

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM** JON M. GUTZMANN  
EXECUTIVE DIRECTOR

**REGARDING** Life Safety Equipment Monitoring,  
Testing and Maintenance  
Contract No. 14-059

**DATE** January 22, 2014

Staff requests Board approval to award a one-year contract for life safety equipment monitoring, testing, and maintenance at PHA properties to Electronic Communication Systems, LLC (ECS) of Saint Paul, Minnesota, at the unit prices stated in their proposal.

A Request for Proposals (RFP) for these services was advertised in newspapers and sent to several firms that had expressed an interest in working for the PHA. Three proposals were received and evaluated by a committee of PHA staff using criteria (stated in the RFP) that included point values for experience/technical competence, response to the invitation, affirmative action efforts (MBE/WBE/DBE) and cost. The evaluation committee interviewed all three proposers, and following negotiations and receipt of “Best and Final offers,” selected ECS as the contractor best able to meet the PHA’s life safety equipment service and testing needs. A summary of the evaluations is attached.

This contract includes the following services in PHA hi-rises, offices and community buildings:

- Monitoring fire alarms, security alarms, and nurse call alarms;
- Code-required semi-annual and annual testing of fire alarm systems, including carbon monoxide detectors, and nurse call systems at hi-rises and community centers;
- On-call maintenance and repair of fire alarm systems, nurse call systems, and security systems.

While this contract will remain in effect for one year, there is a contract provision allowing the PHA to extend it in one-year increments, up to a total of three years, if mutually agreeable to both the PHA and ECS. ECS's unit prices are within staff estimates for the work.

ECS has performed satisfactorily under the current PHA contract for similar work. A copy of the Employer Information Report for ECS is attached. Section 3 requirements are not included in this contract because it is a unit price contract with an unspecified dollar amount.

Staff expects to spend approximately \$85,000 per year under this contract. There are sufficient Operating Budget funds available for the contract.

TDA/mlp

Attachments

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM** JON M. GUTZMANN  
EXECUTIVE DIRECTOR

**REGARDING** Exterior Wall Repairs at  
Montreal Hi-Rise – Phase 2  
MN 1-18; AMP 8  
Contract No. 14-066

**DATE** January 22, 2014

Staff requests Board approval to award a contract for exterior wall repairs at Montreal Hi-Rise – Phase 2 (MN 1-18, AMP 8) to the lowest responsible bidder, Ram Construction Services, LLC, of Little Canada, Minnesota for the unit bid prices shown on the attached December 17, 2013 bid tabulation. Multipliers in the bid documents were used to calculate the total bid amount of \$287,777.77. Using that method the second low bid was \$300,644.

This contract will correct exterior concrete and brick defects on the south, east and west wall elevations at Montreal Hi-Rise. The corrective work includes repairing spalls and cracks in concrete walls, applying a protective coating over concrete walls, replacing and tuck-pointing damaged bricks and replacing caulk. This work will complete the exterior repairs at Montreal Hi-Rise. Corrective work was completed on the north elevation in 2013.

Ram Construction has satisfactorily completed similar work on previous PHA contracts. Copies of the Employer Information Report for Ram Construction and the second lowest responsible bidder, A J Spanjers, are attached.

Ram Construction plans to subcontract approximately 14 percent of the total contract amount to a woman-owned business enterprise (WBE). Because this is a unit-price contract, it is not

subject to the Section 3 Policy's requirement for contributing to the PHA's Section 3 Training Fund.

The low bid is under the consultant's estimate. There are sufficient 2013 Capital Fund Program funds to accomplish this work.

TDB/mlp

Attachments

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM** JON M. GUTZMANN  
EXECUTIVE DIRECTOR

**REGARDING** Hi-Rise Window Reconditioning  
At 727 Front Avenue; AMP 2  
Contract No. 14-067

**DATE** January 22, 2014

Staff requests Board approval to award a contract to recondition the existing windows at Front Hi-Rise (AMP 2) to the lowest responsible bidder, Crossroad Construction, Inc., Ham Lake, Minnesota, for the bid amount of \$269,900. A copy of the December 4, 2013 bid tabulation is attached.

This contract includes the replacement of existing slider-type window frame and sash weather-stripping with new materials at 278 window openings on floors two through twenty.

Crossroad has performed satisfactorily under previous PHA contracts for similar work. Copies of the Employer Information Report for Crossroad and the second low bidder, Marge Magnuson Construction, are attached. Crossroad intends to subcontract 1% of the work to a women-owned business enterprise. Crossroad intends to subcontract at least 25% of all subcontracted work on this contract to Section 3 businesses, to comply with the PHA's Section 3 Policy.

The bid from Crossroad Construction is within staff estimates for the work. There are sufficient 2012 Capital Fund Program funds available for this contract.

TDA/mlp

Attachments

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM** JON M. GUTZMANN  
EXECUTIVE DIRECTOR

**REGARDING** Retaining Wall Replacements at  
Mt. Airy Homes  
AMP 5, MN 1-3  
Contract No. 14-076

**DATE** January 22, 2014

Staff requests Board approval to award a contract for the replacement of four retaining walls at Mt. Airy Homes, AMP 5, MN 1-3, to the lowest responsible bidder, Meisinger Construction Company Inc, South St Paul, MN, for the bid amount of \$161,800. The Deduct Alternate No. 1 was not used to determine the low bidder. Deduct Alternate No. 1 was for the retaining wall replacement at 133 Arch Street and would have been used if bids came in over budget, which did not happen. A copy of the December 17, 2013 bid tabulation is attached.

This work includes replacing four modular block retaining walls at 133, 149, 151 and 159 Arch Street with poured concrete walls. The existing block retaining walls are deteriorated and leaning outward.

Meisinger has performed satisfactorily on previous PHA work. Copies of the Employer Information Reports for Meisinger and the second low bidder, Derau Construction, are attached. Meisinger intends to subcontract 1 percent of the contract work to women-owned business enterprises (WBE). Meisinger will contribute 2.5 percent of the bid amount to the PHA's Section 3 Training Fund.

There are sufficient 2012 Capital Fund Program funds to accomplish this work.

TDB/mlp

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** AmeriCorps Program Application:  
Community Technology Empowerment  
Project (CTEP)

**DATE** January 22, 2014

Staff requests Board approval to submit an application to Saint Paul Neighborhood Network (SPNN) for a member of AmeriCorps' Community Technology Empowerment Project (CTEP) to be assigned to the PHA for twelve months beginning August 2014. The proposed cost to the PHA would be \$6,000 for the "host site fee" and \$300 for mileage. The application to AmeriCorps is due January 24, 2014.

If approved, this would be the fourth CTEP member the PHA has received through SPNN. The 2014/2015 CTEP member would continue the work begun by previous members and the Digital Literacy Coordinator funded under the ROSS grant (Resident Opportunities & Self Sufficiency).

AmeriCorps programs require that the host site fee be paid from non-federal or de-federalized dollars, so staff is recommending that the \$6,000 be paid from the Building Fund. Staff proposes that the \$300 requested for mileage be paid from the "Tenant Participation" line item in the Operating Budget. With the Board's approval of this application, staff will include these costs in the budget recommendations for the Building Fund and the Operating Budget (Tenant Participation line item) for next fiscal year.

## Background:

The PHA's first CTEP member through started in September 2011. SPNN is a non-profit community media center serving Saint Paul and the Twin Cities metro area, operating five channels

on the Comcast cable system. SPNN administers AmeriCorps CTEP with a focus on “digital literacy” for adults and youth, particularly those with limited English. CTEP members assist low-income families, new immigrants, and individuals with disabilities to better use technology resources. CTEP partners with organizations in the Twin Cities metro area that have community technology centers that are located in or serve low income neighborhoods. In 2013 SPNN received additional federal funding to expand its geographic impact and client diversity.

Each of the four family public housing developments has a computer lab. The current CTEP member has helped residents increase their computer literacy by supervising structured youth activities and open labs, recruiting volunteers from the community, and expanding programming options in the computer labs since the expiration of the Neighborhood Networks grant. In addition, the CTEP member has extended computer lab hours and increased awareness by marketing to adult learners; offering them opportunities to learn basic computer skills, enhance their current level of computer literacy, and learn or sharpen their job search skills (including resumé writing). In calendar year 2013, the computer labs served 940 adults and 789 youth for a total of 1,729 individuals.

Staff believes that the AmeriCorps CTEP program provides quality services to adults and youth living in the family developments, furthering the PHA’s mission to provide links to community services at a small direct cost to the Agency.

ANH/AZJ

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** Minnesota Literacy Council/AmeriCorps  
Program Application: Summer Reads

**DATE** January 22, 2014

Staff requests Board approval to submit an application to the Minnesota Literacy Council requesting a total of four, part-time AmeriCorps VISTA members under the “Summer Reads” program for the period of June 11, 2014 – August 1, 2014. The proposed costs to the PHA would be \$500 for “host site fees” and \$500 for other related summer program supplies costs, as explained below. The application is due to the Minnesota Literacy Council by February 14, 2014.

The purpose of the eight-week long Summer Reads program is to reduce the decline in literacy skills in low-income children over the summer months. The VISTA members will help children in grades K-4 improve their reading, writing and speaking skills. Host sites can request pairs of part-time or full-time VISTA members and each site is expected to provide a minimum of 2 – 3 hours of daily programming for the majority of the program period. If the PHA receives two pairs of VISTA members, one can be assigned to each PHA family housing site.

The program requires a host site fee or cash match that must be paid from non-federal funds. The Summer Reads host site fee for 2014 would be \$250 for each pair of part-time VISTA Members (4 hours or less per day). Staff is recommending that the total host site fee of \$500 be paid from the Building Fund. In addition to the host site fee, staff is recommending that another \$500 be paid from the Tenant Participation line item in the Operating Budget for reading and writing supplies.

With the Board’s approval of this application, staff will include these costs in the budget recommendations for next year’s Building Fund and Operating Budget.

Staff has successfully submitted similar AmeriCorps applications in the past. As described in a separate report, the PHA currently has an AmeriCorps Community Technology Empowerment Project (CTEP) member assisting residents in the computer labs.

ANH/AZJ

Attachment: Minnesota Literacy Council/AmeriCorps “Summer Reads” Program Description

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** Human Resources Information System (HRIS)  
and Payroll System Upgrade

**DATE** January 22, 2014

Staff recommends Board approval to award a contract for an upgrade of the current Human Resources Information System (HRIS) and payroll system to Automatic Data Processing (ADP) at a proposed annual cost of \$33,800. This contract can be terminated at any time by the PHA by giving thirty days written notice to ADP.

ADP has been the PHA's HRIS and payroll system provider since 1997. In early 2012 ADP representatives informed the PHA that in approximately 18 months the technical support for the current HRIS and payroll system would no longer be available. Staff issued a Request for Proposals (RFP) and five proposals were received. Each proposal was evaluated by a committee of Human Resources and Finance/ payroll staff on the basis of the criteria stated in the RFP, including the ability of the HRIS and payroll system to provide for data protection and disaster recovery, software and hardware configuration, product flexibility, and payroll generation needs; professional and technical competence to install and provide on-going technical support; previous experience providing services to federally subsidized housing programs; cost (initial installation plus on-going support and maintenance); and equal employment opportunity and affirmative action efforts. Based on the written proposals and demonstrations from the top three companies (ADP, Paychex, and Paylocity), the review committee unanimously chose ADP. A summary of the evaluations is attached.

The new ADP HRIS and payroll system will provide improved report writing, streamline the benefits process, allow staff to process payroll more efficiently, and provide supervisory access to electronic leave records.

Currently, the PHA pays approximately \$46,000 annually to ADP for its HRIS and payroll system. The cost of the ADP proposal represents a \$12,200 annual savings to the PHA. In addition, ADP has waived their \$17,500 implementation cost. The \$33,800 proposed annual operating cost includes time and attendance, benefit management, payroll processing and delivery, and issuing required tax reports.

If approved, staff will begin working with ADP to train supervisors and employees and implement the system by July 1, 2014.

Sufficient funds are available in the current Operating Budget to cover this cost and staff will recommend funds for it in next year's budget.

DMM/ANH

Attachment(s): Summary of Evaluations

# **PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**

**REPORT TO COMMISSIONERS**

**FROM JON M. GUTZMANN  
EXECUTIVE DIRECTOR**

**REGARDING** McDonough Recreation Center  
New Contract with City

**DATE** January 22, 2014

Staff recommends Board approval of a new contract with the City of Saint Paul, through its Department of Parks & Recreation, for the continued operation of the McDonough Recreation Center in the Community Center at McDonough Homes until December 31, 2027. After that date the proposed contract may be renewed by mutual agreement for successive five-year terms. The City may terminate the agreement if the City Council fails to appropriate funds for the services required under the agreement. The contract states the responsibilities of each party for management, maintenance and repair of the space. A copy of the proposed contract is attached.

The proposed agreement includes the PHA's commitment to provide routine maintenance and cleaning at the Center, as well as making major repairs when needed. This relieves the City of significant financial and operational responsibilities, and gives the PHA more direct control over the maintenance conditions at the Center. The PHA's offer to assume those responsibilities helped pave the way to the final agreement. The City agreed to bring the facility up to "tip top condition" before the PHA takes over the cleaning and maintenance.

The details of this agreement were finalized by the PHA's General Legal Counsel, Louise Seeba, working with Assistant City Attorney Ginger Palmer, based on the terms that were earlier agreed upon by the PHA Executive Director and Parks and Recreation Director Michael Hahm. Staff believes this agreement is a satisfactory outcome for the PHA and its residents and the City. The

attached Board report dated September 26, 2012 explains the history of the Center and the City's attempt to remove the Center from the City budget. The Executive Director has given the Board verbal updates on the status of the negotiations since then.

After the Board approves the contract, staff will make a presentation to the McDonough Residents Council to describe the new agreement. The residents' advocacy for their Community Center helped persuade City officials that the City should continue to support the programs there.

There are sufficient funds in the current Operating Budget to pay the PHA's expenses under this contract, and staff will recommend additional funding in the next Operating Budget.

JMG/

Attachments: Proposed Contract  
September 26, 2012 Board Report

# **PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL**

**RESOLUTION NUMBER 14-1/22-01**

## **RESOLUTION IN RECOGNITION OF DEDICATED SERVICE**

**By**

**JOHN WRIGHT**

**W**HEREAS, John Wright has served the people of Saint Paul as an employee of the Saint Paul Public Housing Agency (PHA) since October 10, 1986; and

**W**HEREAS, he has provided distinguished service in many ways including the following:

- He started as a Development Technician and quickly advanced through the positions of Contract Specialist, Contract Coordinator, Construction Specialist, Project Leader, Technical Service Manager for Procurement, and finally Construction Program Manager for Procurement, performing each job with skill and dedication;
- As the PHA's Contracting Officer, with oversight responsibilities for all procurement activities, he effectively trained and assisted supervisors and staff at all levels in all departments, playing a key role in achieving and maintaining the Agency's 15-year record of zero findings on financial and compliance audits;
- He freely shared his expertise in construction design, materials and techniques with other staff, contributing to the routine maintenance and major modernization projects that make the PHA's hi-rises and family dwellings "safe, affordable quality housing";
- He led by example, demonstrating the highest standards of personal and professional integrity, exercising good stewardship of the public funds that are entrusted to the PHA, and always displaying compassion and understanding for the residents;
- He mentored, counseled and supported countless staff and coworkers to help them achieve greater success in their professional lives;
- In all these ways, he contributed to building the PHA's national reputation for excellence in public housing administration;

**N**OW THEREFORE BE IT RESOLVED, that we, the Board of Commissioners of the Saint Paul Public Housing Agency, on behalf of the Board, the staff, and residents, do recognize and hereby acknowledge with deep appreciation, respect and admiration the service provided to the Agency and the community by John Wright and we wish him well in his retirement.

**January 22, 2014**

# PUBLIC HOUSING AGENCY OF THE CITY OF SAINT PAUL

**REPORT TO COMMISSIONERS**

**FROM** JON M. GUTZMANN  
EXECUTIVE DIRECTOR

**REGARDING** Request For Qualifications;  
Excess Land by Valley Hi-Rise; AMP 5

**DATE** January 22, 2014

Staff requests preliminary approval to issue a Request for Qualifications (RFQ), Request for Proposals (RFP), or to otherwise legally identify parties that may wish to purchase and develop a tract of “excess” vacant land owned by the PHA, adjacent to the Valley Hi-Rise (AMP 5), as shown on the attached site plan. Staff also requests approval to utilize up to \$50,000 from its Capital Fund grants to obtain a title commitment, a survey, an environmental assessment and an appraisal of this parcel of land to include in the RFQ, RFP or with other initial documents indicating intent to sell.

Staff recommends, and HUD regulations allow, that the proceeds from selling the excess land be used as follows:

“[For] the provision of low-income housing or to benefit the residents of the PHA, through such measures as modernization of lower-income housing or the acquisition, development, or rehabilitation of other properties to operate as lower-income housing .... (24 CFR Sec. 970.19(e)(2)(i))

If the Board approves this recommendation, staff plans to begin meeting with the Valley Hi-Rise Resident Council and the Resident Advisory Board soon after the January 22, 2014, Board meeting to discuss the possible sale of the land. After meeting with residents, the RFQ, RFP, or other legal documentation (e.g., a terms and conditions letter or formal offer from a potential buyer) would be presented to the Board for final review and approval.

The land in question is approximately 2.4 acres (103,500 sq. ft.), including the current surface parking lots at Valley Hi-Rise and open/wooded space behind the hi-rise and toward L’Orient Street to the east along University Avenue. Part of the land is hillside, running up to Mt. Airy Homes behind the hi-rise. At a minimum the documents would require that the current 87 parking spaces be retained or replaced for use by Valley Hi-Rise residents and PHA staff. After staff consult with the residents, it is possible that other terms and conditions benefiting the residents could be added to the documents. Before selling the land the PHA would need to obtain approval from HUD’s Special Application Center (SAC). The PHA would have to demonstrate that the land “exceeds the needs of the [public housing] development”. The PHA would also have to document that all the steps required by HUD regulations (24 CFR Part 970) have been completed, including an appraisal, resident consultation, City approval and final Board approval. The application also must explain the proposed process for selling the land.

In the past HUD has approved three PHA applications to sell excess vacant land to Twin Cities Habitat for Humanity, for sites located by Ravoux Hi-Rise and by Roosevelt Homes, and for a vacant lot adjacent to a PHA scattered site on Annapolis Street. Habitat subsequently built new homes for low-income homebuyers on those sites.

JMG/DAL/FAH

Attachments: Site Plan and Google Map