Innovation and Fast Track (LIFT) and LIHTC Applications for the Civic Station Site	Jonathan Trutt	503.802.8507

REPORTS / RESOLUTIONS

Following Reports and Resolutions:			
18-02	Topic	Presenter/POC	Phone #
03	Authorize Contract with Walsh Construction Company for Design/Build Services for the Renovation of Medallion and Williams Plaza Apartments	Jonathan Trutt Leslie Crehan	503.802.8507 503.802.8463

EXECUTIVE SESSION

The Board of Commissioners of Home Forward may meet in Executive Session pursuant to ORS 192.660(2), following their regularly scheduled Board of Commissioners meeting. Only representatives of the news media and designated staff are allowed to attend. News media and all other attendees are specifically directed not to disclose information that is the subject of the session. No final decision will be made in the session.

THE NEXT MEETING OF THE BOARD OF COMMISSIONERS

The March Work Session will be on Wednesday, March 7, 2018 at 5:30 PM. The meeting will take place at Home Forward, 135 SW Ash Street in the Columbia Room. The next Board of Commissioners meeting will be Tuesday, March 20, 2018 at 6:15 PM. This meeting will take place at the Multnomah County Building, 501 SE Hawthorne Blvd, in the Commissioners Board Room.

ADJOURN

CONSENT CALENDAR



MEMORANDUM

To: Board of Commissioners Date: February 20, 2018

From: Peter Beyer, Chief Financial Officer
503.802.8538 Subject: Authorizing a \$350,000 increase in
the aggregate amount for agency-
wide legal services contracts and
the execution of contract
amendments to these on-call
contracts
Resolution 18-02-01

Berit Stevenson, Procurement and
Contracts Manager
503.802.8541

The Board of Commissioners is requested to authorize a \$350,000 increase to the aggregate amount of agency-wide legal services contracts, resulting in a new aggregate amount of \$1,150,000, and to authorize related amendments to these contracts: Stoel Rives LLP, Harrang Long Gary Rudnick PC, and Greenspoon Marder PA (assigned from Bittner and Hahs PC).

ISSUE

In the fall of 2014 the staff of the Procurement and Contracts Department issued a formal RFP soliciting proposals from qualified firms for the provision of agency-wide legal services. Three firms were selected:

- Stoel Rives LLP (general counsel, public procurement and contracts, real estate and litigation);
- Harrang Long Gary Rudnick PC (employment); and
- Bittner and Hahs PC (landlord/tenant).

In December 2014 the board approved contract awards via Resolution 14-12-02 of an aggregate amount of \$800,000 for these 3 contracts over a five-year term. The dollar amount was based on historical use of these firms over several years. After 3 years, there

is approximately \$140,000 left in the aggregate amount. Contracts and Procurement staff have reviewed past spending and are projecting that an additional \$350,000 is needed for the remaining two years of the contract terms.

While actual costs of all three firms have surpassed the historical monthly average spending figure, one firm, Bittner and Hahs (whose contract was since assigned to Greenspoon Marder due to a complete transfer of the landlord-tenant legal department) is primarily responsible for the increased. For five years beginning in 2010, monthly spending by Bittner and Hahs averaged approximately \$4,500. Currently, the Bittner (now Greenspoon Marder) spending has averaged approximately \$8,600. Increased spending can be attributed to hourly rate increases and an increase in landlord-tenant issues. Staff are conferring with Greenspoon Marder and reviewing internal procedures and spending amounts to address these costs.



RESOLUTION 18-02-01

RESOLUTION 18-02-01 AUTHORIZES AN INCREASE OF \$350,000 TO THE AGGREGATE AMOUNT OF THE AGENCY-WIDE LEGAL SERVICES CONTRACTS AND RELATED CONTRACT AMENDMENTS WITH STOEL RIVES LP, GREENSPOON MARDER LLP AND HARRANG LONG GARY RUDNICK PC

WHEREAS, Home Forward engaged in a competitive formal RFP process to select multiple qualified legal firms to assist with Home Forward issues related to contracts and public procurement, litigation, real estate, general counsel, employment and landlord-tenant;

WHEREAS, the firms of Stoel Rives LLP, Greenspoon Marder LLP (assigned from Bittner Hahs PC), and Harrang Long Gary and Rudnick PC have been selected by decision of the selection committee and perform such services since 2015;

WHEREAS, an increase of \$350,000 in the aggregate contract amount for these on-call contracts is needed to continue these services for the remaining two years of the contract terms;

WHEREAS, approval by the Board of Commissioners of Home Forward is required prior to the execution of contracts or amendments over \$100,000; and

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director, or his designee, is authorized to execute contract amendments with Stoel Rives LLP, Greenspoon Marder PA, and Harrang Long Gary Rudnick PC for agency-wide legal services not to exceed the amended aggregate amount of \$350,000, and total of \$1,150,000.

ADOPTED: FEBRUARY 20, 2018

Attest:

Home Forward:

Michael Buonocore, Secretary

Mary Ann Herman, Chair



MEMORANDUM

To: Board of Commissioners

From: Jonathan Trutt, Director,
Development and Community
Revitalization
503.802.8507

Date: February 20, 2018

Subject: Authorize the Submission of the
Local Innovation and Fast Track
(LIFT) and LIHTC Applications
for Civic Station Site
Resolution 18-02-02

The Board of Commissioners (“the Board”) is requested to approve a resolution authorizing the Director of Development and Community Revitalization and the Executive Director to execute and deliver such documents as may be required to enable Home Forward to submit to Oregon Housing and Community Services (“OHCS”) applications for competitive Local Innovation and Fast Track (LIFT) funds and non-competitive 4% Low Income Housing Tax Credits (LIHTCs).

This action supports Strategic Plan Goal, One Portfolio: Our real estate is stable for generations to come and meets the needs of the people and neighborhoods it serves.

The Civic Station site provides Home Forward with an opportunity to increase the number of apartments affordable to low-income households and to advance local and regional housing goals. It will consist of approximately 94 affordable apartments with a property management office, amenity spaces for residents, and a residential lobby. The ground floor will also contain approximately 6,000 square feet of active use space.

The Oregon State Legislature recently funded a second round of LIFT to simultaneously serve communities of color and catalyze affordable housing development in geographies, such as Gresham, that cannot count on large funding resources such as urban renewal funds and/or federally provided block grants. Given Home Forward’s commitment to furthering equity and our extensive track record of successfully housing communities of

color, we expect to be a strong competitor for LIFT Funds. Home Forward would combine a LIFT award with non-competitive 4% LIHTCs, for which we will also be submitting an application to OHCS.

The budget for development for the Civic Station site is approximately \$25.3 million, which will be generated from a variety of sources including Low Income Housing Tax Credit (LIHTC) equity, LIFT proceeds, conventional debt, and Home Forward investment.



RESOLUTION 18-02-02

RESOLUTION 18-02-02 AUTHORIZES HOME FORWARD STAFF TO EXECUTE AND DELIVER SUCH DOCUMENTS RELATED TO THE SUBMISSION OF APPLICATIONS TO THE STATE OF OREGON HOUSING AND COMMUNITY SERVICES DEPARTMENT (“OHCS”) SEEKING LOCAL INNOVATION AND FAST TRACK FUNDS AND 4% LOW INCOME HOUSING TAX CREDITS FOR THE CIVIC STATION SITE

WHEREAS, Home Forward is a public body corporate and politic of the State of Oregon and is empowered by ORS 456.005 to 456.725 (“Housing Authority Laws”) to purchase any real property and to accept grants, loans or any other form of financial assistance from any source public or private for the purpose of developing a housing project; and

WHEREAS, Home Forward seeks to encourage the provision of long term housing for low-income persons residing in the City of Gresham by developing the Civic Station site;

WHEREAS, Home Forward stands ready to proceed by having the capacity, experience and ability to complete the successful development of the Civic Station site; and

WHEREAS, Section 456.135 of the Oregon Revised Statutes provides that a housing authority may delegate to one or more of its agents or employees such powers or duties as it deems proper;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward authorizes and directs the Director of Development and Community Revitalization and the Executive Director to execute and deliver such documents related to the submission of applications to the State of Oregon Housing and Community Services seeking resources including, but not limited to, 4% Low Income Housing Tax Credits (LIHTCs) and Local Innovation and Fast Track (LIFT) funds for the development of the Civic Station site.

ADOPTED: FEBRUARY 20, 2018

Attest:

Home Forward:

Michael Buonocore, Secretary

Mary Ann Herman, Chair

AUTHORIZATION AND ACCEPTANCE FORM

Owner/Board of Directors of: Home Forward
Project Name: The Civic Station Site
Project Address: Gresham, Oregon

By this action the Owner/Board of Directors accepts the responsibilities and requirements of any tax credit, grant and loan programs applied for in this Application. In accordance with the corporation's by-laws, effective this date, authorization has been given by the Owner/Board of Directors to the following named parties:

1. To apply for programs, grants or loans in this application: The undersigned, being duly authorized to submit this application on behalf of the named Applicant, hereby represents and certifies that all required documents have been submitted in this application packet, and that the information provided in this application, to the best of his/her knowledge, is true, complete, and accurately describes the proposed project. The undersigned further authorizes the release of project information to Oregon Housing and Community Services ("Department," "OHCS") from all financial partners listed in the Application and authorizes the Department to verify any Application information, including financial information, as required to complete its due diligence.

Signature
Jonathan Trutt
Print Name

Director, Development and Community Revitalization

Title

Date

2. To execute all legal documents associated with tax credit, grant and loan programs (including the encumbrance of valuable property owned by the corporation).

Signature

Executive Director

Title

Signature

Title

3. To sign all draw requests, monthly progress reports and miscellaneous forms associated with the tax credit, grant and loan programs awarded to the project.

Signature

Director, Development and Community Revitalization

Title

Signature

Assistant Director, Development and Community Revitalization

Title

Signed:

Mary Ann Herman, Chair

Owner/ Board Chair Name

Home Forward

Organization

Signature

Date

Is a Board Resolution required to authorize any of the above? (yes/no) ___Yes___ If "yes," include a copy of the Resolution with the Application.



MEMORANDUM

To: Board of Commissioners
Date: February 20, 2018

From: Jonathan Trutt, Director,
Development and Community
Revitalization
503.802.8507
Subject: Authorize Contract with Walsh
Construction Company for
Design/Build Services for the
Renovation of Medallion and
Williams Plaza Apartments
Resolution 18-02-03

Leslie Crehan, Senior Project
Manager, Development and
Community Revitalization
503.802.8463

The Board of Commissioners is requested to authorize the Executive Director or his designee to execute a contract between Home Forward and Walsh Construction Co. for the initial design/build programming phase at Medallion and Williams Plaza Apartments as part of our public housing rehabilitation through Section 18 dispositions.

During the initial programming phase, the design/build team will assess the building's needs, develop an understanding of Home Forward's rehabilitation goals and develop a scope of work. These efforts will allow Walsh Construction Co. to establish preliminary pricing. With a scope of work and preliminary pricing, Home Forward staff will be able to determine how much rehabilitation can be accomplished within an established budget.

After the programming phase, staff anticipates a subsequent board resolutions to authorize the following design/build services work:

- (1) full design services phase, which will generate construction documents and permitting; and

(2) construction phase,

The cost of the programming phase is \$115,000. The current budget for the remaining design/build services necessary for the preservation of Medallion and Williams Plaza Apartments is approximately \$16,900,000.

Physical improvements to Medallion and Williams Plaza Apartments support the current Strategic Plan's One Portfolio Objective by using financing to leverage funds for preservation.

Home Forward's preservation strategy is to preserve and rehabilitate the existing 191 public housing apartments at these two properties through significant capital investment. This investment will decrease maintenance costs and improve safety and residents' quality of life.

In December 2017, Home Forward's Procurement and Contracting Department conducted a formal procurement process, issuing an RFP to identify and select a design/build team to provide programming, design and construction services at Medallion and Williams Plaza Apartments. On January 8, 2018, three proposals were received. A selection committee evaluated the proposals based on criteria identified in the RFP that included relevant experience, projected participation by minority, women owned and emerging small businesses (MWESB) and costs. Upon conclusion of their evaluation process, the selection committee recommended that Walsh Construction Co. be selected as the most advantageous selection. Participation of MWESBs is projected to be 32% for the contract.

The work of the contract will be accomplished in phases, with initial programming authorized by the attached resolution beginning immediately upon contract execution. Once the final scope of work has been determined after the programming phase, final design services and construction will follow. Cost for these future phases will be negotiated with Walsh Construction Co. and amendments to the contract initiated.



RESOLUTION 18-02-03

RESOLUTION 18-02-03 AUTHORIZES THE EXECUTIVE DIRECTOR OR HIS DESIGNEE TO EXECUTE A CONTRACT WITH WALSH CONSTRUCTION CO. FOR DESIGN/BUILD SERVICES FOR MEDALLION AND WILLIAMS PLAZA APARTMENTS

WHEREAS, Home Forward Board of Commissioners previously authorized the submission of the Section 18 Disposition applications for Medallion and Williams Plaza Apartments; and

WHEREAS, Home Forward undertook a formal competitive process for design/build services for the renovation of Medallion and Williams Plaza Apartments properties; and

WHEREAS, Walsh Construction Co. was identified as the most advantageous proposer by the selection committee; and

WHEREAS, the contract will be undertaken in phases, with programming the initial phase and future phases (design and construction) authorized by contract amendments; and

WHEREAS, Home Forward contracting rules require approval of the Home Forward Board of Commissioners for contracts and contract amendments in excess of \$100,000,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Executive Director, or his designee, to execute a contract with Walsh Construction Co. in the amount not to exceed \$115,000, for design/build programming services for Medallion and Williams Plaza Apartments.

ADOPTED: FEBRUARY 20, 2018

Attest:

Home Forward:

Michael Buonocore, Secretary

Mary Ann Herman, Chair