

**THE PHILADELPHIA HOUSING AUTHORITY  
AGENDA FOR THE MEETING OF THE BOARD OF COMMISSIONERS  
2013 RIDGE AVE.  
PHILADELPHIA, PA 19121  
THURSDAY, SEPTEMBER 15, 2022, at 3 p.m.**

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**A. Call to Order** Lynette Brown-Sow, Chair of the Board of Commissioners

**B. Remarks** Kelvin A. Jeremiah, President & CEO

**C. Approval of Minutes** of the Board Meeting held July 21, 2022, as distributed.

**D. New Business**

1. **RESOLUTION ADOPTING THE COMPREHENSIVE ANNUAL FINANCIAL AND COMPLIANCE REPORT OF THE PHILADELPHIA HOUSING AUTHORITY FOR THE FISCAL YEAR ENDING MARCH 31, 2022**

Celeste Fields

2. **RESOLUTION AUTHORIZING A CONTRACT WITH LIBERTY MUTUAL INSURANCE COMPANY FOR WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE COVERAGE**

Debra Shore

3. **RESOLUTION AUTHORIZING CONTRACTS FOR GREEN ROOF AND PLANTER MAINTENANCE SERVICES WITH CREATIVESCAPE, INC. AND TURF CONSTRUCTION CO., INC.**

Dave Walsh

4. **RESOLUTION AUTHORIZING CONTRACTS FOR DEMOLITION SERVICES FOR VARIOUS SCATTERED, CONVENTIONAL AND HIGH-RISE RESIDENTIAL PROPERTIES WITH GEPPERT BROTHERS, INC.; HAINES & KIBBLEHOUSE, INC.; AND USA ENVIRONMENTAL MANAGEMENT, INC.**

Dave Walsh

5. **RESOLUTION AUTHORIZING CONTRACTS FOR ROOFING REPAIR, REPLACEMENT, AND RELATED MAINTENANCE WORK WITH MEMIS ROOFING LLC; CLARK ROOFING CO., INC.; AND MILESTONE CONTRACTORS INC.**

Dave Walsh

6. **RESOLUTION AUTHORIZING A TASK ORDER WITH DALE CORPORATION FOR CONSTRUCTION MANAGEMENT SERVICES FOR ROOFING REPLACEMENT AT CONVENTIONAL SITES AND SCATTERED SITES**

Dave Walsh

7. **RESOLUTION AUTHORIZING CONTRACTS FOR CONCRETE REPAIR SERVICES WITH OCEAN CONSTRUCTION, LLC; MILESTONE CONTRACTORS, INC.; CREATIVESCAPE, INC.; DMPAG, INC.; AND PREMIER BUILDING RESTORATION, INC.**

Dave Walsh

8. **RESOLUTION AUTHORIZING A TASK ORDER WITH DALE CORPORATION FOR CONSTRUCTION MANAGEMENT SERVICES FOR: RENOVATIONS TO THIRTY-FOUR (34) SCATTERED SITES, VARIOUS CONVENTIONAL SITE UPGRADES, AND WARNOCK VILLAGE OFFICE SPACE CONVERSION TO THIRTEEN (13) RESIDENTIAL UNITS**

Dave Walsh

9. **RESOLUTION RE-APPOINTING BONNIE CAMARDA TO THE PHILADELPHIA HOUSING AUTHORITY AUDIT COMMITTEE AS AN INDEPENDENT MEMBER**

Janea Jordon

#### **E. Public Comment Period**

## **RESOLUTION NO. 1**

### **RESOLUTION ADOPTING THE COMPREHENSIVE ANNUAL FINANCIAL AND COMPLIANCE REPORT OF THE PHILADELPHIA HOUSING AUTHORITY FOR THE FISCAL YEAR ENDING MARCH 31, 2022**

**WHEREAS**, the law of the Commonwealth of Pennsylvania requires that all general-purpose local governments and component units publish a complete set of financial statements presented in conformity with Generally Accepted Accounting Principles (“GAAP”) and audited in accordance with Generally Accepted Auditing Standards (“GAAS”) by a firm of certified public accountants; and

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) contracted with RSM US LLP (hereafter “RSM”), to conduct the required audit of PHA’s financial statements, business-type activities, blended component units, and each PHA major fund, for the fiscal year that ended March 31, 2022, pursuant to applicable procedures, which RSM has done; and

**WHEREAS**, the PHA Audit Committee has met with RSM, the PHA President & CEO, PHA’s Chief Financial Officer, and PHA’s Office of Audit and Compliance, after the completion of PHA’s audit, to review and discuss the audit report and the associated audit results; and

**WHEREAS**, the PHA Audit Committee has recommended acceptance of the comprehensive annual financial and compliance report, as prepared by RSM, and the associated financial statement, as prepared by PHA management, for the period of April 1, 2021, through March 31, 2022, dated September 15, 2021, as reviewed by RSM, PHA management and the Audit Committee, and as distributed and presented to PHA’s Board of Commissioners;

**BE IT RESOLVED**, that PHA’s Board of Commissioners hereby adopts and approves the comprehensive annual financial and compliance report, dated September 15, 2022, and the associated financial statements for the period of April 1, 2021, through March 31, 2022.

## RESOLUTION NO. 2

### RESOLUTION AUTHORIZING A CONTRACT WITH LIBERTY MUTUAL INSURANCE COMPANY FOR WORKERS' COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE COVERAGE

**WHEREAS**, the Philadelphia Housing Authority ("PHA") has a need to maintain workers' compensation and employer's liability insurance coverage; and

**WHEREAS**, the last workers' compensation insurance policy term was from October 15, 2021 to October 15, 2022, as approved by the Board on October 15, 2021 by Resolution No. 12175; and

**WHEREAS**, pursuant to Resolution No. 11957, approved by the PHA Board on September 14, 2017, PHA entered into a contract with Conner Strong & Buckelew ("Conner") on November 29, 2017, for the provision of qualified, professional insurance and brokerage services; and

**WHEREAS**, at PHA's request, and in compliance with procurement regulations, Conner has solicited premium quotations from insurers in the market place; and

**WHEREAS**, two (2) insurers offered quotations: Liberty Mutual Insurance Company ("Liberty Mutual"), the incumbent, and Hartford; one (1) insurer, Zurich, indicated that a proposal would be subject to a five hundred thousand dollar (\$500,000.00) deductible; and two (2) insurers (Am Trust and Encova) declined to quote; and

**WHEREAS**, in consultation with Conner, PHA has reviewed the three (3) options and determined that of the two (2) proposals (as Zurich submitted its requirements, but not a proposal), the Liberty Mutual proposal provides the best workers' compensation and employer's liability insurance coverage option for PHA; and

**WHEREAS**, the "Maximum Premium" for Liberty Mutual insurance is fourteen million three hundred eighty-two thousand eight hundred ninety-six dollars (\$14,382,896.00), which would reflect a "worst case scenario" of claims and expenses; and

**WHEREAS**, the "Total Expected Premium" for Liberty Mutual is five million two hundred sixty-three thousand four hundred seventy one dollars (\$5,263,471.00); and

**WHEREAS**, it is recommended that PHA contract with Liberty Mutual for workers' compensation coverage, for a maximum amount not to exceed fourteen million three hundred eighty-two thousand eight hundred ninety-six dollars (\$14,382,896.00), for the policy period from October 15, 2022 to October 15, 2023 to pay premiums and cash collateral and to maintain an appropriate reserve to be used to pay deductible amounts on claims, as necessary during the policy period;

**BE IT RESOLVED**, that the Board of Commissioners hereby authorizes PHA's President & CEO and/or his authorized designee(s) to take all necessary actions to conclude and to execute a policy of insurance for PHA's workers' compensation and employer's liability insurance with Liberty Mutual for a not-to-exceed amount of fourteen million three hundred eighty-two thousand eight hundred ninety-six dollars (\$14,382,896.00), for the policy period from October 15, 2022 to October 15, 2023, as set forth above and subject to availability of funds therefor.

### RESOLUTION NO. 3

#### RESOLUTION AUTHORIZING CONTRACTS FOR GREEN ROOF AND PLANTER MAINTENANCE SERVICES WITH CREATIVESCAPE, INC. AND TURF CONSTRUCTION CO., INC.

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) has identified a need for green roof and planter maintenance and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

**WHEREAS**, the Request for Proposal was posted on PHA's website, advertised via local publications and chambers of commerce, mailed to qualified entities on PHA's Outreach List, and distributed to those who responded to the invitation; and

**WHEREAS**, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

**WHEREAS**, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that contracts be awarded to Creativescape, Inc. and Turf Construction Co., Inc.; and

**WHEREAS**, work is to be assigned to each of the two (2) awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered in accordance with the contract terms at any time during the course of the contract at the discretion of the Contracting Officer; and

**WHEREAS**, it is recommended that the aggregate amount to be expended under the two (2) contracts, combined, shall not exceed four hundred sixty-eight thousand nine hundred seventy-four dollars (\$468,974.00) with a two (2) year base period and three (3) one-year option periods, as follows:

- 1) The aggregate not-to-exceed amount for the two-year year base period is two hundred forty-one thousand two hundred ten dollars (\$241,210.00);
- 2) The aggregate not-to-exceed amount for the first one-year option period is seventy-four thousand four hundred eighty-seven dollars (\$74,487.00);
- 3) The aggregate not-to-exceed amount for the second one-year option period is seventy-five thousand nine hundred twenty-three dollars (\$75,923.00); and
- 4) The aggregate not-to-exceed amount for the third one-year option period is seventy-seven thousand three hundred fifty-four dollars (\$77,354.00);

**BE IT RESOLVED**, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute contracts with Creativescape, Inc. and Turf Construction Co., Inc. for a total aggregate amount not to exceed four hundred sixty-eight thousand nine hundred seventy-four dollars (\$468,974.00) subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts, including determining whether the options available under the contracts shall be exercised.

## RESOLUTION NO. 4

### RESOLUTION AUTHORIZING CONTRACTS FOR DEMOLITION SERVICES FOR VARIOUS SCATTERED, CONVENTIONAL AND HIGH-RISE RESIDENTIAL PROPERTIES WITH GEPPERT BROTHERS, INC.; HAINES & KIBBLEHOUSE, INC.; AND USA ENVIRONMENTAL MANAGEMENT, INC.

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) has identified a need for demolition services and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

**WHEREAS**, the Request for Proposal was posted on PHA's website, advertised via local publications and chambers of commerce, mailed to qualified entities on PHA's Outreach List, and distributed to those who responded to the invitation; and

**WHEREAS**, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

**WHEREAS**, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that contracts be awarded to Geppert Brothers, Inc.; Haines & Kibblehouse, Inc.; and USA Environmental Management, Inc.; and

**WHEREAS**, work is to be assigned to each of the three (3) awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered in accordance with the contract terms at any time during the course of the contract at the discretion of the Contracting Officer; and

**WHEREAS**, it is recommended that the aggregate amount to be expended under the three (3) contracts, combined, shall not exceed twenty-one million two hundred twenty-six thousand seven hundred forty-three dollars (\$21,226,743.00) with a two (2) year base period and three (3) one-year option periods, as follows:

- 1) The aggregate not-to-exceed amount for the two-year year base period is eight million one hundred seventy-nine thousand three hundred thirty-four dollars (\$8,179,334.00);
- 2) The aggregate not-to-exceed amount for the first one-year option period is four million two hundred forty-two thousand two hundred sixty-six dollars (\$4,242,266.00);
- 3) The aggregate not-to-exceed amount for the second one-year option period is four million three hundred forty-eight thousand seventy-eight dollars (\$4,348,078.00); and
- 4) The aggregate not-to-exceed amount for the third one-year option period is four million four hundred fifty-seven thousand sixty-five dollars (\$4,457,065.00);

**BE IT RESOLVED**, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute contracts with Geppert Brothers, Inc.; Haines & Kibblehouse, Inc.; and USA Environmental Management, Inc. for a total aggregate amount not to exceed twenty-one million two hundred twenty-six thousand seven hundred forty-three dollars (\$21,226,743.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts, including determining whether the options available under the contracts shall be exercised.

## RESOLUTION NO. 5

### RESOLUTION AUTHORIZING CONTRACTS FOR ROOFING REPAIR, REPLACEMENT AND RELATED MAINTENANCE WORK WITH MEMIS ROOFING LLC; CLARK ROOFING CO., INC.; AND MILESTONE CONTRACTORS INC.

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) has identified a need for roofing services and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

**WHEREAS**, the Request for Proposal was posted on PHA's website, advertised via local publications and chambers of commerce, mailed to qualified entities on PHA's Outreach List, and distributed to those who responded to the invitation; and

**WHEREAS**, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

**WHEREAS**, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that contracts be awarded to Memis Roofing LLC; Clark Roofing Co., Inc.; and Milestone Contractors Inc.; and

**WHEREAS**, work is to be assigned to each of the three (3) awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered in accordance with the contract terms at any time during the course of the contract at the discretion of the Contracting Officer; and

**WHEREAS**, it is recommended that the aggregate amount to be expended under the three (3) contracts, combined, shall not exceed fourteen million dollars (\$14,000,000.00) with a two (2) year base period and three (3) one-year option periods, as follows:

- 1) The aggregate not-to-exceed amount for the two-year year base period is five million six hundred thousand dollars (\$5,600,000.00); and
- 2) The aggregate not-to-exceed amount for each of the three (3) one-year option periods is two million eight hundred thousand dollars (\$2,800,000.00);

**BE IT RESOLVED**, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute contracts with Memis Roofing LLC, Clark Roofing Co., Inc. and Milestone Contractors Inc. for a total aggregate amount not to exceed fourteen million dollars (\$14,000,000.00) subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts, including determining whether the options available under the contracts shall be exercised.

## RESOLUTION NO. 6

### RESOLUTION AUTHORIZING A TASK ORDER WITH DALE CORPORATION FOR CONSTRUCTION MANAGEMENT SERVICES FOR ROOFING REPLACEMENT AT CONVENTIONAL SITES AND SCATTERED SITES

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) has identified a need for construction management services for the Roofing Replacement at Conventional Sites and Scattered Sites and a Request for Proposal was developed for the selection of a company to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

**WHEREAS**, the Request for Proposal was supplied to the appropriate companies among PHA’s contracted vendors under the Large Construction Management Contract P-4857B, approved by the Board on September 19, 2019 as Resolution #12061; and

**WHEREAS**, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

**WHEREAS**, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that a task order contract be awarded to Dale Corporation; and

**WHEREAS**, it is further recommended that the contract be for a total amount not to exceed thirteen million six hundred fifteen thousand nine hundred eighty-seven dollars (\$13,615,987.00);

**BE IT RESOLVED**, that the Board of Commissioners hereby authorizes the President & CEO, or his authorized designee to conclude and execute a task order under contract P-4857B with Dale Corporation, in a not-to-exceed total task order amount of thirteen million six hundred fifteen thousand nine hundred eighty-seven dollars (\$13,615,987.00), subject to availability of funds therefor, as set forth above, and to take all necessary actions relating to such task order contract.



## **RESOLUTION NO. 7**

### **RESOLUTION AUTHORIZING CONTRACTS FOR CONCRETE REPAIR SERVICES WITH OCEAN CONSTRUCTION, LLC; MILESTONE CONTRACTORS, INC.; CREATIVESCAPE, INC.; DMPAG, INC.; AND PREMIER BUILDING RESTORATION, INC.**

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) has identified a concrete repair services and a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

**WHEREAS**, the Request for Proposal was posted on PHA's website, advertised via local publications and chambers of commerce, mailed to qualified entities on PHA's Outreach List, and distributed to those who responded to the invitation; and

**WHEREAS**, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

**WHEREAS**, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that contracts be awarded to Ocean Construction, LLC; Milestone Contractors, Inc.; Creativescape, Inc.; DMPAG, Inc.; and Premier Building Restoration, Inc.; and

**WHEREAS**, work is to be assigned to each of the five (5) awardees at the discretion of the Contracting Officer based on need, performance and other legitimate business factors, and may be altered within the terms of the contracts at any time during the course of these contracts at the discretion of the contracting officer; and

**WHEREAS**, it is recommended that the aggregate amount to be expended under the five (5) contracts, combined, shall not exceed ten million dollars (\$10,000,000.00) with a two-year base period and three (3) one-year option periods, as follows:

- 1) The aggregate not-to-exceed amount for the two-year base period is four million dollars (\$4,000,000.00);
- 2) The aggregate not-to-exceed amount for the first one-year option period is two million dollars (\$2,000,000.00);
- 3) The aggregate not-to exceed amount for the second one-year option period is two million dollars (\$2,000,000.00); and
- 4) The aggregate not-to exceed amount for the third one-year option period is two million dollars (\$2,000,000.00);

**BE IT RESOLVED**, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute contracts with Ocean Construction, LLC; Milestone Contractors, Inc.; Creativescape, Inc.; DMPAG, Inc.; and Premier Building Restoration, Inc. for a total aggregate amount not to exceed ten million dollars (\$10,000,000.00), subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such contracts, including determining whether the options available under the contracts shall be exercised.

## RESOLUTION NO. 8

### **RESOLUTION AUTHORIZING A TASK ORDER WITH DALE CORPORATION FOR CONSTRUCTION MANAGEMENT SERVICES FOR: RENOVATIONS TO THIRTY-FOUR (34) SCATTERED SITES, VARIOUS CONVENTIONAL SITE UPGRADES, AND WARNOCK VILLAGE OFFICE SPACE CONVERSION TO THIRTEEN (13) RESIDENTIAL UNITS**

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) has identified a need for construction management services for thirty-four (34) scattered site unit renovations, various site upgrades, and Warnock Village office space conversion to thirteen (13) residential units; and

**WHEREAS**, a Request for Proposal was developed for the selection of a company to address fulfilling this requirement, according to established procedures and all applicable laws regarding public contracts; and

**WHEREAS**, the Request for Proposal was supplied to the appropriate companies among PHA’s contracted vendors under the Large Construction Management Contract P-4857B, approved by the Board on September 19, 2019 as Resolution #12061; and

**WHEREAS**, the proposals were reviewed and evaluated by an evaluation committee and the supporting documents were reviewed by the Contracting Officer; and

**WHEREAS**, based upon the consensus evaluation and approval for presentation to the Board after additional review processes, including Board committee and resident leadership review, it is recommended that a task order contract be awarded to Dale Corporation; and

**WHEREAS**, it is further recommended that the contract be for a total amount not to exceed twenty-four million nine hundred ninety-three thousand nine hundred ninety-five dollars (\$24,993,995.00);

**BE IT RESOLVED**, that the Board of Commissioners hereby authorizes the President & CEO, or his authorized designee to conclude and execute a task order under contract P-4857B with Dale Corporation, in a not-to-exceed total task order amount of twenty-four million nine hundred ninety-three thousand nine hundred ninety-five dollars (\$24,993,995.00), subject to availability of funds therefor, as set forth above, and to take all necessary actions relating to such task order contract.

## **RESOLUTION NO. 9**

### **RESOLUTION RE-APPOINTING BONNIE CAMARDA TO THE PHILADELPHIA HOUSING AUTHORITY AUDIT COMMITTEE AS AN INDEPENDENT MEMBER**

**WHEREAS**, the Philadelphia Housing Authority (“PHA”) created an Audit Committee, by Resolution No. 11571 (“Audit Resolution”) on November 30, 2012, the charter of which was most recently amended by Resolution No. 11785 on May 21, 2015, which states as follows, with regard to membership:

#### **Section II. Membership**

The Committee shall consist of seven (7) members; five (5) voting members, and two (2) non-voting members, serving as advisors to the Committee. The Committee’s voting members shall elect the Committee’s Chair and Vice Chair. The Chair shall be a member of the Audit Committee who is also a member of PHA’s Board of Commissioners. At least four (4) independent members shall be selected from outside of PHA (PHA employees are excluded from being an independent member). PHA’s Executive Vice President (“EVP”) of the Office of Audit and Compliance and PHA’s Senior Executive Vice President of Finance - Chief Financial Officer shall comprise the remaining advisory members of the Committee.

#### **Section III. Independent Members**

The Board shall select the Independent Members, who shall serve for a two-year period that may be renewed by the Board from time to time.... the Board will attempt to select as an Independent Member a person who meets the definition of an “audit committee financial expert” with the following attributes:

- An understanding of financial statements and generally accepted accounting principles.
- An ability to assess the general application of such principles in connection with the accounting for estimates, accruals and reserves.
- Experience in preparing, auditing, analyzing or evaluating financial statements that present a level of complexity of accounting issues generally comparable to what could be raised by PHA’s financial statements or experience actively supervising one or more persons engaged in such activities.
- An understanding of internal controls and procedures for financial reporting.
- An understanding of audit committee functions.
- An understanding of public housing programs, including federal, state and local public housing rules, regulations, budget and finance.

**WHEREAS**, Commissioner Camarda was appointed to the Audit Committee by the Board of Commissioners for a (2) two-year term as an independent member, by Resolution No. 12013, on September 20, 2018, re-appointed by Resolution No. 12108 on September 17, 2020, and has ably served as Vice-Chair on that committee; and

**WHEREAS**, the Audit Committee unanimously recommends her reappointment;

**BE IT RESOLVED**, that the PHA Board of Commissioners does hereby approve and consent to the re-appointment of Commissioner Bonnie Camarda as an independent member of PHA’s Audit Committee, pursuant to the terms and conditions of the Audit Charter.