

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 Friday, April 26, 2024.

I. CALL TO ORDER – ROLL CALL

Vice Chair Garner called the meeting to order at 1:32 p.m. and declared that a quorum was present.

PRESENT:	Commissioners Anguiano, Carr, Smith, Vice Chair Garner
ABSENT:	Commissioners Kepley, Walker, Chair Karney
OFFICER PRESENT:	Mr. David Bustamante, Secretary-Treasurer
ALSO PRESENT:	Mark Loftis, Legal Counsel; Jackie Austin, VP of Finance/CFO; Jonathan Smith, Human Resources Coordinator; Tina Bousman, Manager of HR; Leanna Pagans, Administrative Manager/Executive 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; Debra Carter, Melrose Towers Resident; Suzzette McCoy, Property Manager II; Donald Jump, CPA

Vice Chair Garner welcomed everyone to today's meeting.

II. REPORTS

1. Draft Audit

Mr. Jump greeted the Board and stated that he has presented the board with

a series of slides which serves as a summary of the audit which is being presented today. The audit report summary shows that there are five areas of concern, all of which show unmodified opinion which means that there were no audit issues. The first of these is the auditor's report on financial statements. Second is the management discussion and analysis which is the most important section for the board and the only place you will see a year over year comparison from the prior year to the current year in terms of the income statements. Next, we will touch on a few areas of the financial statements including the footnotes, the required reporting for governmental accounting on auditing standards, the uniform guidance and lastly the supplementary information. Most of the supplementary information is something called the FDS or Financial Data Schedule. This is something that HUD wants to look at and is essentially just the financial statements, but in a very specific format.

Mr. Jump continued by stating management has certain responsibilities for the auditor's report. Management is responsible for recording financial statements, establishing internal control of the recording, and designing and cleaning it. In the course of the audit they must provide access to the auditing reports to all persons that obtain audit evidence. Management is also responsible for complying with laws and regulations as well as providing the auditor with written representation.

Mr. Jump explained that management and the board, combined, have the responsibility of honesty and ethical standards, financial reporting and making sure authority operations comply with laws and regulations. The board alone works as an oversight position for the entire operation of the authority, with respect to the audit and financial reporting process. They are also responsible for the programs and ensuring

they are handled correctly.

Mr. Jump stated during an audit of the financial statements the auditor is looking for significant audit risk areas. It is always presumed that there is a risk of management overlay, as well as a risk of over or understating key items on the financial statement. This year in particular the audit focus areas were the grants from HUD, capital assets, other post-employment benefits by ability and liabilities. This year there was also a required facilitation of the new Governmental Accounting Standards Board (GASB) for subscription based information technology agreements. It was determined that the implementation of GASB 96 has had no impact on RRHA.

Mr. Jump noted the second key report on page nine is a report on internal control over financial reporting. In this report the auditor is looking to see if the internal control process has any internal control deficiencies, material weaknesses or significant deficiencies. There were none.

Mr. Jump stated each year a major program is selected and RRHA's total federal was expended which equates to a little over \$30 million. This year the public housing program was selected which was a total of \$7.5 million and public housing capital funds which was \$4.7 million. It was found that RRHA complied with all issued requirements of this program and no material weaknesses or deficiencies in internal control over compliance were found. The qualitative aspects of the accounting policies were fine and there were no difficulties encountered, no corrected or uncorrected statements and there were no disagreements with management.

Vice Chair Garner asked where the information regarding the pension comes from. Mr. Jump replied that this information is provided annually by the state of Virginia.

Vice Chair Garner asked for further explanation regarding managing professional skepticism as it relates to oversight by the board. Mr. Jump replied that the auditor is looking for proof of something or, rather, collaborative information to satisfy a financial statement or compliance items. This is a requirement for every audit. Vice Chair Garner asked what practices the board should be concerned about in regards to oversight of finances. Mr. Jump stated not all boards meet every month and RRHA does. Mr. Jump noted that he has read all of the minutes and found that the board is receiving monthly department reports and is asking all of the right questions. Therefore, he does not have any recommendations. Vice Chair Garner asked if workflow has been impacted by the recent increase in turnover. Mr. Jump stated if workflow processes are not very good then the auditor's interaction with the staff within the authority would be negatively impacted and that has not been the case.

Vice Chair Garner asked for further questions. There were none.

2. Staff Reports

Mr. Gusler greeted the board and announced he would like to provide an update regarding the property at the corner of Peters Creek Road and Shenandoah Avenue. RRHA staff has been meeting regularly with Dominion Due Diligence Group who was previously awarded the contract for consulting services. They are currently working on a draft low income housing tax credit application and lining up how to score and design the project in order for it to be as competitive as possible. They are also determining how best to leverage funds through any process of repositioning. It has tentatively been decided that the new development will undergo the Section 18 demolition and

disposition process for at least 24 units at Indian Rock Village. These units are all in the floodway which is the worst of the flood areas on the FEMA mapping system. There are other units within the development that are in the 100 year flood plan that could also potentially be considered. Going through this process would also create some capital funding that could then be used towards this project. Indian Rock Village is listed as the first property for potential repositioning. Although this has been included in the 2024 Annual Plan draft, RRHA will not begin to meet with the neighborhood until there is a clear understanding of what the authority will be applying for so as not to alarm anyone. The consulting firm is awaiting notification from HUD on anticipated Rental Assistance Demonstration (RAD) rents. This information will provide the best estimate of what the rents would be at the new development in order to better plan this project.

Mr. Gusler noted Roanoke City's HUD division has funding through the Community Development Block Grant and Home funds for the development of permanent supportive housing. Upon submission of a pre-application last month, RRHA has been selected for an interview as part of a pool of eligible applicants for those funds. There are nine units within the development to be considered and potentially funded through the special vouchers that RRHA already administers. These vouchers are provided through the city's Continuum of Care (CoC) which specifically helps those who are homeless or facing homelessness. In this instance, RRHA would administer the voucher and would also act as the landlord for these nine units. The grant would provide up to \$80,000 per unit in construction costs.

Lastly, Mr. Gusler noted that RRHA will be participating in several meetings with city council members on April 29th and 30th and with the city manager on

May 30th. Mr. Gusler instructed any board members who would like to attend those meetings to contact him directly. These meetings will center on the aforementioned funding, as well as potential collaboration with the city to redevelop the 77 parcels of land that RRHA owns within the Gainsborough neighborhood.

Vice Chair Garner asked for further explanation on the nine vouchers. Mr. Gusler replied these nine units would be part of the development at Old Spanish Trail. The vouchers would come from the CoC and the rent would be up to 100% of the fair market rent. Commissioner Carr asked what the timeline is for the Section 18 activities and the construction at the new development. Mr. Gusler stated on a rough project schedule the lease up would start towards the end of summer 2027. The tax credit application will be submitted in March of 2025. It was just determined that the Special Application Center at HUD will be updating the software which is causing a delay in all processes. Commissioner Anguiano asked how the Section 18 funding would work as it relates to the new development. Mr. Gusler noted Section 18 does not have to be directly tied to the new development. The Demolition Disposition Transitional Funding (DDTF) is a portion of capital funding that HUD may grant based on an authority's capital fund formula over time. It was recommended that RRHA pursue these funds to potentially use them for rents through the lifetime of the Housing Assistance Payment (HAP) contract at the new development. This would account for \$20 to \$50 per unit over a period of 20 years. The second option would entail bundling those funds as a capital item into RRHA's pro forma and utilizing them once the project is underway.

Vice Chair Garner asked for comments or questions. There were none.

3. Committee Reports

Vice Chair Garner announced that the Personnel Committee and other RRHA staff met on Monday, April 22 to discuss the employee health care benefits package. Mr. Garner noted he believes that all staff will be pleased with the outcome.

4. Commissioner Comments

Vice Chair Garner asked for commissioner comments. There were none.

5. City Council Liaison Comments or Discussion

Vice Chair Garner asked for comments or questions. There were none.

6. Residents or other community members to address the Board

Vice Chair Garner asked for further questions. There were none.

CONSENT AGENDA

- C-1 Minutes of the Regular Meeting of the Board of Commissioners held Monday, March 25, 2024.

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

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

RECOMMENDED ACTION: File as submitted.

Commissioner Smith 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, Carr, Smith, Vice Chair Garner

NAYS: None

REGULAR AGENDA

1. **Resolution No. 4194**

Ms. Bousman presented Resolution No. 4194 seeking the board's approval to execute documents for RRHA employee health care benefits. There have been no changes to the benefit plan and only a 0.3% increase in rates from 2023.

Mr. Bustamante noted each year when management is executing the performance evaluations, it is a great concern whether the salary increase is going to match the increase to benefits. For the last two years the benefit increase was less than the salary increase which is very important to the authority.

Vice Chair Garner asked for further questions. There were none.

Commissioner Anguiano then introduced Resolution No. 4194 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Carr, Smith, Vice Chair Garner

NAYS: None

Vice Chair Garner thereupon declared said motion carried and Resolution No. 4194 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE DOCUMENTS FOR RRHA EMPLOYEE HEALTH CARE BENEFITS.

WHEREAS, the City of Roanoke Redevelopment and Housing Authority (RRHA) employee insurance contract expires June 30, 2024; and

WHEREAS, HUD procurement procedures asks RRHA to join intergovernmental cooperative agreements, The Local Choice Health Benefit Program fully satisfies HUD's five intergovernmental cooperative requirements and was created exclusively to provide health benefits for local Commonwealth of Virginia's Department of Human Resources; and

WHEREAS, RRHA is currently enrolled in The Local Choice Health Benefit Program with satisfactory service to RRHA, and the Anthem Renewal rate is increasing 0.3%, which is reasonable; and

WHEREAS, RRHA is enrolled in supplemental coverages through BOST Benefits, pending acceptable renewal rates which are available closer to plan yearend (May 2024); and

WHEREAS, staff recommends continuing with The Local Choice (TLC) for medical/dental/vision, BOST Benefits for voluntary and supplemental plans pending renewal rates.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the City of Roanoke Redevelopment and Housing Authority that the Executive Director is authorized and directed to execute the necessary documents for the 2024-2025 benefit plan year with TLC and BOST for an amount not to exceed \$900,000.00 (\$800,000 TLC/\$100,000 BOST) for health/dental/vision/life/voluntary/supplemental benefits.

2. Resolution No. 4195

Mr. Bustamante presented Resolution No. 4195 requesting the board's approval of a revised Admissions and Continued Occupancy Plan (ACOP) for the public housing program. This document had not been updated since 2021 and there were a lot of changes that needed to be made. Mr. Bustamante stated after consultation with Nan Mckay, the entire ACOP has been revised and, most importantly, reflects all changes as they relate to the Housing Opportunity through Modernization Act (HOTMA).

Vice Chair Garner asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4195 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, Carr, Smith, Vice Chair Garner

NAYS: None

Vice Chair Garner thereupon declared said motion carried and Resolution No. 4195 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY APPROVING A REVISED ADMISSIONS AND CONTINUED OCCUPANY POLICY FOR THE PUBLIC HOUSING PROGRAM

WHEREAS the City of Roanoke Redevelopment and Housing Authority's (RRHA) Board of Commissioners and staff are committed to providing safe and affordable housing to eligible individuals and families, including persons with disabilities, and

WHEREAS, the United States Department and Housing and Urban Development (HUD) has authorized Public Housing Agencies (PHA) to administer a Public Housing program, through the use of its Admissions and Continued Occupancy Policy (ACOP).

WHEREAS, the Admissions and Continued Occupancy Policy (ACOP) must state the PHA's policies on matters for which the PHA has discretion to establish local policies; and

WHEREAS, a PHA is required to revise its Admissions and Continued Occupancy Policy (ACOP) as necessary to remain in compliance with the Department of Housing and Urban Development (HUD) regulations as set forth in 24 CFR 5, 8, 35, 92, 882, 887, 888, 903, 908, 982, 983, 984 and 985; and

WHEREAS, the current Admissions and Continued Occupancy Policy (ACOP) for the RRHA Section 8 HCV Program was approved by the RRHA Board of Commissioners by Resolution No. 4057 on September 28, 2020; and

WHEREAS, Nan McKay and Associates, Inc., the company to which RRHA subscribes for model policies to comply with changes in HUD regulations and policy, has released additional HOTMA revisions to certain chapters of the model policies to subscribers, and

WHEREAS RRHA staff have reviewed the Admissions and Continued Occupancy Policy (ACOP) and incorporated revisions received from Nan McKay and Associates, Inc., and revisions determined necessary by RRHA staff.

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

1. The Revised Admissions and Continued Occupancy Policy (ACOP) for the RRHA Public Housing Program, in substantially the form circulated to the Board, is approved.
2. The Executive Director be and hereby is authorized and directed to make minor procedural changes as necessary between annual update
3. Resolution No. 4196

Mr. Bustamante presented Resolution No. 4196 requesting the board's approval of a revised Administrative Plan for the Housing Choice Voucher (HCV) program. This document had not been updated since 2021 and there were a lot of changes that needed to be made. Mr. Bustamante stated after consultation with Nan Mckay, the entire Admin Plan has been revised and, most importantly, reflects all changes related to the Housing Opportunity through Modernization Act (HOTMA).

Vice Chair Garner asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4196 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Carr, Smith, Vice Chair Garner

NAYS: None

Vice Chair Garner thereupon declared said motion carried and Resolution No. 4196 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT
AND HOUSING AUTHORITY APPROVING A REVISED
ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING
CHOICE VOUCHER PROGRAM

WHEREAS the City of Roanoke Redevelopment and Housing Authority's (RRHA) Board of Commissioners and staff are committed to providing safe and affordable housing to eligible individuals and families, including persons with disabilities; and

WHEREAS, the United States Department and Housing and Urban Development (HUD) has authorized Public Housing Agencies (PHA) to administer a Housing Choice Voucher (HCV) program, through the use of the PHA's Administrative Plan; and

WHEREAS, the Administrative Plan must state the PHA's policies on matters for which the PHA has discretion to establish local policies; and

WHEREAS, a PHA is required to revise its Administrative Plan as necessary to remain in compliance with the Department of Housing and Urban Development (HUD) regulations as set forth in 24 CFR 5, 8, 35, 92, 882, 887, 888, 903, 908, 982, 983, 984
and 985; and

WHEREAS, the current Administrative Plan for the RRHA Section 8 HCV Program was approved by the RRHA Board of Commissioners by Resolution No. 4057 on September 28, 2020; and

WHEREEAS, Nan McKay and Associates, Inc., the company to which RRHA subscribes for model policies to comply with changes in HUD regulations and policy, has released additional HOTMA revisions to certain chapters of the model policies to subscribers; and

WHEREAS RRHA staff have reviewed the Administrative Plan and incorporated revisions received from Nan McKay and Associates, Inc., and revisions determined necessary by RRHA staff.

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

1. The Revised Administrative Plan for the RRHA Section 8 Housing Choice Voucher Program, in substantially the form circulated to the Board, is approved.
2. The Executive Director be and hereby is authorized and directed to make minor procedural changes as necessary between annual updates.

4. Resolution No. 4197

Mr. Shank presented Resolution No. 4197 requesting the board's approval to award a contract for architectural and engineering services for the development of 86 new affordable housing units using capital funds. A Request for Qualifications was issued in March of 2024 and five statements of qualifications were received. The five firms are listed in the resolution and were all evaluated based upon experience, discipline in design work, as well as the nature and performance of previously completed projects. As a result, CJMW Architecture, P. A. scored the highest with 276 points. The total cost of this contract including hourly rates, service fees and reimbursables is \$985,000.00.

Vice Chair Garner asked if price is taken into consideration during the evaluation process. Mr. Shank replied the decision is made solely based on qualifications.

Commissioner Anguiano asked if CJMW Architecture, P. A has worked with RRHA before. Mr. Shank said they have not. This is a fairly large company with over 50 employees and two locations in Lynchburg and Raleigh. RRHA will be working primarily with the staff in the Lynchburg office. The majority of the consultants they use are from the Richmond area and perform the civil, mechanical, and electrical work that goes into the design of the project.

Vice Chair Garner asked for further questions. There were none.

Commissioner Anguiano introduced Resolution No. 4197 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Carr, Smith, Vice Chair Garner

NAYS: None

Vice Chair Garner thereupon declared said motion carried and Resolution No.

4197 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR DEVELOPMENT OF 86 NEW AFFORDABLE HOUSING UNITS UNDER THE FY 2023 CAPITAL FUND PROGRAM NO. VA36P01150123

WHEREAS, the City of Roanoke 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), which is grant number VA36P01150123 (574) in the amount of \$4,824,916.00; and

WHEREAS, Development Costs was included on the Annual Statement detailing the planned use of CFP grant number VA36P01150123, which was approved by the Board of Commissioners under Resolution No. 4157 on May 22, 2023; and

WHEREAS, architectural and engineering services are needed for the proposed development of 86 new affordable housing units, to be constructed on Spanish Trail site, tax map numbers 6030101 and 6030104; and

WHEREAS, RRHA issued a Request for Qualifications (“RFQ”) on February 11, 2024 with Statement of Qualifications being due on March 8, 2024; and

WHEREAS, RRHA received five (5) Statements of Qualifications in response to the RFQ from the following companies:

- Zavos Architecture + Design;
- CJMW Architecture, P. A.;
- Torti Gallas + Partners;
- Hughes Associates Architects and Engineers;
- Arnold Design Studio; and

WHEREAS, the Executive Director assigned an Evaluation Panel comprised of three (3) RRHA staff members; and

WHEREAS, the Evaluation Panel reviewed and evaluated Statements of Qualifications according to the following evaluation criteria, which were published in the RFQ:

<u>Evaluation Criteria</u>	<u>Weight</u>
1) A & E Background Information	20
<p>A. 5 points. Provide information fully describing A/E firm. Include information regarding consultants that will be included in project design team.</p> <p>B. 5 points. Description of status and nature of projects firm has currently or expected to begin within next six (6) months under contract. If awarded a contract for this project, describe how project timeframe expectations will be met with other contracted work.</p> <p>C. 10 points. Detailed description of firm's organization and methodology for project management. Include details regarding how the firm approaches and completes tasks related to:</p> <ul style="list-style-type: none"> a. Development of bid and construction documents. b. Review process during development of bid and construction documents. c. Process for quality control for design work, including the coordination of disciplines. d. Client's involvement in design process. 	
2) Proposed Project Team	30
<p>A. 15 points. Provide profiles of the professional and technical competence of the firm's principal(s) and members of proposed design team. Provide profile information for all consultants that will be part of the project design team.</p> <p>B. 10 points. Provide information regarding experience of individual members of proposed design team, including consultants, with projects similar in nature to this project.</p> <p>C. 5 points. Provide an indication of the amount of time that the members of the proposed design team will be able to dedicate to this project, including any consultants involved.</p>	
3. Project History	30
<p>A. 20 points. Provide description of all projects similar to this project that the firm has completed within the past seven (7) years. Provide information for type of construction incorporated into each project. The type of housing designed for the project (townhomes, semi-detached, walkup, elevator,</p>	

etc.) Provide detailed information regarding any particular housing program(s) and/or Federal funding sources applicable to each project.

B. 5 points. For projects described above, describe what measures were incorporated into design documents to provide energy efficiency.

C. 5 points. For projects described above, describe what measures were incorporated to provide accessibility for individuals with mobility impairment and audio/visual impairment.

4. Project Performance 20

Provide a list or spreadsheet with information from minimum of five (5) projects completed within the past seven (7) years that were similar in nature to this project.

A. 2 points. Provide client's pre-design budget for the project.

B. 3 points. Provide the amount of time involved in completing design work from the notice to proceed to when bid and construction documents were available.

C. 5 points. Provide A/E firm's estimated cost amount for project and actual construction cost for the project.

D. 3 points. Provide A/E's estimated construction time schedule for the project and the actual amount of time required to complete the work.

E. 5 points. Provide the number and amount of approved non-owner requested change orders for each project.

F. 2 points. Describe detailed information for any projects that required "value engineering" to meet project budget. What were steps taken to achieve desired results?

Total points possible: 100

WHEREAS, the Evaluation Panel rating for each A & E firm's Statement of Qualifications based on the published evaluation criteria were as follows:

- | | |
|--|-----------------|
| • Zavos Architecture + Design | 221 points |
| • CJMW Architecture, P. A. | 276 points |
| • Torti Gallas + Partners | 197 points |
| • Hughes Associates Architects & Engineers | 268 points |
| • Arnold Design Studio | 262 points; and |

WHEREAS, the Evaluation Panel determined that CJMW Architecture, P. A. was the highest ranked firm. RRHA entered into negotiations for fees for services, and the cost of fees for services negotiated with CJMW Architecture, P. A. is determined to be fair and reasonable, based on comparison to RRHA's independent cost estimate completed prior to the beginning of the procurement process; and

WHEREAS, CJMW Architecture, P. A. has been found to be capable and in all other respects acceptable to RRHA; and

WHEREAS, the Evaluation Panel recommended to the Executive Director that a contract be awarded to CJMW Architecture, P. A.;

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 qualification 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 Statement of Qualifications submitted by CJMW Architecture, P. A. be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute form HUD-51915, Model Form of Agreement Between Owner and Design Professional, between CJMW Architecture, P. A. and RRHA for a term of two (2) years in the not-to-exceed amount of \$985,000.00, which includes a not-to-exceed amount of \$50,000 for reimbursables.
- (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.

If approved, this contract will be funded from Capital Fund Grant Program grant VA36P01150123 (574) and Capital Fund Grant VA36P01150124 (576) contingent upon approval of Capital Fund 5-Year Action Plan by RRHA Board of Commissioners and Department of Housing and Urban Development (HUD).

5. Resolution No. 4198

Mr. Shank presented Resolution No. 4198 requesting the board's approval to modify contract 574-2301-1-7 under the public housing revitalization grant. The work being done on this contract involves modernizing the heating systems at Bluestone Park. After beginning the work on this project the contractor determined that no floor

drains were ever installed inside of the mechanical rooms in these units. The new boilers being installed are high efficiency, and therefore, develop condensate. After meeting with the engineer and contractor the decision was made to install a condensate pump that will allow the condensate to move through an unconditioned area while also protecting it from freezing in the winter season. This work will be performed on 32 units with a total installation cost of \$93,848.

Vice Chair Garner asked for further questions. There were none.

Commissioner Carr introduced Resolution No. 4198 and moved its adoption as introduced.

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

AYES: Commissioners Anguiano, Carr, Smith, Vice Chair Garner

NAYS: None

Vice Chair Garner thereupon declared said motion carried and Resolution No. 4198 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY MODIFYING CONTRACT 574-2301-1-7 UNDER PUBLIC HOUSING REVITALIZATION GRANT FROM VIRGINIA HOUSING

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, Replace Heating Boilers for Bluestone Park was included on the budget detailing the planned use of the Virginia Housing Public Housing Revitalization Grant; and

WHEREAS, RRHA Board of Commissioners by Resolution 4166 authorized the execution of a contract for Replacement of Heating Systems for Bluestone Park, AMP 259 for a fixed amount of \$553,100.00; and

WHEREAS, it was discovered as work started that there were no existing floor drains installed in mechanical spaces to receive condensate created by operation of new high-efficiency heating boilers; and

WHEREAS, Comfort Systems USA (Roanoke), Inc. was requested to provide a proposal for installation of condensate pumps and drain piping for 32 heating boilers; and

WHEREAS, the amount of the change proposal submitted by Comfort Systems USA (Roanoke), Inc. is \$93,848.00; and

WHEREAS, the amount of the change proposal submitted by Comfort Systems USA (Roanoke), Inc. was determined to be fair and reasonable for the installation of condensate pumps and drain piping for 32 heating boilers; and

WHEREAS, review, evaluation, and confirmation of change proposal documentation has been completed, and has been found to be in all respects acceptable to RRHA; and

WHEREAS, the Vice President of Operations recommends the acceptance of the change proposal submitted by Comfort Systems USA (Roanoke), Inc.; and

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

WHEREAS, RRHA's Procurement Policy states, "For all contracts of \$100,000 or more, any and all change orders, contract modifications, and/or amendments having a dollar value of \$25,000 or more must be submitted to the Board of Commissioners for review and approval prior to executing the contract modification."

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

- (1) The change proposal submitted by Comfort Systems USA (Roanoke), Inc. in the amount of \$93,848.00 be and hereby is accepted;
- (2) The Executive Director be and hereby is authorized and directed to execute a contract modification, which by reference, is inclusive of all Comfort Systems USA (Roanoke), Inc.'s change proposal for installation of condensate pumps and drain piping for 32 heating boilers for Bluestone Park, AMP 259.
- (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.

6. Resolution No. 4199

Mr. Shank presented Resolution No. 4199 requesting the board's approval to award a contract for bathroom renovations for Bluestone Park. This project will include the modernization of 64 full bathrooms and 8 half bathrooms. An Invitation for Bid (IFB) was issued on March 17, 2024 and three responsive bids were received. Russell's Remodeling submitted the lowest bid at \$544,000.00.

Vice Chair Garner asked for further questions. There were none.

Commissioner Smith introduced Resolution No. 4199 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, Carr, Smith, Vice Chair Garner

NAYS: None

Vice Chair Garner thereupon declared said motion carried and Resolution No. 4199 was adopted as introduced.

RESOLUTION OF THE CITY OF ROANOKE REDEVELOPMENT AND HOUSING AUTHORITY AWARDDING A CONTRACT FOR BATHROOM RENOVATIONS FOR BLUESTONE PARK, UNDER VIRGINIA HOUSING PUBLIC HOUSING REVITALIZATION GRANT

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, Bathroom Renovations for Bluestone Park, AMP 259, 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 Bathroom Renovations for Bluestone Park, AMP 259; and

WHEREAS, RRHA issued a Invitation for Bid on March 17, 2024, with bids being due on April 9, 2024; and

WHEREAS, RRHA received three (3) responsive bids to the invitation, which were opened for consideration, such bids being as follow:

<u>Bidder</u>	<u>Total Bid Amount</u>
Gibraltar Construction, Inc.	\$1,464,100.00
Russell's Remodeling, LLC	\$544,000.00
G & H Contracting, Inc.	\$1,197,555.00

WHEREAS, the amount of the bid submitted by Russell's Remodeling, LLC 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 Russell's Remodeling, LLC 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 Russell's Remodeling, LLC; 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 Russell's Remodeling, LLC be and hereby is accepted;
- (2) 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 Russell's Remodeling, LLC and RRHA for the fixed price of \$544,000.00.
- (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.

III. ADJOURNMENT

There being no further business to come before the Board, Commissioner

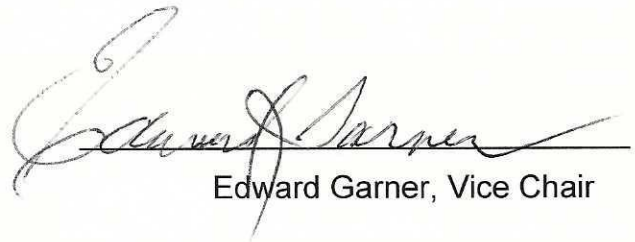
Smith moved that the meeting be adjourned.

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

AYES: Commissioners Anguiano, Smith, Vice Chair Garner

NAYS: None

Vice Chair Garner declared the meeting adjourned at 2:34 p.m.



Edward Garner, Vice Chair

David Bustamante, Secretary-Treasurer

Exhibits from April 26, 2024 Minutes previously circulated