

PUBLIC NOTICE:



Home Forward
BOARD OF COMMISSIONERS
will meet on
Tuesday, June 18, 2024
At 5:30 pm
Zoom Register here:

<https://homeforward.zoom.us/j/88266636315?pwd=oWhbtvI1Z5pYz0nDqOuMxKXqlAGouF.1>



MEMORANDUM

To: Community Partners Date: June 11, 2024

From: Ivory N. Mathews, Chief Executive Officer Subject: Home Forward Board of Commissioners June Meeting

The Board of Commissioners of Home Forward will meet on Tuesday, June 18 at 5:30 PM virtually using the Zoom platform. The meeting will be accessible to the public via phone and electronic device.

If you would like to provide public testimony or view the meeting, please use this link: <https://homeforward.zoom.us/j/88266636315?pwd=oWhbtvI1Z5pYz0nDqOuMxKXglAGouF.1>

The commission meeting is open to the public.

AGENDA



BOARD OF COMMISSIONERS MEETING

**HOME FORWARD
135 SW ASH STREET
PORTLAND, OREGON**

<https://homeforward.zoom.us/j/88266636315?pwd=oWhbtvl1Z5pYz0nDgOuMxkXqlAGouF.>

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JUNE 18, 2024, 5:30 PM

AGENDA

INTRODUCTION AND WELCOME

PUBLIC COMMENT

General comments not pertaining to specific resolutions. Any public comment regarding a specific resolution will be heard when the resolution is considered.

MEETING MINUTES

Topic
Minutes of May 21, 2024 Board of Commissioners Virtual Meeting

CONSENT CALENDAR

Following Reports and Resolutions:			
24-06	Topic	Presenter/POC	Phone #
01	Authorize Execution of Early Procurements for Peter Paulson Apartments and the Gretchen Kafoury Commons Envelope Rehabilitation	Juli Garvey Loc Le	503.802.8457 503.802.8467

REPORTS AND RESOLUTIONS

Following Reports and Resolutions:			
24-06	Topic	Presenter/POC	Phone #
02	Authorize Acceptance of Fiscal Year 2023 Audit Report	Linda Uppinghouse	503.802.8317

THE NEXT MEETING OF THE BOARD OF COMMISSIONERS

Home Forward is currently operating in a state of emergency. We will continue to conduct board-related business as it is currently scheduled but will update the public on the venue or forum by which it occurs as we assess the situation.

The Board of Commissioners will not be meeting in July. The next Board of Commissioners meeting will be Tuesday, August 20, 2024.

The 2024 Board Work Sessions will be quarterly with the next meeting September 5, 2024 at Noon.

EXECUTIVE SESSION

The Board of Commissioners of Home Forward may meet in Executive Session pursuant to ORS 192.660(2). Only representatives of the news media and designated staff are allowed to attend. News media and all other attendees are specifically directed not to disclose information that is the subject of the session. No final decision will be made in the session.

ADJOURN

MINUTES



BOARD OF COMMISSIONERS MONTHLY MEETING
HOME FORWARD
HELD VIRTUALLY
135 SW Ash Street Portland, OR 97204
May 21, 2024

COMMISSIONERS PRESENT

Chair Matthew Gebhardt, Chair Emeritus Damien Hall, Commissioners Jessy Ledesma, Rakeem Washington

STAFF PRESENT

Juhi Aggarwal, Elise Anderson, April Berg, Martha Calhoon, Christina Dirks, Dena Ford-Avery, Juli Garvey, Carolina Gomez, Ivory Mathews, Kitty Miller, Kandy Sage, Amanda Saul, Shannon Schmidt, Aimee Smith, Celia Strauss, Jonathan Trutt, Linda Uppinghouse, Terren Wing, Ryan Winterberg-Lipp

LEGAL COUNSEL

Sarah Stauffer Curtiss

Chair Matthew Gebhardt convened the meeting of the Board of Commissioners at 5:34 PM.

Cathy Millis, Dahlke Manor resident said she saw the news story with CEO Ivory Mathews for the PCC/Killingsworth groundbreaking. She also extended a heartfelt thank you for being included in the work session and welcomed meeting everyone in person. She reported the recent garden club meeting was very successful and everyone signed an agreement to be good participants and adhere to the garden rules. Planting is underway with color popping up. Karaoke has come to Dahlke and will take place on Friday. Millis and the residents are hopeful more activities will be scheduled. One that she would like to see is a community walk. Having a good variety would involve more of the residents. Metro has scheduled a recycling day on August 1.

On Wednesday, Millis attended an all-day seminar for “first aid mental health” and found it to be a rewarding experience. She was able to be open about her own challenges and is

hopeful residents will feel comfortable talking about their challenges as well. Millis is pleased to have their manager back and is encouraged that she will be addressing concerns around the building. In closing, Millis said how good it feels to be part of something and appreciated the time she had to speak.

Chair Matthew Gebhardt thanked Millis for attending, saying we look forward to her showing up each month. We appreciate hearing about what she is doing and her advocacy for her fellow residents. He and the board enjoyed meeting in person and will look forward to opportunities in the months ahead. Elise Anderson will be following up with Millis on activities at Dahlke.

MEETING MINUTES

Minutes of the April 16, 2024 Board of Commissioners Work Session

Chair Matthew Gebhardt requested a motion authorizing approval of the minutes for the April 16, 2024 Board of Commissioners Virtual Meeting

There being no discussion, Chair Emeritus Damien Hall moved to approve the meeting minutes. Commissioner Rakeem Washington seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye

Chair Emeritus Damien Hall—Aye

Commissioner Jessy Ledesma—Aye

Commissioner Rakeem Washington—Aye

RESOLUTIONS

Resolution 24-05-01 Authorize Amendments or Contracts for CM/GC Services with Bremik Construction for the Troutdale Development

Amanda Saul, Assistant Director General Obligation Bond Development presented the resolution saying this was our first CM/GC contract with Bremik Construction. Saul provided background for the 85-unit development on the 3.5 acres donated by Multnomah County and reviewed the contract amount and available owners contingency. She noted that Bremik expects to exceed an overall COBID participation of 33%.

There being no discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 24-05-01. Commissioner Jessy Ledesma moved to adopt Resolutions 24-05-01. Commissioner Rakeem Washington seconded the motion.

The vote was as follows:

- Chair Matthew Gebhardt—Aye
- Chair Emeritus Damien Hall—Aye
- Commissioner Jessy Ledesma—Aye
- Commissioner Rakeem Washington—Aye

Resolution 24-05-02 Authorize Execution of Documents in Connection with Financing, Transferring of Property Interests, Development, and Operation of Troutdale Housing

Saul presented the second resolution in connection with the financing, development and operation of the project. The technical resolution was prepared by the attorneys. Saul highlighted the funding sources. At closing, Home Forward’s line of credit will be reimbursed for predevelopment expenses. Both Troutdale Development resolutions were reviewed with the READ Committee at their May 3, 2024 meeting.

Commissioner Jessy Ledesma congratulated the team on achieving 33% COBID participation and exceeding funder requirements. Chair Matthew Gebhardt said through the twists and turns, thank you for all the efforts to get to this point.

There being no discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 24-05-02 Chair Emeritus Damien Hall moved to adopt Resolution 24-05-02. Commissioner Rakeem Washington seconded the motion.

The vote was as follows:

- Chair Matthew Gebhardt—Aye
- Chair Emeritus Damien Hall—Aye
- Commissioner Jessy Ledesma—Aye
- Commissioner Rakeem Washington—Aye

There being no further business, Chair Matthew Gebhardt adjourned the meeting at 5:53 PM.

Celia M. Strauss
Recorder, on behalf of
Ivory N. Mathews, Secretary

ADOPTED: JUNE 18, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair

CONSENT CALENDAR



MEMORANDUM

To: Board of Commissioners

Date: June 18, 2024

From: Juli Garvey, Director Asset
Management
503.802.8457

Subject: Authorize Execution of Early
Procurements for Peter Paulson
Apartments and the Gretchen
Kafoury Commons Envelope
Rehabilitation
Resolution 24-06-01

Loc Le, Asset Manager
503.802.8467

The Board of Commissioners is requested to authorize the Chief Executive Officer or her designee to execute an early procurement amendment for up to \$1,084,628 to the design-build contract between Home Forward and Walsh Construction Company for Peter Paulson Apartments and Gretchen Kafoury Commons Envelope Rehabilitation project. This amendment authorizes the purchase of construction materials with extended lead times. This is necessary to meet the construction schedule start date in July 2024.

These actions support Home Forward's Strategic Plan Goal to improve utilization of the existing housing portfolio while planning for future portfolio needs.

BACKGROUND

Peter Paulson Apartments, built in 1995 and situated at 1530 SW 13th Avenue, in Portland, is a 5-story structure with 93 single room occupancy (SRO) homes. In line with standard practices, Home Forward's Asset Management department initiated a capital needs assessment (CNA) on the property in 2022. The results indicated significant requirements for system and mechanical capital upgrades. Subsequently, in January 2023, Home Forward applied for funding from Oregon Housing and Community Services. In May 2023, the project secured a \$2.9 million preservation grant. The outlined scope of work encompassed envelope rehabilitation, HVAC system replacement, and roof

replacement for the mechanical area. Interior common areas will receive new paint and new floor finishes on the 5th floor.

Gretchen Kafoury Commons, constructed in 2000, is a 9-story affordable property featuring 129 units with one- and two-bedroom configurations, situated at 1240 SW Columbia Street in Portland. In 2017, Asset Management staff commissioned a capital needs assessment, which highlighted the necessity for exterior improvements to the building envelope, along with mechanical and elevator upgrades. The identified capital improvements aim to rectify known issues such as exterior water intrusion, necessitating window and roof replacements, as well as repairs to the plumbing system. In January 2023, Home Forward submitted a funding application to Oregon Housing and Community Services, and by May 2023, the project was awarded a \$4.5 million preservation grant.

The current residents of both buildings will continue to reside on-site throughout the duration of the envelope rehabilitation project. The revitalization efforts at these properties aim to tackle deferred capital needs, diminish long-term operating costs by enhancing building systems, elevate the quality of living and services for residents, and preserve low-income housing utilizing public resources.

The Board has previously granted approval for the submission of applications seeking Oregon Housing and Community Services Preservation grants for the Peter Paulson Apartments and Gretchen Kafoury Commons (as outlined in Resolutions 22-08-01 & 22-08-02). In addition, the Board has endorsed a design-build contract for the Envelope Rehabilitation project at these buildings. This contract, awarded to Walsh Construction Company, specifically covers preconstruction design services, and was authorized in 2023 (as stipulated in Resolution 23-08-02).

OVERVIEW

In February 2024, Home Forward approved comprehensive design services, encompassing the creation of construction documents and the coordination of permitting and bidding activities to establish the Guaranteed Maximum Price (GMP) for the upcoming construction work (Resolution 24-02-01). Given the extended lead time for building and construction materials, it has become imperative to initiate early procurement. The necessary materials for the two properties include elevator retrofit packages, windows, and roofing materials for Gretchen Kafoury, as well as an elevator cab retrofit package and windows for Peter Paulson Apartments. The total value of this authorization is \$1,084,628,

intended to facilitate the early procurement of materials for both projects and support scheduling activities for the construction work scheduled to commence in early July 2024.

CONCLUSION

Home Forward staff requests that the Board of Commissioners authorize execution of an amendment to the design-build contract for the early procurement of elevator retrofit packages, windows and roofing for Peter Paulson Apartments and Gretchen Kafoury Commons Envelope Rehabilitation projects.

Staff presented the content of this resolution to the Real Estate and Development (READ) Committee at its March 1, 2024 and June 7, 2024, meetings.



RESOLUTION 24-06-01

RESOLUTION 24-06-01 AUTHORIZES THE EXECUTIVE DIRECTOR OR HER DESIGNEE TO EXECUTE AN EARLY PROCUREMENT AMENDMENT TO THE DESIGN-BUILD SERVICES CONTRACT WITH WALSH CONSTRUCTION COMPANY FOR THE PETER PAULSON APARTMENTS/GRETCHEN KAFOURY COMMONS ENVELOPE REHABILITATION PROJECT

WHEREAS, Home Forward has provided asset management services for the Peter Paulson Apartments since 1995 and Gretchen Kafoury Commons since 2000 and seeks to preserve this resource for the benefit of the residents it serves and the surrounding community, to improve the quality of this housing stock, and to provide quality housing for Peter Paulson Apartments and Gretchen Kafoury Commons residents; and

WHEREAS, Home Forward has authorized a contract with Walsh Construction Company for design-build services for Peter Paulson Apartments and Gretchen Kafoury Commons Envelope Rehabilitation project; and

WHEREAS, the contract will be undertaken in phases, with the programming phase complete and the design phase in process now requiring authorization of early procurement of construction materials by contract amendment; and

WHEREAS, Home Forward contracting rules require approval of the Home Forward Board of Commissioners for contract initiation in excess of \$1 million and contract amendments in excess of \$500,000; and

WHEREAS, Section 456.135 of the Oregon Revised Statutes provides that an authority may delegate to one or more of its agents or employees such powers or duties as it deems proper.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Executive Director, or her designee, to execute the early

procurement amendment to the design-build contract with Walsh Construction Company in the amount not to exceed \$1,084,628 for procurement of construction materials for Peter Paulson Apartments and Gretchen Kafoury Commons Envelope Rehabilitation project.

NOW, THEREFORE, BE IT RESOLVED, that if necessary, the Board of Commissioners of Home Forward authorizes the utilization of Home Forward’s line of credit to pay design-build and related costs during the design development of Peter Paulson Apartments/Gretchen Kafoury Commons Envelope Rehabilitation project.

ADOPTED: JUNE 18, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair

RESOLUTIONS

Placeholder Resolution 24-06-01
Authorize Acceptance of Fiscal Year 2024 Audit Report

STAFF REPORTS

**Procurement & Contracts Department
MONTHLY CONTRACT REPORT
Contracts Approved 04/01/24 - 05/31/24**

PUBLIC IMPROVEMENT
(CONSTRUCTION & MAINTENANCE SERVICES)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3346	0	Kennedy Restoration	\$ 21,564.25	Build Back from burst frozen Pipe in Richmond Retail Space (State Farm Insurance)	Asset Mgmt	5/8/2024	8/31/2024
Subtotal			\$ 21,564.25				1

GOODS & SERVICES

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3308	0	Centric Elevator	\$ 148,150.00	Preventive elevator maintenance at multiple properties	Asset Mgmt	4/2/2024	3/5/2025
C3316	0	Bridge City Concrete & Asphalt	\$ 6,368.00	Repair parking lot trip hazards at Ruth Haefner	Property Management	4/16/2024	6/30/2024
C3340	0	Pacific Fence & Wire Company	\$ 2,956.00	Repair garbage compactor gate at Schrunk	Property Management	5/7/2024	8/17/2024
C3324	0	Hughes Electrical Contractors	\$ 250,000.00	On-call electrical services	IFS	5/8/2024	3/26/2027
C3343	0	Mr. Tree	\$ 1,125.00	Tree trimming at Ruth Haefner	Property Management	5/8/2024	8/19/2024
C3351	0	PacificWRO	\$ 99,000.00	Furniture purchase and delivery for Fairfield	DCR	5/13/2024	12/31/2024
C3350	0	PacificWRO	\$ 62,000.00	Furniture purchase and delivery for Grace Peck Terrace	DCR	5/14/2024	12/31/2024
C3349	0	Mossy Tree Care	\$ 7,379.10	Tree removal at Hawthorne House	Asset Mgmt	5/15/2024	8/1/2024
C3355	0	HD Supply	\$ 26,000.00	Portable ACs purchase and for Fairfield	DCR	5/20/2024	12/31/2024
Subtotal			\$ 602,978.10				9

PERSONAL SERVICE CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3313	0	Model Integrity LLC	\$ 5,000.00	Facilitate and write an after action report after meeting with all staff involved in winter storm response	IFS	4/2/2024	4/15/2024
C3320	0	Hannah Bryant Design + Consulting	\$ 40,000.00	Consulting planner services to assist with land use work necessary to advance Home Forward's Homeownership initiative	DCR	4/2/2024	12/31/2024
C3314	0	Hollywood Senior Center DBA The Community for Positive Aging	\$ 24,860.00	Resident relocation assistance for the Fairfield remodel	DCR	4/5/2024	2/28/2025
C3330	0	Dudek	\$ 44,000.00	HUD Environmental Assessment for Civic Station	DCR	4/15/2024	12/31/2024
C3341	0	AIM 4 Access	\$ 2,000.00	Accessibility consultant for Emergency Action Plan	IFS	4/15/2024	12/31/2024
C3317	0	Cornerstone Community Housing	\$ 114,816.00	Resident services at Hazel Ying Lee Apartments	Community Services	4/23/2024	12/31/2024
C3344	0	Elevator Consulting Services	\$ 50,000.00	Elevator Maintenance Consulting services at multiple properties	Asset Mgmt	4/23/2024	4/22/2025
C3341	0	AIM 4 Access	\$ 2,000.00	Accessibility consultant for Emergency Action Plan	IFS	5/8/2024	12/31/2024
C3347	0	Farallon Consulting	\$ 15,715.00	Soil testing at Troutdale	DCR	5/8/2024	12/1/2024
C3348	0	GTG Consultants, PC	\$ 35,500.00	Physical needs Assessments for Rockwood station, rockwood landing, and fairview oaks	Asset Mgmt	5/13/2024	8/30/2024
C3359	0	Melody Martinez Consulting LLC	\$ 7,612.00	Equity Consulting Support	Property Management	5/23/2024	6/30/2025
Subtotal			\$ 341,503.00				11

PROFESSIONAL SERVICE CONTRACTS (A&E)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C3334	0	AKS Engineering & Forestry, LLC	\$ 22,500.00	Powell final ALTA survey	DCR	4/11/2024	12/31/2024
C3332	0	Akana	\$ 98,002.00	NAYA early learning center design services + assignment	DCR	4/15/2024	12/31/2025
C3362	0	EVREN Northwest Inc.	\$ 19,634.20	Environmental Engineering Services at Peaceful Villa	DCR	5/31/2024	6/1/2025
Total			\$ 140,136.20				3

AMENDMENTS TO EXISTING CONTRACTS

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
C2763	3	Greenfield Geotechnical	\$ 56,989.00	Geotechnical Services for investigation and report the Troutdale Project; amended to update scope	DCR	4/2/2024	12/1/2025
C3153	1	Model Integrity LLC	\$ -	Coaching, strategic planning, and crisis management; amended to extend contract	Executive	4/2/2024	6/1/2025
C3332	1	Akana	\$ 2,000.00	NAYA early learning center design services scope add	DCR	4/15/2024	12/31/2025
C2964	8	Bora Architecture Inc	\$ 48,488.00	Design services for Peaceful Villa; amended to increase scope of work	DCR	4/22/2024	6/30/2026
C2857	4	Bremik Construction	\$ 51,680.00	Admin expenses for buyout	DCR	4/23/2024	12/10/2025
C3026	9	Bacharach Construction LLC	\$ 267,454.43	Celilo court scope adjustment	DCR	4/23/2024	5/31/2024
C3041	2	Clair Company, Inc	\$ 2,400.00	Special inspections Grace Peck, close out testing	DCR	4/23/2024	12/31/2024
C2271	14	Colas Construction	\$ 499,782.59	Powell CO #14	DCR	4/24/2024	4/30/2024
C3262	2	Salomee Souag	\$ 7,716.00	Powell design and fabricate stencil patterns for Levels 2,3, and 4 elevator lobbies.	DCR	4/24/2024	7/31/2024
C2919	17	Walsh Construction Co.	\$ 491,963.00	Fairfield Design-Build CO #10	DCR	5/1/2024	12/31/2024
C2976	16	Walsh Construction Co.	\$ 217,894.00	Grace Peck CO #11	DCR	5/1/2024	12/31/2024
C3227	3	Walsh Construction Co.	\$ 1,084,628.00	Peter Paulson/ Gretchen Kafoury early materials order	Asset Mgmt	5/1/2024	6/30/2025
C3080	2	Freedom Security Solutions	\$ 39,808.00	Security at Dahlke; amended to add time	Property Management	5/6/2024	4/30/2025
C2447	8	Hacker Architects	\$ 119,900.00	Additional mechanical and acoustical engineering	DCR	5/8/2024	12/31/2025
C2447	9	Hacker Architects	\$ 55,582.00	Additional design work Killingsworth	DCR	5/8/2024	12/31/2025
R2913	1	Portland Housing Bureau	\$ 190,631.40	Revenue Contract: Asset mgmt/res services contract with PHB; youth services coordination, financial capabilities workshops, credit counseling at the ellington; amended to extend contract	Asset Mgmt	5/8/2024	12/31/2024
C3170	2	Melody Martinez Consulting LLC	\$ 1,000.00	Equity Consultation; amended to extend contract	Executive	5/8/2024	8/31/2024
C3171	1	B2G Now	\$ 32,081.00	UBE Tracking Software; amended to extend contract; Rule 46-0340	Procurement	5/8/2024	3/31/2025
C3179	1	Cornerstone Community Housing	\$ 85,152.00	Resident Services at East Burnside Project; amended to extend contract	Community Services	5/16/2024	6/30/2025

C3280	1	Cuenta Conmigo LLC	\$ 5,950.00	Design and facilitate an intensive learning group; amended to add funds and update scope	Executive	5/20/2024	9/30/2024
C3224	1	Lovett Inc	\$ 8,088.50	New clean-out at the exterior of the building. Finish scoping the sewer line to main. Project schedule extension.	DCR	5/21/2024	6/30/2024
C2976	17	Walsh Construction Co.	\$ 167,909.00	Grace Peck CO #12	DCR	5/23/2024	12/31/2024
C3311	1	Prime Legacy	\$ 58,848.00	Build back from mitigation due to broken sprinkler pipes to the midrise 409, 410, 309, 310, 209, 210, lobby area, resident service offices, as well as units in buildings 11 and 12 at Humboldt; amended to add scope	Property Management	5/30/2024	7/5/2024
Subtotal			\$ 3,495,944.92				23

OTHER AGREEMENTS (Revenue contracts, 3rd Party contracts, MOU's, IGA's)

Contract #	Amend #	Contractor	Contract Amount	Description	Dept.	Execution Date	Expiration Date
Subtotal			\$ -				0
Total			\$ 4,602,126.47				47

**Procurement & Contracts Department
FUTURE FORMAL PROCUREMENTS
Look Ahead - June 2024**

Estimated Contract Amount	Description	Dept.	Solicitation Period
TBD	STRA	Homeless Initiatives	In Progress
\$1 million	Rosenbaum Plaza Plumbing Repairs Phase 2/3	DCR	June 2024
\$42 million	Group 8	DCR	July 2024
TBD	Gresham CM/GC	DCR	Fall 2024
\$1.650 million	A&E for N. Maryland	DCR	2024
\$13.2 million	CM/GC for N. Maryland	DCR	2024
TBD	Townhouse Terrace Construction Project	DCR	Late 2024
TBD	Slavin Court Construction Project	DCR	Early 2025
\$1.5 million	CHSP Housekeeping & Personal Care	Community Services	TBD