

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY



BOARD OF COMMISSIONERS

REGULAR MEETING

March 25, 2024



PUBLIC NOTICE OF MEETING

The **PERSONNEL COMMITTEE** of the
City of Roanoke Redevelopment and Housing Authority
BOARD OF COMMISSIONERS

will meet on

Tuesday, March 25, 2024

at 2:15 p.m.

at the following location:

2624 Salem Turnpike NW
Roanoke, VA 24017

As set forth in the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, RRHA does not discriminate on the basis of disability, and is willing to assist citizens with special needs. If you have a hearing or vision disability and wish to attend any RRHA public meeting, please contact us seven (7) days prior to meeting date at (540) 983-9286 or Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, Roanoke, VA 24017.

Date of Public Notice: March 18, 2024





PUBLIC NOTICE OF MEETING

The **REGULAR MEETING** of the
City of Roanoke Redevelopment and Housing Authority
BOARD OF COMMISSIONERS

will be held on

Monday, March 25, 2024
at 3:00 p.m.

As set forth in the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, RRHA does not discriminate on the basis of disability, and is willing to assist citizens with special needs. If you have a hearing or vision disability and wish to attend any RRHA public meeting, please contact us seven (7) days prior to meeting date at (540) 983-9286 or Roanoke Redevelopment and Housing Authority, 2624 Salem Turnpike, NW, Roanoke, VA 24017.

Date of Public Notice: March 18, 2024



AGENDA

REGULAR MEETING OF THE COMMISSIONERS OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY 2624 Salem Turnpike, NW – Roanoke, Virginia – 24017

March 25, 2024
3:00 pm

I. CALL TO ORDER – ROLL CALL

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Walker

II. REPORTS

1. Executive Report
2. Staff Reports
3. Committee Reports
4. Commissioner Comments
5. City Council Liaison Comments or Discussion
6. Residents or other community members to address the Board

III. CONSENT AGENDA

All matters listed under the consent agenda are considered to be routine by the Board of Commissioners and will be enacted by one motion in the form listed below. There will be no separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, February 26, 2024.

RECOMMENDED ACTION: Dispense with the reading thereof and approve as recorded.

- C-2 Monthly Operations Report for the month of February 2024.

RECOMMENDED ACTION: File as submitted.

Consideration for approval of the above Consent Agenda:

Motion _____ Second _____

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Walker

IV. **REGULAR AGENDA**

1. **Resolution No. 4192**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING NEGOTIATION AND EXECUTION OF CONTRACTS FOR ACQUISITION OF TWO (2) PROPERTIES IN CONJUNCTION WITH THE HOMEOWNERSHIP PROGRAM

Motion _____ Second _____

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Walker

2. **Resolution No. 4193**

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTION OF A CONTRACT WITH REGION 14 EDUCATION SERVICE CENTER/OMNIA PARTNERS AND FERGUSON ENTERPRISES, LLC

Motion _____ Second _____

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Walker

V. **ADJOURNMENT**

Motion _____ Second _____

☐ Anguiano; ☐ Garner; ☐ Karney; ☐ Kepley; ☐ Smith; ☐ Walker

The Public is advised that members of the Roanoke Redevelopment & Housing Authority (RRHA) Board of Commissioners receive the RRHA Board meeting agenda and related communications, reports, and resolutions, etc., on the Tuesday prior to the Board Meeting to provide sufficient time for review of information. Citizens who are interested in obtaining a copy of any item listed on the Agenda may contact the office of the RRHA Executive Director, 2624 Salem Turnpike, NW, Roanoke, Virginia 24017 or by calling 540-983-9283. NOTE: Full disclosure of some items on the agenda may not be available until after the RRHA Board of Commissioners has approved and/or acted upon such items.

APPROVAL OF MINUTES

REGULAR MEETING

FEBRUARY 26, 2024

MINUTES OF A REGULAR MEETING OF THE
COMMISSIONERS OF THE
CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

The Commissioners of the City of Roanoke Redevelopment and Housing Authority met on Monday, February 26, 2024.

I. CALL TO ORDER – ROLL CALL

Chair Karney called the meeting to order at 3:00 p.m. and declared that a quorum was present.

| | |
|------------------|--|
| PRESENT: | Commissioners Anguiano, Kepley, Smith, Walker, Vice Chair Garner, Chair Karney |
| ABSENT: | None |
| OFFICER PRESENT: | Mr. David Bustamante, Secretary-Treasurer |
| ALSO PRESENT: | Olivia Moulds, Legal Counsel; Jackie Austin, VP of Finance/CFO; Jonathan Smith, Human Resources Coordinator; Tina Bousman, Manager of HR; Leanna Pagans, Executive Administrative Assistant; Brenda Prieto, PR/Social Media/Marketing Manager; Frederick Gusler, Director of Redevelopment and Revitalization; Greg Goodman, Director of Community Support Services; Joel Shank, VP of Operations; Stephanie Moon Reynolds, City Council Liaison; Suzzette McCoy, Compliance & Quality Assurance Specialist; Debra Carter, Melrose Towers Resident |

Chair Karney welcomed everyone to today's meeting.

II. REPORTS

1. Executive Report.

Mr. Bustamante addressed the board stating that the continuing resolution,

issued by Congress, will expire on March 1st, 2024. The Senate and the House have both reached funding limits, however, no bills have been passed. If a budget is not passed by this deadline they must enact another continuing resolution or the government will face shutdown.

Mr. Bustamante announced that RRHA recently underwent its' NSPIRE inspection at the Hunt Manor and Bluestone Park properties. After an initial walkthrough of the property, it was determined that there was a lot of work that needed to be done. One of RRHA's most tenured maintenance employees, Ernest Grogan, assembled a team that walked through every unit and identified what repairs needed to be made and completed these repairs within a three week period. A total of \$17,000 was spent on new doors and another \$19,000 on electrical repairs such as GFCI's, smoke detectors, light fixtures and broken exhaust fans. It goes to identify that this property was not being managed properly. During an NSPIRE inspection the inspector is looking for issues in the unit that will affect the tenant, as well as any health and safety issues. The result of this inspection was a score of 82 for both Hunt Manor and Bluestone Park collectively. The success of this inspection has provided our team with the knowledge on how to proceed with the remaining properties. Mr. Grogan and his team will begin to walk a certain amount of units per site per month in order to prepare for the possibility of another NSPIRE inspection this summer at another property of their choosing.

Mr. Bustamante noted that he has spoken with the property managers and notified them that property management does not consist solely of sitting at a desk and does require them to walk the property and the units. While some parts of the job

require working from a desk an equally important part involves them being active in the community and speaking with the residents. Mr. Bustamante stated the occupancy rates are continuing to improve and believes RRHA will be a standard performer in public housing this year with the goal of getting the occupancy rates back to 98% per property.

Mr. Bustamante stated RRHA is working on its' annual plan that will be submitted to HUD in July. RRHA staff members met with Commissioner Smith and the Resident Advisory Board (RAB) on February 20th to discuss these plans and to receive any tenant comments and concerns. This is the final year of the 2022 – 2024 plan. Next year, a new five year agency plan and a strategic plan will be developed for the organization.

Commissioner Anguiano asked if there are things that can be done to ensure the site managers are walking the properties as expected. Mr. Bustamante replied RRHA is currently undergoing performance evaluations and each site manager is being given a goal of going into a certain number of units per month.

Vice Chair Garner asked if the \$17,000 was spent on internal or external doors. Mr. Bustamante stated there were several instances where every door in the unit was damaged and needed to be replaced. Vice Chair Garner asked what the electrical damages consisted of. Mr. Bustamante replied there were some units where the smoke detectors had failed or were improperly installed to begin with. There were also units in which the tenant had removed the globes that cover the lights or disconnected the bathroom exhaust fan which then creates a potential moisture issue. Vice Chair Garner asked when the REAC inspections will take place. Mr. Bustamante stated the

NSPIRE inspection will take the place of the REAC inspection. Commissioner Kepley asked if tenants are held responsible for damaging the unit. Ms. McCoy noted that tenants are charged for these damages. Mr. Bustamante added that in these instances if the same issue persists when management goes into the unit at a later date then those families will lose their housing. Commissioner Smith asked if the pets that are damaging the units are large pets. Mr. Bustamante replied that some of them are large pets and some of them are supposed to be there because they are emotional support animals. In either instance they are not allowed to damage the unit.

Commissioner Anguiano asked what the repercussions of being a standard performer are. Mr. Bustamante stated that it would primarily affect the extra percentage of Capital Funds that RRHA receives each year for occupancy rates. If the occupancy rates are substandard RRHA would receive a score of seven instead of ten in the capital fund PHAS scoring section. Part of this percentage includes funds that get recaptured from housing authorities that do not use all of their capital funds or funds that are leftover from various types of grants that did not get obligated throughout the year. The total amount varies from year to year and is divvied out amongst housing authorities that are deemed to be high performers. Vice Chair Garner asked if we have received any money from the court settlement. Mr. Bustamante replied that RRHA has received the total amount.

Chair Karney asked for further questions. There were none.

2. Staff Reports

Mr. Gusler greeted the board and stated he would like to provide an update

on the progress of the new development at Old Spanish Trail. Last month, the board approved a contract with Dominion Due Diligence Group (D3G) who have been hired to provide consulting services for the Rental Assistance Demonstration (RAD) and low-income housing tax credit process. RRHA staff met with D3G last week and will now begin deciding upon which type of financing will be in the developments best interest. There are several options to choose from including repositioning in which a current RRHA development may have a portion of units that would be replaced by the units at the new development. A Request for Qualifications (RFQ) has been issued for the Architectural and Engineering Services and those qualifications are due on March 8, 2024. Thus far, nine firms have requested the information packet. The time frame for this work will be based around a low income housing tax credit application that is projected for March of 2025.

Commissioner Smith asked if any of the properties are underperforming. Mr. Bustamante replied that there are some properties that perform better than others on a yearly basis. There are also some properties that need to borrow from the higher performing properties to fund their budgets for the remainder of the year. When considering the repositioning process it may not just be an underperforming property that is important, but also if there are units in a floodplain or present a security risk in which repositioning those units may be beneficial. At this time every option is being considered.

Vice Chair Garner asked if we are looking at purchasing additional properties to build units on at this time. Mr. Bustamante stated that RRHA has not stopped looking since the purchase of the new property at Old Spanish Trail. RRHA is also looking for

potential existing units that could be purchased and reconstructed or remodeled into low-income housing.

Commissioner Kepley asked if the RFQ includes an overall assessment of the new site or if it is specific to the 86 units. Mr. Gusler replied that RRHA has undergone the due diligence period and is the owner of the site. The consulting firm has provided direction on particulars that RRHA should be aware of during the architectural and engineering process and will continue to be involved in an advisory role. The development of the site is not what they're looking at. Currently they are looking at the other properties and determining what is the best RAD model for RRHA to pursue. Through the RAD process you receive a rent from HUD that then enters into the Section 8 program and then into public housing. Commissioner Kepley explained that his question is more about the overall site plan and how we are going to fit 86 units on the most efficient plot of land in order to save as much real estate as possible to build other units. Mr. Shank replied that the purchase agreement between RRHA and Virginia Housing has some parameters that govern, to an extent, what can be done from a construction perspective. There is some flexibility that will allow for minor adjustments to these parameters, however, the style of housing, the number of units and the accessibility factors must be adhered to. The A & E firm will be responsible for all of the civil work, the design of the units themselves as well as the buildings that will serve administrative and maintenance purposes. Commissioner Kepley asked how many units can be built on the site. Mr. Shank said this number has not been determined, but as much land will be reserved as possible while still abiding by the parameters that Virginia Housing set forth in the purchase agreement. Commissioner Kepley asked if Virginia

Housing has given dictated a set number. Mr. Shank stated they have not given a set number primarily due to the fact that it is still undetermined what is to be done with the remainder of the property. Virginia Housing is primarily concerned about what is being done with this phase of the development as there are no real parameters set to govern what is to be done with the second phase. The goal is to start with the conceptual plan to maximize the use of that property and reserve as much land as possible for development on the remainder of the site. Commissioner Kepley asked if it will all be housing. Mr. Shank replied that the site will only contain housing. The 86 units are what is locked in and will consist of 22 buildings with 4 townhome style units in each as part of the purchase. Since this will start as public housing, HUD will govern what can be spent per unit. The amount they allow you to spend for a townhome is more than what they will allow you to spend on a garden style unit. Commissioner Kepley noted that, as a guiding principle, he would like for the board to encourage making the use of this land as ambitious and efficient as possible. Mr. Gusler added that the concept plan consists of only half of the total site. The previous development consisted of 212 terraced apartments. This stage of the development will be located on the upper part of the property which is approximately half of the total acreage. The A&E firm will look at positioning the buildings close together to cut down on parking and driveways to maximize use of the land. In many ways they will be following the lead of what has been done in the past as the topography limits these options.

Chair Karney asked for comments or questions. There were none.

3. Committee Reports

Commissioner Smith announced that the Personnel Committee met on Tuesday, February 20th to discuss the employee evaluation process and the resulting salary increases which take affect the first payroll week in March. The committee recommends these changes.

Chair Karney asked for committee reports. There were none.

4. Commissioner Comments

Chair Karney asked for commissioner comments. There were none.

5. City Council Liaison Comments or Discussion

Chair Karney asked for comments or questions. There were none.

6. Residents or other community members to address the Board

Councilwoman Moon Reynolds greeted the board stating that the mayor has received concerns with regards to some issues at Morningside Manor and Melrose Towers. Ms. Moon Reynolds stated she has met with the executive director and the chairman previously after receiving several complaints regarding Joint Resident Council (JRC) at both sites. Council has continued to receive emails and concerns about the handling of the JRC and not being able to come before the board to share these concerns. They are being told that this is not the process and council thought it best to ask this question directly. There is also some concern about the process for electing officers and not being able to put their name in to be considered.

Mr. Bustamante replied that Resident Councils are not overseen by the

housing authority. They are self-bodied meaning that, per the Code of Federal Regulations, they are established on their own by the vote of the residents. The issues within the Resident Council are decided within the Resident Council meetings. If someone is in disagreement with the policy then they are welcome to bring that to the Resident Council and the Resident Council would then have to address that policy. In regards to the election concerns that is an equal access due process issue and more information would need to be gathered about that situation. Every resident can place their names to be considered for council positions. The residents vote and decide who will represent them. Ms. Moon Reynolds stated that Resident Council may not be under the jurisdiction, but the residents who live there are and they have asked who they can speak with when they have gone to the Resident Council with their concerns and feel they are not getting any kind of relief. Mr. Bustamante said he would like that resident to reach out to him. Ms. Moon Reynolds stated they have done that and she thought there was some resolution to the matter, however, they have notified City Council that the harassment and disrespect has continued.

Commissioner Smith stated that he would like to address and further explain the election process. Every resident at the site is notified of the election plan 30 days in advance and it is their responsibility to submit their name to the property manager. A person must be in good standing within the community that they live in order to be considered. The council does not decide who is on the ballot. Commissioner Smith noted that the referenced complaints bypassed Joint Resident Council (JRC). When an individual has it in their mind that they want to be in control then they bypass the democratic process. All input is taken seriously and voted upon as a group.

Commissioner Kepley asked what constitutes good standing. Commissioner Smith replied that it is defined by a person that pays their rent and is not part of the problem.

Mr. Goodman stated that since these are RRHA residents, staff meets with them when there is an issue to find out what is going on. In several of these instances RRHA staff has indeed met with the resident and worked together to come up with a solution as a whole. That does not mean, however, that they are going to be accepting of the solution.

Commissioner Anguiano stated that our only involvement, from an RRHA standpoint, is in determining whether someone is in good standing or not. Outside of that, this is a private organization. Councilwoman Moon Reynolds asked if there is a third party liaison that they can speak with when they feel that their grievances are not being dealt with properly. Mr. Bustamante replied that he will provide them with the contact information for HUD.

Chair Karney asked for further questions. There were none.

CONSENT AGENDA

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, January 26, 2024.

RECOMMENDED ACTION: Dispense with the reading thereof and approve as recorded.

- C-2 Monthly Operations Report for the month of January 2024.

RECOMMENDED ACTION: File as submitted.

Commissioner Garner introduced a motion to approve the Consent Agenda.

The motion was seconded by Commissioner Anguiano and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Kepley, Smith, Walker, Vice Chair
Garner, Chair Karney

NAYS: None

REGULAR AGENDA

1. Resolution No. 4190

Mr. Shank presented Resolution No. 4190 seeking the board's approval to award a contract for Bulk Container Services for Eight Public Housing Properties. An Invitation for Bid (IFB) was issued on January 8th and two responsive bids were received from Republic Services, Inc. and GFL Southwest Virginia, LLC. Republic Services, Inc. submitted the lowest bid at \$550,021.34. The cost estimate for this service was \$543,000, therefore, their bid is determined to be fair and reasonable. They have also completed the previous contract in a satisfactory manner. The new contract will be for a one year period with four option years.

Chair Karney asked for further questions. There were none.

Commissioner Anguiano then introduced Resolution No. 4190 and moved its adoption as introduced.

The motion was seconded by Commissioner Garner and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Kepley, Smith, Walker, Vice Chair
Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4190 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR BULK CONTAINER SERVICES FOR HOUSING DEVELOPMENTS

WHEREAS, the current contract of the City of Roanoke Redevelopment and Housing Authority (RRHA) for provision of bulk container services for eight RRHA Public Housing sites expires March 31, 2024; and

WHEREAS, funding to support provision of bulk container services is included in the operating budgets for the Public Housing sites; and

WHEREAS, RRHA issued an Invitation for Bid for Bulk container services for Eight RRHA Public Housing Sites on January 7, 2024, with bids being due on January 30, 2024; and

WHEREAS, RRHA received (2) responsive bids to the invitation which were opened for consideration, such bids being as follows:

| <u>Bidder</u> | <u>Total Bid Amount</u> |
|-----------------------------|-------------------------|
| Republic Services, Inc. | \$550,021.34 |
| GFL Southwest Virginia, LLC | \$1,053,627.42 |

WHEREAS, HUD regulations at 24 CFR 135.1 state that "section 3 of the Housing and Urban Development Act of 1968 (12 U. S. C. 1701u) (section 3) directs that employment and other economic opportunities generated by certain HUD financial assistance shall to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to business concerns which provide economic opportunities to low- and very low-income persons."; and

WHEREAS, neither contractor self-certified as a Section 3 Business Concern; and

WHEREAS, the allowable HUD Section 3 preference is not a determining factor in the procurement; and

WHEREAS, the amount of the bid submitted by Republic Services, Inc., was determined to be fair and reasonable for the work specified when compared to the

amount of the independent cost estimate based on previous contract costs for bulk container services; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Republic Services, Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Executive Director recommends an award to Republic Services, Inc.; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such bid and execute an appropriate contract.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

- (1) The bid submitted by Republic Services, Inc. be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a standard contract for services, which by reference is inclusive of scope of services, addenda and related project documents, between Republic Services and RRHA with a fixed contract amount of \$99,540.00 for a one (1) year term, and with the option of four one-year renewals at the fixed amounts of \$104,517.00 for option year 1, \$109,742.85 for option year 2, \$115,230.00 for option year 3, and \$120,991.49 for option year 4.
- (3) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

2. Resolution No. 4191

Mr. Shank presented Resolution No. 4191 requesting the board's approval to award a contract for Replacement of Rooftop Mounted HVAC Equipment at Melrose Towers. This HVAC equipment serves the common areas for floors two through nine. The contract will be funded by the capital fund and the Virginia Housing Grant that RRHA received previously. An IFB was issued and five responsive bids were received with Comfort Systems USA, Inc. submitting the lowest bid at \$748,300. Mr. Shank

noted that his cost estimate was \$850,000, therefore their bid is determined to be fair and reasonable.

Commissioner Kepley asked if they have done work for RRHA before. Ms. Shank replied that they have completed several small projects for the organization before and were recently awarded the contract for Replacement of Boilers and Equipment at Bluestone Park.

Vice Chair Garner asked why the first floor is not included in this project. Mr. Shank stated that the first floor has an entirely separate system. These units serve to cool and heat the hallways and elevator lobbies on each floor, as well as provide the fresh air make up for those parts of the building. Vice Chair Garner asked if this includes the internal units. Mr. Shank said that the apartment units themselves have baseboard heating and window a/c units. The heating boilers were replaced in 2012 and are an entirely separate system.

Commissioner Kepley asked if this is preventative maintenance. Mr. Shank replied that these units are over 25 years old, one of which is now inoperable due to a failure.

Chair Karney asked for further questions. There were none.

Commissioner Garner introduced Resolution No. 4191 and moved its adoption as introduced.

The motion was seconded by Commissioner Anguiano and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Kepley, Smith, Walker, Vice Chair Garner, Chair Karney

NAYS: None

Chair Karney thereupon declared said motion carried and Resolution No. 4191 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDING A CONTRACT FOR REPLACEMENT OF ROOFTOP-MOUNTED HVAC EQUIPMENT FOR FLOORS 2 - 9 FOR MELROSE TOWERS, AMP 206, UNDER CAPITAL FUND PROGRAM (CFP) GRANT NUMBER VA36P01150123 AND VIRGINIA HOUSING PUBLIC HOUSING REVITALIZATION GRANT

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a grant from the Department of Housing and Urban Development ("HUD") Capital Fund Program (CFP), grant number VA36P01150123 in the amount of \$4,840,100.00; and

WHEREAS, Replacement of HVAC Equipment for Common Areas for Floors 2 – 9 was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150123, which was approved by the RRHA Board of Commissioners by Resolution 4157 on May 22, 2023; and

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) has been awarded a Public Housing Revitalization Grant from Virginia Housing in the amount of \$3,836,496.00; and

WHEREAS, Replacement of Rooftop HVAC Equipment for Melrose Towers was included on the budget detailing the planned use of the Virginia Housing Public Housing Revitalization Grant; and

WHEREAS, RRHA needs a qualified contractor to complete Replacement of Rooftop-Mounted HVAC Equipment for Floors 2 – 9 for Melrose Towers, AMP 206; and

WHEREAS, RRHA issued a Invitation for Bid on January 14, 2024, with bids being due on February 13, 2024; and

WHEREAS, RRHA received five (5) responsive bids to the invitation, which were opened for consideration, such bids being as follow:

| <u>Bidder</u> | <u>Total Bid Amount</u> |
|-------------------------------------|-------------------------|
| Varney, Inc. | \$956,858.00 |
| HTF Mechanical Services | \$936,157.87 |
| Russell's Remodeling, LLC | \$1,063,644.00 |
| Comfort Systems USA (Roanoke), Inc. | \$748,300.00 |
| Comfort Services, Inc. | \$819,900.00 |

WHEREAS, the amount of the bid submitted by Comfort Systems USA (Roanoke), Inc. was determined to be fair and reasonable for the work specified when compared to the amount of the independent cost estimate based on R S Means Cost Data, for the project; and

WHEREAS, review, evaluation, and confirmation of bid documentation has been completed, and Comfort Systems USA (Roanoke), Inc. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends an award to Comfort Systems USA (Roanoke), Inc.; and

WHEREAS, the Executive Director has determined that this procurement complies with RRHA's Procurement Policy and that it is in the best interests of RRHA to accept such bid and execute an appropriate contract.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

- (4) The bid submitted by Comfort Systems USA (Roanoke), Inc. be and hereby is accepted;
- (5) The Executive Director be and hereby is authorized and directed to execute a standard contract for construction, which by reference is inclusive of all plans, specifications, addenda and related project documents, between Comfort Systems USA (Roanoke), Inc. and RRHA for the fixed price of \$748,300.00.
- (6) The Executive Director be and hereby is authorized to take such other actions as may be necessary to fulfill the intent of this Resolution.

III. ADJOURNMENT

There being no further business to come before the Board, Commissioner Garner moved that the meeting be adjourned.

The motion was seconded by Commissioner Smith and upon roll call the following vote was recorded:

AYES: Commissioners Anguiano, Kepley, Smith, Walker, Vice Chair
Garner, Chair Karney

NAYS: None

Chair Karney declared the meeting adjourned at 4:24 p.m.

Karen Karney, Chair

David Bustamante, Secretary-Treasurer

Chair Karlov declared the meeting adjourned at 4:24 p.m.

Karen Karlov, Chair

David Brinkman, Secretary/Treasurer

Exhibits from February 26, 2024 Minutes previously circulated

RESOLUTION
NO. 4192

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO. 4192

Meeting Date: March 25, 2024

Agenda Item Number: 1

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING NEGOTIATION AND EXECUTION OF CONTRACTS FOR ACQUISITION OF TWO (2) PROPERTIES IN CONJUNCTION WITH THE HOMEOWNERSHIP PROGRAM

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) operates a homeownership program (HOP) and has funding available to further RRHA's goals of providing opportunities for low to moderate income families to achieve homeownership; and

WHEREAS, RRHA is currently working with HOP applicants to find suitable housing units that can be renovated to a standard consistent with the various HOP programs by which properties should not require significant maintenance for seven years after their sale; and

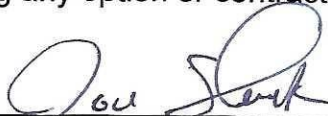
WHEREAS, RRHA was awarded a grant from the Roanoke Valley Allegheny Regional Commission in 2022 for a total of \$111,629 to use towards two (2) homeownership units; and

WHEREAS, RRHA seeks to acquire two properties that it will renovate as needed at a total of no more than \$275,000 each including improvements, and sell said properties to qualified buyers; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that:

1. The Executive Director or his designee is authorized to negotiate and execute contracts for two (2) properties that will be selected by prospective buyers with RRHA's approval.
2. Approval of the Board of Commissioners will be required prior to RRHA exercising any option or contract to purchase any of the Properties.

Recommended by:


VP of Operations

Date 3/2/2024

Approved by:


Executive Director

Date 3.7.24

COMMISSIONERS ACTION: ☐ Approved ☐ Not Approved

Remarks: _____

RESOLUTION
NO. 4193

CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY

RESOLUTION NO: 4193

Meeting Date: March 25, 2024

Agenda Item Number: 2

**RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND
HOUSING AUTHORITY AUTHORIZING EXECUTION OF A CONTRACT
WITH REGION 14 EDUCATION SERVICE CENTER/OMNIA PARTNERS
AND FERGUSON ENTERPRISES, LLC**

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) includes Maintenance, Repair, and Operations supply (MRO) as a necessary expense in its annual operating budget; and

WHEREAS, the Department of Housing and Urban Development (HUD) procurement regulations allow RRHA to join intergovernmental cooperative agreements; and

WHEREAS, RRHA has determined that joining the Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC contract, identified as contract #02-138, as awarded on April 19, 2022 with an effective date of April 19, 2022 and with a term ending on April 30, 2025 with two (2) option years, if mutually agreed upon by Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC, is cost effective and in the best interest of RRHA; and

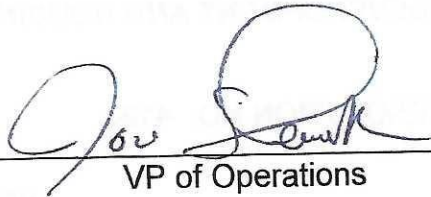
WHEREAS, the Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC contract is routine in nature for purchasing plumbing supplies, HVAC products and building supplies; and

WHEREAS, the Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC contract fully satisfies HUD's five (5) intergovernmental cooperative agreement requirements; and

WHEREAS, the not-to-exceed amount for this contract was determined based on review of RRHA's average expenses for MRO for the past five (5) years; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized to execute a contract, for the not-to-exceed amount of \$200,000.00 with Region 14 Education Service Center/Omnia Partners and Ferguson Enterprises. LLC, contingent upon acceptance of RRHA's Memorandum of Understanding by Ferguson Enterprises. LLC.

Recommended by:


VP of Operations

Date 3/12/2024

Approved by:


Executive Director

Date 3.12.24

COMMISSIONERS ACTION:

☐ Approved

☐ Not Approved

Remarks:
