



PHILADELPHIA HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING MINUTES

Thursday, July 21, 2022, 3 p.m.

The regularly scheduled meeting of the Philadelphia Housing Authority (“PHA”) Board of Commissioners was conducted via a virtual platform, due to COVID-19 public health concerns and in accordance with PHA’s By-Laws that provide for remote participation, while respecting the goals and requirements of the Sunshine Act. The protocols for public participation, including opportunities to submit written or verbal comments and questions, were posted on the PHA website as of April 8, 2020, with directions for real-time public audio access for this meeting provided thereafter, as well.

The Vice Chair, Herbert Wetzel, brought the meeting to order at approximately 3:05 p.m. He did a roll call to establish that there was a quorum and, in addition to the Vice Chair, the following Commissioners participated in the meeting: Commissioners Callahan, Coney, Purnell, Shahid, and Wise. Chair Brown Sow and Commissioners Camarda and Mayo did not participate. The President & CEO (“CEO”) and the General Counsel and Board Secretary, Laurence M. Redican, also participated.

Vice Chair Wetzel then requested a moment of silence, to prepare for the work to be done in the meeting.

The CEO reviewed the public participation guidelines for the meeting and made the following announcements:

- The Grocery Outlet Bargain Market store and PHA will host a ribbon cutting ceremony for the grand opening of the Grocery Outlet, located across the street from the PHA headquarters, at 11 a.m. on July 28, 2022, following its opening at 9 a.m.
- PHA’s housing initiatives and resident programs received six Award of Merit certificates in NAHRO’s 2022 competition, setting a new PHA record. The HCV Landlord Incentive Program; the Entrepreneurial Fellowship and Business Incubator; North Central Five housing development, and PHA’s Shared Housing Partnership with CCP were each recognized. North Central Five was honored in the community revitalization, and project design categories. The CCP Shared Housing Partnership was honored in two different categories as well and CCP Shared Housing Partnership and North Central Five advanced to the national competition, where housing agencies and developers compete to win a coveted Award of Excellence.
- The PhillySEEDS scholarship application deadline has been extended to July 31, 2022.
- The following staff changes were announced and congratulations were extended to Janea Jordon, who is now Senior Executive Vice-President for Public Safety, Audit and Compliance, and to Zachary McNeil, who has been promoted to Vice President of RPP, adding to his existing duties the supervision of the Workforce Center/Homeownership/Section 3 Resource Center and FSS.

The Vice-Chair asked whether there were any changes to the minutes from the Board meeting minutes of June 16, 2022. Hearing none, the minutes were approved.

Eight (8) resolutions were presented, reviewed, and approved by a majority, by roll call.

Resolution No. 12226, attached in Appendix 1, was presented by Janea Jordon, Senior Executive Vice President for Public Safety, Audit and Compliance, to re-appoint Francis McLaughlin to the Audit Committee, for a two-year term, as unanimously recommended by the Audit Committee. Commissioner Purnell, as Chair of that committee, moved for adoption of the motion. Following a second and additional remarks from Commissioner Purnell, the motion was unanimously approved, by roll call. It was also noted that there was no public comment received for this resolution or any of the resolutions this month.

Resolution No. 12227, attached in Appendix 1, was presented by Kimberly Woods, Executive Vice President, Human Resources, to authorize PHA to eliminate its Residence Policy and create a hiring preference for job applicants who reside in the City of Philadelphia. The resolution had been sent for review to the Policy & Planning Committee and Commissioner Coney, as a member of that committee, moved for its adoption. Following a second, there was extended discussion regarding the pros and cons of such a policy. The motion was then approved by a majority, via roll call, with all in favor except for Commissioner Callahan.

Resolution 12228, attached in Appendix 1, was presented by Dave Walsh, Executive Vice President – Supply Chain Management (“EVP-SCM”), to authorize PHA to contract with SVN Ahia Commercial Real Estate; Higgins & Welch Real Estate, Inc.; and Emerging Real Estate, LLC; for Real Estate Related Services, in a total amount not to exceed one million dollars (\$1,000,000.00). Commissioner Callahan, Chair of the Finance Committee that had reviewed the resolution, moved for its adoption. The motion was seconded, Commissioner Callahan noted that the Finance Committee had reviewed the resolution, and it was unanimously approved, by roll call.

Resolution No. 12229, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with Bureau Veritas Technical Assessments, LLC and MaGrann Associates for investment grade energy audit services, in a total aggregate amount not to exceed five million dollars (\$5,000,000.00). Commissioner Callahan, as Chair of the Finance Committee that reviewed the resolution, moved for its adoption. The motion was seconded, there was no discussion, and it was unanimously approved, by roll call.

Resolution No. 12230, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with Reno & Cavanaugh, PLLC; Ballard Spahr, LLP; Ahmad Zaffarese, LLC; and Fox Rothschild, LLP for non-litigation legal services, as Special Rental Assistance Demonstration program (“RAD”) Counsel, in a total aggregate amount not to exceed three million seven hundred fifty thousand dollars (\$3,750,000.00). The resolution had been reviewed by the Finance Committee and Commissioner Shahid, as a committee member, moved for its adoption. Following a second, the resolution was unanimously approved, by roll call.

Resolution No. 12231, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract to issue a task order to Dale Corporation for construction management services for Phase I of New Fairhill Apartments, The total amount of the task order is not to exceed sixty-six million nine hundred five thousand three hundred eleven dollars (\$66,905,311.00). Following a motion from Commissioner Coney, as a member of the Policy & Planning Committee that had reviewed the resolution, a second, and discussion regarding the scope of the work, it was unanimously approved, by roll call.

Resolution No. 12232, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with Greenwood CRE; Higgins & Welch Real Estate, Inc.; and CBRE, Inc.; for real estate brokerage services for PHA, in a total amount not to exceed six hundred twenty-five thousand dollars (\$625,000) for services not covered by sales commissions and six percent (6%) of the sale price or

leasing revenues of PHA properties served by the real estate broker services. The resolution had been reviewed by the Finance Committee and its Chair, Commissioner Callahan, moved for its adoption. Following a second and there being no discussion, the motion was unanimously approved by roll call.

Resolution No. 12233, attached in Appendix 1, was presented by Dave Walsh, EVP-SCM, to authorize PHA to contract with Bureau Veritas Technical Assessment Services, LLC for physical needs assessment services for PHA, in a total amount not to exceed two million dollars (\$2,000,000.00). Commissioner Callahan, Chair of the Finance Committee that had reviewed the resolution, moved for its adoption. Following a second and there being no discussion, the motion to adopt was unanimously approved, by roll call.

For the **public comment period**, only one comment was received, which was from Wiley Cunningham via email. That was read and it is attached as Appendix 2. It relates to the procedures for Board meetings for over the past two years due to Covid-19 concerns. CEO Jeremiah, as well as several Commissioners, responded to the public comment and also remarked that PHA looks forward to resuming in-person meetings as soon as it is safe to be able do so.

The Vice Chair noted that the next meeting will be September 15, 2022, and following a motion from Commissioner Callahan and a second, the meeting concluded at approximately 3:55 p.m.

Respectfully submitted,



Laurence M. Redican
General Counsel
Philadelphia Housing Authority

APPENDIX 1

**THE PHILADELPHIA HOUSING AUTHORITY
MEETING OF THE BOARD OF COMMISSIONERS
2013 RIDGE AVE.
PHILADELPHIA, PA 19121
THURSDAY, JULY 21, 2022, at 3 p.m.
AGENDA**

- A. Call to Order** Herbert Wetzel, Vice Chair of the Board of Commissioners
- B. Remarks** Kelvin A. Jeremiah, President & CEO
- C. Approval of Minutes** of the Board Meeting held June 16, 2022, as distributed.
- D. New Business**
- 1. RESOLUTION RE-APPOINTING FRANCIS MCLAUGHLIN TO THE PHILADELPHIA HOUSING AUTHORITY AUDIT COMMITTEE AS AN INDEPENDENT MEMBER**

Janea Jordon
 - 2. RESOLUTION AUTHORIZING THE ELIMINATION OF THE RESIDENCE POLICY AND CREATION OF A HIRING PREFERENCE FOR JOB APPLICANTS WHO RESIDE IN THE CITY OF PHILADELPHIA**

Kimberly Woods
 - 3. RESOLUTION AUTHORIZING CONTRACTS FOR REAL ESTATE RELATED SERVICES WITH SVN AHIA COMMERCIAL REAL ESTATE; HIGGINS & WELCH REAL ESTATE, INC.; AND EMERGING REAL ESTATE, LLC**

Dave Walsh
 - 4. RESOLUTION AUTHORIZING CONTRACTS FOR INVESTMENT GRADE ENERGY AUDIT SERVICES WITH BUREAU VERITAS TECHNICAL ASSESSMENTS, LLC AND MAGRANN ASSOCIATES**

Dave Walsh
 - 5. RESOLUTION AUTHORIZING CONTRACTS FOR NON-LITIGATION LEGAL SERVICES, RENTAL ASSISTANCE DEMONSTRATION PROGRAM SPECIAL COUNSEL, WITH RENO & CAVANAUGH, PLLC; BALLARD SPAHR, LLP; AHMAD ZAFFARESE, LLC; AND FOX ROTHSCHILD, LLP**

Dave Walsh
 - 6. RESOLUTION AUTHORIZING A TASK ORDER WITH DALE CORPORATION FOR CONSTRUCTION MANAGEMENT SERVICES FOR NEW FAIRHILL APARTMENTS**

Dave Walsh

7. **RESOLUTION AUTHORIZING CONTRACTS FOR REAL ESTATE BROKERAGE AND RELATED SERVICES WITH GREENWOOD CRE; HIGGINS & WELCH REAL ESTATE, INC.; AND CBRE, INC**

Dave Walsh

8. **RESOLUTION AUTHORIZING A CONTRACT FOR PHYSICAL NEEDS ASSESSMENT SERVICES WITH BUREAU VERITAS TECHNICAL ASSESSMENT SERVICES, LLC**

Dave Walsh

E. Public Comment Period

RESOLUTION NO. 12226

RESOLUTION RE-APPOINTING FRANCIS MCLAUGHLIN 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, Francis McLaughlin was appointed to the Audit Committee by the Board of Commissioners for a two (2) year term as an independent member on July 19, 2018, by Resolution No. 12007, was re-appointed on July 16, 2020, by Resolution No. 12103, and has served as a well-qualified and greatly appreciated member of the committee since that his appointment; and

WHEREAS, the Audit Committee unanimously recommends his re-appointment;

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

I hereby certify that this was
APPROVED BY THE BOARD ON 7/21/2022

ATTORNEY FOR PHA

RESOLUTION NO. 12227

**RESOLUTION AUTHORIZING THE ELIMINATION OF THE RESIDENCE POLICY
AND CREATION OF A HIRING PREFERENCE FOR JOB APPLICANTS
WHO RESIDE IN THE CITY OF PHILADELPHIA**

WHEREAS, Section 2.2 of the Philadelphia Housing Authority (“PHA”) Employee Handbook (the “Handbook”) sets forth the Residence Policy, which requires that all PHA employees “shall reside within the city and county limits of Philadelphia no later than six (6) months of his or her hire as a PHA employee and must maintain a residence within the city and county limits of Philadelphia for the duration of his or her employment with PHA, unless a waiver is obtained ...;” and waivers of this policy are rare and granted sparingly; and

WHEREAS, the failure to comply with the Residence Policy results in “immediate termination” of employment; and

WHEREAS, PHA examined the Residence Policy in light of the significant, nationwide changes to the workplace caused by the COVID-19 pandemic, and found that those workplace changes in connection with the Residence Policy put PHA at a competitive disadvantage when recruiting and retaining employees; and

WHEREAS, PHA is a Commonwealth agency created under the Pennsylvania Housing Authorities Law and there is no legal reason why PHA’s employees must reside solely in the City of Philadelphia; and

WHEREAS, it is recommended that the Residence Policy be rescinded and that instead PHA create a hiring preference for applicants who reside in the City of Philadelphia; and

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to eliminate the Residence Policy; to establish a policy that gives preference or priority to job applicants who reside in the City of Philadelphia; and, to take all necessary actions relating to the elimination of the Residence Policy and the creation of said hiring practices.



I hereby certify that this was
APPROVED BY THE BOARD ON 2/21/2022
Lawrence M. Redican
ATTORNEY FOR PHA

RESOLUTION NO. 12228

RESOLUTION AUTHORIZING CONTRACTS FOR REAL ESTATE RELATED SERVICES WITH SVN AHIA COMMERCIAL REAL ESTATE; HIGGINS & WELCH REAL ESTATE, INC.; AND EMERGING REAL ESTATE, LLC

WHEREAS, the Philadelphia Housing Authority (“PHA”) has identified a need for real estate related 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 with SVN Ahia Commercial Real Estate; Higgins & Welch Real Estate, Inc.; and Emerging Real Estate, LLC; 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 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 three (3) contracts, combined, shall not exceed one million dollars (\$1,000,000.00), 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 hundred thousand dollars (\$400,000.00);
- 2) The aggregate not-to-exceed amount for the first one-year option period is two hundred thousand dollars (\$200,000.00);
- 3) The aggregate not-to exceed amount for the second one-year option period is two hundred thousand dollars (\$200,000.00); and
- 4) The aggregate not-to exceed amount for the third one-year option period is two hundred thousand dollars (\$200,000.00);

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 SVN Ahia Commercial Real Estate; Higgins & Welch Real Estate, Inc.; and Emerging Real Estate, LLC for a total aggregate amount not to exceed one million dollars (\$1,000,000.00), 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.



I hereby certify that this was
APPROVED BY THE BOARD ON 7/21/2022
Shirley M. Redick
ATTORNEY FOR PHA

RESOLUTION NO. 12229

RESOLUTION AUTHORIZING CONTRACTS FOR INVESTMENT GRADE ENERGY AUDIT SERVICES WITH BUREAU VERITAS TECHNICAL ASSESSMENTS, LLC AND MAGRANN ASSOCIATES

WHEREAS, the Philadelphia Housing Authority (“PHA”) has identified a need for investment grade energy audit services and such audits are currently required by the U.S. Department of Housing and Urban Development and include a detailed accounting of the energy (electrical & gas) and water usage at the designated site; and

WHEREAS, a Request for Proposal was developed for the selection of companies to address fulfilling this requirement, for various PHA sites, 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 Bureau Veritas Technical Assessments, LLC and MaGrann Associates; 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 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 two (2) contracts, combined, shall not exceed five million dollars (\$5,000,000.00) 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 two million eight hundred twenty-five thousand dollars (\$2,825,000.00);
- 2) The aggregate not-to-exceed amount for the first one-year option period is seven hundred twenty-five thousand dollars (\$725,000.00);
- 3) The aggregate not-to exceed amount for the second one-year option period is seven hundred twenty-five thousand dollars (\$725,000.00); and
- 4) The aggregate not-to exceed amount for the third one-year option period is seven hundred twenty-five thousand dollars (\$725,000.00);

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 Bureau Veritas Technical Assessments, LLC and MaGrann Associates for a total aggregate amount not to exceed five million dollars (\$5,000,000.00), 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.

I hereby certify that this was
APPROVED BY THE BOARD ON 7/21/2022
Shirley M. Redick
ATTORNEY FOR PHA

RESOLUTION NO. 12230

RESOLUTION AUTHORIZING CONTRACTS FOR NON-LITIGATION LEGAL SERVICES, AS RENTAL ASSISTANCE DEMONSTRATION PROGRAM SPECIAL COUNSEL, WITH RENO & CAVANAUGH, PLLC; BALLARD SPAHR, LLP; AHMAD ZAFFARESE, LLC; AND FOX ROTHSCHILD, LLP

WHEREAS, the Philadelphia Housing Authority (“PHA”) has identified a need for non-litigation legal services, as Special Rental Assistance Demonstration program (“RAD”) Counsel, 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 Reno & Cavanaugh, PLLC; Ballard Spahr, LLP; Ahmad Zaffarese, LLC; and Fox Rothschild, LLP; and

WHEREAS, work is to be assigned to each of the four (4) 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 four (4) contracts, combined, shall not exceed three million seven hundred fifty thousand dollars (\$3,750,000.00) 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 one million five hundred thousand dollars (\$1,500,000.00);
- 2) The aggregate not-to-exceed amount for the first one-year option period is seven hundred fifty thousand dollars (\$750,000.00);
- 3) The aggregate not-to exceed amount for the second one-year option period is seven hundred fifty thousand dollars (\$750,000.00); and
- 4) The aggregate not-to exceed amount for the third one-year option period is seven hundred fifty thousand dollars (\$750,000.00);

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 Reno & Cavanaugh, PLLC; Ballard Spahr, LLP; Ahmad Zaffarese, LLC; and Fox Rothschild, LLP, as Special RAD Counsel, for a total aggregate amount not to exceed three million seven hundred fifty thousand dollars (\$3,750,000.00), 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.

I hereby certify that this was
APPROVED BY THE BOARD ON 2/21/2022
Ahmed M. Reda
ATTORNEY FOR PHA

RESOLUTION NO. 12231

RESOLUTION AUTHORIZING A TASK ORDER WITH DALE CORPORATION FOR CONSTRUCTION MANAGEMENT SERVICES FOR NEW FAIRHILL APARTMENTS

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for construction management services for infrastructure, new streets, renovation of an eighteen (18) story high rise tower with one hundred one (101) units, construction of thirty (30) new Enterprise Green Community Certified, Rental Assistance Demonstration ("RAD") Townhouse Units and a Community Center at New Fairhill Apartments; 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 No. 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 contract be awarded to Dale Corporation; and

WHEREAS, it is further recommended that the contract be for a total amount not-to-exceed sixty-six million nine hundred five thousand three hundred eleven dollars (\$66,905,311.00);

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 total task order amount not-to-exceed sixty-six million nine hundred five thousand three hundred eleven dollars (\$66,905,311.00) subject to the availability of funds therefor, as set forth above, and to take all necessary actions relating to such task order.



I hereby certify that this was
APPROVED BY THE BOARD ON 7/21/2022
[Signature]
ATTORNEY FOR PHA

RESOLUTION NO. 12232

RESOLUTION AUTHORIZING CONTRACTS FOR REAL ESTATE BROKERAGE AND RELATED SERVICES WITH GREENWOOD CRE; HIGGINS & WELCH REAL ESTATE, INC.; AND CBRE, INC.

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for real estate brokerage and related 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 Greenwood CRE; Higgins & Welch Real Estate, Inc.; and CBRE, 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 dollar amount of the contract be based upon non-commission related expenses for services, with the broker's additional commission fee for each purchase, sale or lease of commercial and residential properties to be negotiated on a case-by-case basis and not to exceed six percent (6%) of the sale price or lease revenues for PHA properties; and

WHEREAS, for non-commission services under the contract, it is recommended that the amount authorized by PHA to be collected by the broker from the amount to be paid to PHA for the transaction shall not exceed six hundred twenty-five thousand dollars (\$625,000.00) as follows:

- 1) The not-to-exceed aggregate amount for the two-year base period is two hundred fifty thousand dollars (\$250,000.00); and
- 2) The not-to exceed aggregate amount for each of the three (3) one-year option periods is one hundred twenty-five thousand dollars (\$125,000.00);

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 Greenwood CRE; Higgins & Welch Real Estate, Inc.; and CBRE, Inc., subject to the availability of funds therefor, as set forth above, in a total aggregate amount not to exceed six hundred twenty-five thousand dollars (\$625,000.00) for non-commission expenses and a commission of no more than six percent (6%) of the sale price or leasing revenues of PHA properties, and to take all necessary actions, including the exercising of options, relating to such contracts.

I hereby certify that this was
APPROVED BY THE BOARD ON 7/21/2009

ATTORNEY FOR PHA

RESOLUTION NO. 12233

RESOLUTION AUTHORIZING A CONTRACT FOR PHYSICAL NEEDS ASSESSMENT SERVICES WITH BUREAU VERITAS TECHNICAL ASSESSMENT SERVICES, LLC

WHEREAS, the Philadelphia Housing Authority ("PHA") has identified a need for physical needs assessment 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 a contract be awarded to Bureau Veritas Technical Assessment Services, LLC; and

WHEREAS, work is to be assigned to awardee 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 contract shall not exceed two million dollars (\$2,000,000.00) 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 one million six thousand dollars (\$1,600,000.00); and
- 2) The aggregate not-to-exceed amount for the first one-year option period is two hundred thousand dollars (\$200,000.00);
- 3) The aggregate not-to exceed amount for the second one-year option period is one hundred thousand dollars (\$100,000.00); and
- 4) The aggregate not-to exceed amount for the third one-year option period is one hundred thousand dollars (\$100,000.00);

BE IT RESOLVED, that the Board of Commissioners hereby authorizes the President & CEO and/or his authorized designee(s) to conclude and execute a contract with Bureau Veritas Technical Assessment Services, LLC., for a total aggregate amount not to exceed two million dollars (\$2,000,000.00), subject to availability of funds therefor, as set above, and to take all necessary actions relating to such contract, including determining whether the options available under the contract shall be exercised.



I hereby certify that this was
APPROVED BY THE BOARD ON 7/21/2022
[Signature]
ATTORNEY FOR PHA

APPENDIX 2

PUBLIC COMMENT RECEIVED VIA EMAIL

Good Afternoon,

I am submitting a general comment to the board of the Philadelphia Housing Authority about the quality of public meetings since the onset of the Covid-19 Pandemic and its shift to virtual meetings.

For two years now, it has been burdensome to submit comment to the board or attend meetings. Being unable to attend meetings in person during the covid-19 pandemic is an understandable health precaution taken by the board to protect themselves as well as the public. However, restricting virtual attendance of meetings to audio-only is limiting in terms of being able to observe the board conducting its business in public as well as creating real access issues for those who may have auditory or other disabilities.

Although comment submission is still possible in advance, the inability to comment in real time as the board conducts its monthly business greatly reduces the quality of those comments by denying the public the ability to respond to discussion by either the board or other members of the public during the course of the meeting. The requirement to submit in writing or as a recording comments a day in advance greatly stunts the quality of oversight and feedback to the board of this quasi-public entity.

To continue with the present meeting format after so much time has passed could create the public perception that the board of the PHA wishes to create barriers to public oversight and participation.

I humbly suggest to the board that it shift back to in-person meetings in the near future, or if not, it invests resources into adding video access to its meetings, shifts to accepting comments in real-time and that a room for the public to view and engage with the meeting in real time be provided. Additionally, archiving recordings of board meetings and making them available on its website would also enhance the public record and oversight of your agency while preserving any public comments that are submitted regarding your work. Finally, I would like to suggest that board meetings return to an evening schedule to permit members of the public who must work regular hours the ability to attend

Thank you for your time and consideration,

Wiley Cunningham