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## SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

**APPROVED**  
January 4, 1983  
SACRAMENTO HOUSING AUTHORITY  
CITY OF SACRAMENTO

Housing Authority of the  
City of Sacramento &  
City Council of the City  
of Sacramento  
Sacramento, California

CITY MANAGER'S OFFICE  
**RECEIVED**  
JAN 19 1983

**JAN 25 1983**

Honorable Members in Session:

**SUBJECT:** Professional Services Contracts for the  
Substantial Rehabilitation and Moderate  
Rehabilitation Programs

### SUMMARY

The attached resolution approves the addition of Norvall-Marco Rural West, Caywood Associates, Michael Williams, and James Repace consultant firms to the approved Rehabilitation Consultant list, established March 10, 1981 per Resolution No. 81-002, for the Substantial and Moderate Rehabilitation Programs.

### BACKGROUND

#### Substantial Rehabilitation

The Housing Authorities of the City and County of Sacramento were invited by the Department of Housing and Urban Development (DHUD) to apply for funds to acquire and substantially rehabilitate family units in the City and County of Sacramento. Under this program (unlike the Section 8 existing and the Moderate Rehabilitation programs, wherein the owner retains title and DHUD subsidizes), the Authority will purchase, rehabilitate and maintain these units. The units are then utilized for the conventional low-rent housing program.

Application submissions for Cal 5-20 and Cal 5-21 (165 units of family housing within the City of Sacramento) was approved by the Housing Authority of the City on August 15, 1978 per Resolution No. 1634, Resolution No. 1771 dated January 15, 1980.

The Preliminary Loan Contracts were approved by the Housing Authority of the City of Sacramento on September 26, 1979 per Resolution No. 1741 and on November 27, 1979 per Resolution No. 1751.

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All Districts

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The development programs for Cal 5-20 and Cal 5-21 were adopted by the Housing Authority of the City of Sacramento on April 15, 1980 per Resolution No. 1791 and 1792 respectively.

On October 21, 1980, the City Housing Authority, by Resolution No. 1846 and 1847 approved the revised developmental budgets which increased funding due to inflation for Cal 5-20 and Cal 5-21 (90 and 75 units respectively).

Authority was delegated to the Sacramento Housing and Redevelopment Commission and the Executive Director, per Resolution No. 1808, for final selection of the 165 units of substantial rehabilitation within the city limits of the City of Sacramento under DHUD Cal 5-20 and Cal 5-21 on June 24, 1980.

### Moderate Rehabilitation

The intent of this program is to upgrade the existing housing stock of rental units by requiring the owner(s) to perform a minimum of \$1,000 rehabilitation to each unit proposed, in return for Section 8 subsidy. To compensate the owner for additional expenditures, the owners are subsidized 120% of the fair market rents and enter into a 15-year Housing Assistance Contract with the Authority. Rents are to be adjusted annually due to inflation. Maintenance and upkeep are the responsibility of the owner.

On September 23, 1980, Housing Authority Resolutions No. 1835 and 1836 were adopted authorizing the Authority to enter into Annual Contributions Contracts for Cal 5-9 and 5-10 in the City of Sacramento. Under the approved program, the Authority will solicit proposals, which must meet the HUD program guidelines and HAP goals. The Rehabilitation/Loan Policy Committee of the Sacramento Housing and Redevelopment Commission was delegated the authority to review, approve/disapprove, and make final selection of proposals. This delegation of authority was approved by City Resolution No. 1850 on October 28, 1980.



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### Establishment of Consultant Services List

The establishment of the previous Consultant Services List was approved per Resolution HA-81022. This list consisted of four firms/individuals, one of whom decided not to participate after approval, and another who basically failed in his participation. The Authority has extensively utilized the remaining two firms in the preparations of plans and specifications and intends to continue their use. For the purpose of this request, the additional firms/individuals requested for approval under this resolution are to provide additional support to implement and expedite the completion of the programs.

### Additional Consultant Services

During the month of June 1982, the Authority solicited for proposals from potential Consultants. Solicitations included advertisements in the local circulations, minority newspapers and mail-outs to known rehabilitation individuals and/or firms. As a result of this solicitation, the Authority received a reply from seven (7) potential applicants. The interview panel was made up of the Director of Community Development, Rehabilitation supervisors from Housing Production and Rehabilitation, a staff person from the City Building Department. A person from the Federal Department of Housing and Urban Development was invited, but did not participate.

On November 22, 1982 each consultant was interviewed and ranked by the panel on a point system (see Exhibit A). A summary of that evaluation is as follows:

<u>Applicant</u>	<u>Ranker &amp; Individual Placement</u>				<u>Combined Placement</u>
	<u>Goto</u>	<u>Larsen</u>	<u>Dangberg</u>	<u>E. Larsen</u>	
Gracey	7	7	7	6	6
Alexander	6	6	6	5	5
Norvall-Marco	1	1	1	1	1
Caywood	2	2	2	2	2
Williams	3	5	5	3	3
Repace	4	3	3	4	3
Walker	5	4	4	5	4



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The panel recommendation, together with a short history of the four (4) top qualifying applicants is as follows:

### First choice - Norvall-Marco Rural West

Specializing in program design for housing rehabilitation; experienced in all phases of housing rehabilitation, design and close-out.

### Second choice - Caywood Associates

A.I.A. architects, specializing in design, rehabilitation and all phases of architectural services.

### Third choice - tie between two separate individuals

Michael Williams. A.A. and B.S. in construction technology, housing rehabilitation specialist, estimator and superintendent.

James Repace. RB-1 General Contractor license, project manager for Port of Sacramento Industrial Park and prior experience as employee of SHRA.

### Duties and Responsibilities

After Agency staff has initially screened units to be rehabilitated under the Substantial Rehabilitation Program, the Rehabilitation Consultant will prepare preliminary drawings, work write-ups and cost estimates for review by the approved ad hoc committee. Upon approval by the committee, the Consultant will prepare final documents adequate for bidding purposes and subsequently monitor construction.

Under the Moderate Rehabilitation Program, the Consultant will be utilized only if needed due to program backlog. The Consultant will provide the Agency with a work write-up and cost estimate to be included in the packet by which the ad hoc committee will review, approve/disapprove units for inclusion in the program. During construction, the Consultant will be utilized to monitor the project of consistency with the approved work write-up and certify completion of program requirements.



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### FINANCIAL DATA

The Substantial and Moderate Rehabilitation Programs are fully funded through the Department of Housing and Urban Development. The program reservations for these programs total \$13,146,401.

### VOTE AND RECOMMENDATION OF COMMISSION

At its regular meeting of January 17, 1983, the Sacramento Housing and Redevelopment Commission adopted a motion recommending adoption of the attached resolution. The votes were as follows:

AYES: Angelides, Hall, Luevano, A. Miller, Teramoto, Walton

NOES: None

ABSENT: Dickinson

### POLICY IMPLICATION

The action(s) proposed in this staff report are consistent with previously approved policy and there are no policy changes being recommended.

### RECOMMENDATIONS

The staff recommends adoption of the attached resolution approving the expanded list of Rehabilitation Consultants for the Substantial Rehabilitation and Moderate Rehabilitation Programs.

Respectfully submitted,

*William H. Edgar*

WILLIAM H. EDGAR  
Executive Director

TRANSMITTAL TO COUNCIL:

*Walter J. Slipe Jr.*  
WALTER J. SLIPE  
City Manager

For:

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RESOLUTION NO. 83-003

ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO  
ON DATE OF

January 25, 1983

RESOLUTION APPROVING ADDITION OF FOUR CONSULTANTS  
TO ORIGINAL LIST OF REHABILITATION CONSULTANTS  
WHICH MAY BE SELECTED FOR SUBSTANTIAL REHABILITATION  
AND MODERATE REHABILITATION PROGRAMS

BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE CITY OF  
SACRAMENTO:

Section 1. The Executive Director is authorized to  
select from among the following firms to be retained as con-  
sultants for the Substantial and Moderate Rehabilitation  
Programs:

- (a) Norvall, Marco, Rural, West
- (b) Caywood Associates
- (c) Michael Williams
- (d) James Repace

Section 2. The Executive Director is hereby authorized  
to execute professional services contracts for rehabilitation  
consulting services as needed in order to implement the Substan-  
tial and Moderate Rehabilitation Programs.

CHAIRMAN

ATTEST:

\_\_\_\_\_  
SECRETARY

**APPROVED**  
SACRAMENTO HOUSING AUTHORITY  
CITY OF SACRAMENTO

JAN 25 1983

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Interviewer: \_\_\_\_\_

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SUBSTANTIAL REHABILITATION PROGRAM  
Cal 7-9

Consultant Interview Form

EXHIBIT "A"

<u>RATING</u>	<u>VALUES</u>									
0 Response	0	Ability to Communicate	Qualifications of Available Personnel	Qualifications of Support Disciplines	Expertise and Capability of Principal Firm	Prior Similar Projects	Prior Experience with Governmental Agencies	Proximity to Project	Miscellaneous	TOTAL Weighted Evaluation
1 Efficient	1									
2 Average	2									
3 Superior	3									
1. James E. Gracey										
2. James Alexander										
3. Norval-Marco Rural West										
4. Caywood & Associates										
5. Michael S. Williams										
6. Ted A. Walker										
7. James S. Repace										

Comments/Notes: \_\_\_\_\_

ABILITY TO COMMUNICATE

Directness of Response to RQS  
Actual Response to Stated Needs  
Initial Grasp of Program and Needs

QUALIFICATIONS OF PERSONNEL

Background  
Relevant Experience  
Organizational Structure (incl. Joint Venture,  
if applicable)

EXPERTISE AND CAPABILITY OF PRINCIPAL FIRM

Perform within Budget? (cost control)  
Innovative Concepts  
Quality vs. Cost

PRIOR SIMILAR PROJECTS

Quantity and Scope (verify similarity)  
Success of Prior Projects  
Check out references

PRIOR EXPERIENCE WITH GOVERNMENTAL AGENCIES

Housing Authorities  
Department of Housing and Urban Development  
(DHUD)  
Building Codes Departments (local)  
Health Departments

PROXIMITY TO PROJECT

Time/Travel Distance

MISCELLANEOUS

General Overall Impression  
Past experience with Firm  
Amount of current obligations  
Conflicts?

