



MEMORANDUM

To: Community Partners

Date: October 10, 2024

From: Ivory N. Mathews, Chief Executive
Officer

Subject: Home Forward Board of
Commissioners October
Meeting

The Board of Commissioners of Home Forward will meet on Tuesday, October 15 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/81452613288?pwd=AyAN7mcumg6jje5fZbbumJPaqOOuk5.1>

The commission meeting is open to the public.

AGENDA



BOARD OF COMMISSIONERS MEETING

HOME FORWARD
135 SW ASH STREET
PORTLAND, OREGON
VIA ZOOM

<https://homeforward.zoom.us/j/89019567033?pwd=Fl2rP4JB5X6YkuvaWcqR8ybYX1YVfq.1>

OCTOBER 15, 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 September 17, 2024 Board of Commissioners Virtual Meeting |

REPORTS AND RESOLUTIONS

| Following Reports and Resolutions: | | | |
|------------------------------------|---|---|--|
| 24-10 | Topic | Presenter/POC | Phone # |
| 01 | Authorize Execution of a Contract for Professional Architecture and Engineering Services for the Development of the Broadway Corridor | Amanda Saul Michael Fu Patrick Rhea | 503.802.8552 503.802.8499 503.802.8311 |
| 02 | Authorize Execution of Contract for Construction Management/General Contractor Services for the Development of the Broadway Corridor | Amanda Saul Michael Fu Patrick Rhea | 503.802.8552 503.802.8499 503.802.8311 |

| | | | |
|----|--|---------------------------|------------------------------|
| 03 | Authorize Fairfield Construction Contract Increase | Amanda Saul | 503.802.8552 |
| 04 | Authorize Contract Authority Increase for Grace Peck Terrace | April Berg Robert Dell | 503.802.8326 503.802.8528 |

THE NEXT MEETING OF THE BOARD OF COMMISSIONERS

Home Forward 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 if the situation changes.

The Board Work Sessions are quarterly with the next meeting on Thursday, November 7, 2024 at Noon. The next Board of Commissioners meeting will be Tuesday, November 19, 2024 at 5:30 PM.

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
September 17, 2024

COMMISSIONERS PRESENT

Chair Matthew Gebhardt, Vice Chair Jenny Kim, Chair Emeritus and Treasurer Damien Hall, Commissioners Jessy Ledesma, Rakeem Washington

STAFF PRESENT

Elise Anderson, April Berg, Martha Calhoon, Shaun Cox, Ian Davie, Dena Ford-Avery, Juli Garvey, Carolina Gomez, Ivory Mathews, Kitty Miller, Kandy Sage, Kellie Shaw, Ian Slingerland, Aimee Smith, Celia Strauss, Jonathan Trutt, Linda Uppinghouse, Terren Wing

LEGAL COUNSEL

Sarah Stauffer Curtiss

Chair Matthew Gebhardt convened the meeting of the Board of Commissioners at 5:32 PM.

Amy Smith, resident at Sellwood Center spoke to the chaos at the property when management leaves at the end of the day. Dogs are defecating in the hallways and the floors are being destroyed. Drugs are everywhere. This includes smoking fentanyl on the property. There is no security to monitor these actions and residents are left in fear. Resident Carol expressed frustration with the lack of cleaning to the premises and garbage everywhere. They have seen homeless access the building, urinate in the elevator, sleep in the stairwell, and adding to the ongoing garbage situation. Residents are fearful and afraid to leave their apartment.

Chair Matthew Gebhardt was sorry to hear of the challenges they were experiencing and appreciated their time to speak to the board. He understood staff have been in conversations with the property managers and are working to put a plan in place. We take these concerns seriously and Gebhardt welcomes knowing future updates.

Cathy Millis, resident at Dahlke Manor expressed appreciation for seeing everyone. She reported on the activities and planning taking place at the property. There are still frustrations among residents when their needs cannot be met. As with the Sellwood residents, Dahlke has some of these same issues but do not seem as terrible. In this vein, resolving concerns that are raised takes time and is difficult for the residents to have patience. Millis talked about involving the residents in a recent potluck BBQ and received a successful response. Residents felt included and it was an enjoyable event.

Chair Matthew Gebhardt welcomed Millis updates, and the useful information shared with the Board and Home Forward staff. Her advocacy for the Dahlke community is commended and appreciated. We look forward to seeing Millis at the next meeting.

MEETING MINUTES

Minutes of the August 20, 2024 Board of Commissioners Work Session

Chair Matthew Gebhardt requested a motion authorizing approval of the minutes for the August 20, 2024 Board of Commissioners Virtual Meeting

There being no discussion, Chair Emeritus Damien Hall moved to approve the meeting minutes. Vice President Jenny Kim seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Abstained
Vice Chair Jenny Kim—Aye
Chair Emeritus Damien Hall—Aye
Commissioner Jessy Ledesma—Aye
Commissioner Rakeem Washington—Aye

MISSION MOMENT – Steve Rudman Scholarship Fund Recipients

Shaun Cox, Goals Program Supervisor presented the Steve Rudman Scholarship Fund Mission Moment. Cox shared the details of the annual award, historic information, and the selection process. The decision-making process is difficult but inspiring. Cox introduced the four recipients selected: Erick Allen Freshman at University of Oregon; Thuyu Gedi Junior at Portland State University; Hamzar Kamara Junior at Portland Community College and Christine Migani Freshman at Portland State University.

Award namesake Steve Rudman was unable to attend but his remarks were read by Cox. To the four outstanding scholarship winners, Rudman expressed his congratulations and

best wishes for their futures. He was impressed with their dedication and achievements. They clearly deserve this opportunity and are an inspiration, already role models for the community and have great leadership potential.

The recipients had an opportunity to speak with Kamara unable to join the meeting. Erick Allen expressed his gratitude for the opportunity, to the board for being here and being you. Thuyu Gedi is working on a public health major and transitioning to a nursing degree. She is grateful for the opportunity and is ready and willing to make a difference. Christine Migani, like her fellow award winners, appreciated the opportunity and thanked the board.

Vice Chair Jenny Kim voiced disappointment that we couldn't meet the students in person to celebrate together. She pointed them to the love flowing through the chat and saying these are moments as a commissioner we appreciate joining in the celebration of their goals and we support your growth in the future. Please keep us apprised of that journey.

Chair Matthew Gebhardt congratulated the recipients on their well-deserved award in a pool of very good applications, making it difficult to narrow down. Your aspirations are a testament of all the work to this point. Kudos to you, plus to staff for getting so many applications. In closing, Gebhardt added that he is on the faculty at PSU and available to assist in navigating and answering questions. We look forward to hearing about your ongoing accomplishments.

RESOLUTIONS

Resolution 24-09-01 Authorize Fiscal Year 2025 Draft Moving to Work Plan

Terren Wing, Director of Strategy & Federal Policy presented the resolution providing a history of our MTW designation and what it affords the agency. October is the time of year we submit our annual plan related to activities in the upcoming year. We are not proposing any new activities in the coming year, although we took this opportunity to streamline the report. HUD requires we fulfill a public notice and comment period, which we did. We had an opportunity today to meet with our HUD MTW counterparts for their annual site visit and to outline our goals. Wing acknowledged the hours of staff support which goes into compiling a thorough report.

Chair Matthew Gebhardt acknowledged the importance of the document and all the work that goes into it completing it with appreciation.

There being no discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 24-09-01. Vice Chair Jenny Kim moved to adopt Resolutions 24-09-01. Commissioner Jessy Ledesma seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye
Vice Chair Jenny Kim—Aye
Chair Emeritus Damien Hall—Aye
Commissioner Jessy Ledesma—Aye
Commissioner Rakeem Washington—Aye

Resolution 24-09-02 Authorize Intergovernmental Agreement with the City of Gresham Regarding Property Tax Exemption

Jonathan Trutt, Director of Development presented the resolution that authorizes Home Forward to execute an IGA with Gresham. He explained the context of the agreement to provide property tax exemption for new affordable housing and how the housing authority property ownership stake enables projects to have full property tax exemption. Trutt provided background on how the policy was developed and explained the 2021 IGA that delineated how this works. The resolution today continues the agreement established in 2021. Noting, one key change to expand the category of eligible projects to include affordable housing preservation. In closing, Trutt said the resolution was reviewed by the READ Committee at their monthly meeting.

Chair Matthew Gebhardt thanked Trutt for the work to extend the exemption and expand the eligibility for affordable housing. Commissioner Jessy Ledesma appreciated the support for these types of projects and the expanded tools making it a great pathway to deliver more housing, especially in the middle market. She welcomed the creativity and strategy to achieve this.

There being no discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 24-09-02. Commissioner Jessy Ledesma moved to adopt Resolutions 24-09-02. Vice President Jenny Kim seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye
Vice Chair Jenny Kim—Aye
Chair Emeritus Damien Hall—Aye
Commissioner Jessy Ledesma—Aye

Commissioner Rakeem Washington—Aye

Resolution 24-09-03 Authorize Construction Contract Agreement with City of Gresham Regarding Property Tax Exemption

Development Director Jonathan Trutt presented the resolution requesting an increase in construction cost of \$1M to complete the construction at Hazel Ying Lee Apartments. Trutt provided context for the additional construction expenditures to complete construction. At the time of the project start in November 2021, inflation in the following years and increased construction costs were caused by the delay in receiving the certificate of occupancy. The authorized increase in December 2023, was not enough to close out the contract. Trutt said that the parameters of the loan do not change.

There being no discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 24-09-03. Vice President Jenny Kim moved to adopt Resolutions 24-09-03. Commissioner Jessy Ledesma seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye

Vice Chair Jenny Kim—Aye

Chair Emeritus Damien Hall—Aye

Commissioner Jessy Ledesma—Aye

Commissioner Rakeem Washington—Aye

RESOLUTION 24-09-04 Authorize Short Term Rent Assistance Contracts

Ian Slingerland, Director of Homeless Initiatives and Supportive Housing presented the resolution. This resolution comes with a quick turnaround to enter contracts with IRCO and SEI for the delivery of short-term housing assistance through our STRA program. The contracts with IRCO and SEI exceed delegate signing authority of \$1M in anticipated annual funding. We are working with our procurement staff to turn the agreements around and move along the delivery process.

There being no discussion, Chair Matthew Gebhardt requested a motion to approve Resolution 24-09-04. Chair Emeritus Damien Hall moved to adopt Resolutions 24-09-04. Vice President Jenny Kim seconded the motion.

The vote was as follows:

Chair Matthew Gebhardt—Aye

Vice Chair Jenny Kim—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 6:13 PM.

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

ADOPTED: OCTOBER 15, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair

RESOLUTIONS



MEMORANDUM

| | |
|--|---|
| To: Board of Commissioners | Date: October 15, 2024 |
| From: Amanda Saul Assistant Director of Development 503.802.8552 Patrick Rhea Senior Project Manager 503.802.8311 Michael Fu Housing Development Manager 503.802.8499 | Subject: Authorize Execution of a Contract for Professional Architecture and Engineering Services for the Redevelopment of Broadway Corridor Resolution 24-10-01 Authorize Execution of Contract for CM/GC Services for the development of Broadway Corridor Resolution 24-10-02 |

The Board of Commissioners is requested to authorize two separate resolutions related to the development of Broadway Corridor. These resolutions authorize Home Forward to execute:

- 1) A contract in the amount of \$5,000,000 for architecture and engineering services with Holst Architects.
- 2) A preconstruction Construction Management and General Contractor (CM/GC) services contract in the amount of \$850,000 with Colas Construction.

These actions support Home Forward's 2023-2026 Strategic Plan Goal to lead within the housing stability ecosystem and use our development expertise to advance innovative solutions that expand supply and address community needs.

BACKGROUND

On December 28, 2023, Portland Housing Bureau (PHB) issued a request for qualifications (RFQ) for the development of the northern half of Block 4, referred to as Parcel 4A, of the

13.6-acre Broadway Corridor USPS Site. This RFQ screened qualified teams for further competitive selection. PHB requested submissions from project development teams including Project Sponsor, Architect, General Contractor, and Services Provider. On April 4th, 2024, Home Forward and Urban League of Portland's team was selected as one of four qualified development groups to further participate in a request for proposals (RFP).

Home Forward selected Holst Architecture and Colas Construction via RFP No. 09/23-472 and RFP No. 09/23-473. Urban League of Portland joined as the Services Provider, co-Project Sponsor.

The spring 2024 RFP required teams to submit proposals to redevelop Parcel 4A with a high-rise development with a minimum of 220 units to house a tenant population that would fulfill Metro's and Portland Housing Bureau's joint goals of (1) leading with racial equity, (2) creating opportunity for those in need, and (3) creating opportunity throughout the region. At least 25% of proposals' total units had to be family-sized.

Home Forward and Urban League of Portland's team proposed a 14-story, mixed use, 230-unit high-rise that incorporates an early childhood learning space on the ground floor. Our proposed unit mix includes 77 studios, 91 one-bedrooms, 49 two-bedrooms, and 13 three-bedroom apartment homes. The project will include fifty homes with rents regulated at levels affordable to those earning 30% of are median income (AMI) and 180 homes with rents regulated at levels affordable to those earning 60% of AMI. Thirty-five of the 30% AMI units will be family permanent supportive housing (PSH) for chronically homeless families requesting culturally specific services and referred by the Joint Offices of Homeless Services.

Home Forward and Urban League of Portland's team was selected as the developer of Parcel 4A, and awarded site control, up to \$40,250,000 in combined Metro Bond and River District urban renewal funding, Portland Clean Energy funding (PCEF), and 25 project-based vouchers administered by Home Forward.

OVERVIEW—ARCHITECTURE AND ENGINEERING

The first resolution following this memo authorizes architecture and engineering services with Holst Architecture in an amount of \$5,000,000.

Home Forward's Procurement & Contracts Department issued a Request for Proposals for Architectural and Engineering Services in September 2023. We received nine proposals.

A selection committee was comprised of three Home Forward employees and a Board of Commissioner member. Evaluation criteria included:

- Overall quality and experience of the team
- The team's portfolio of work
- COBID participation (Oregon's Certification Office for Business Inclusion & Diversity)
- Social and Environmental Responsibility

The selection committee interviewed five firms: ZGF, Hacker, Ankrom Moisan Architects, GBD, and Holst Architecture. Following interviews, the selection committee identified the team led by Holst Architecture as the most qualified to undertake this project.

The full scope of work will include architecture and engineering services from programming through construction administration, including the initial contract of \$25,000 for work preparing the RFP and amendment #1 of \$65,684 for a CLT feasibility study. Holst Architecture will also support Home Forward during our community outreach efforts in the beginning phase of the project. Construction is anticipated to start in summer of 2026.

OVERVIEW—GENERAL CONTRACTOR

The second resolution following this memo authorizes pre-construction services from Colas Construction and its subcontractors in an amount of \$850,000.

Home Forward's Procurement Department issued a Request for Proposals for CM/GC Services in September 2023. We received four proposals. A selection committee composed of four Home Forward employees, a Home Forward Board Commissioner, and a community member evaluated the proposals. Holst Architecture also participated as a consulting, non-voting member. Evaluation criteria included:

- Overall quality and experience of the team
- The team's portfolio of work
- Approach to executing the work, including community engagement
- COBID participation (Oregon's Certification Office for Business Inclusion & Diversity)
- Social and Environmental Responsibility
- Cost

The selection committee determined Colas Construction as the most qualified to undertake this project. Colas Construction plans to meet or exceed our 30% COBID participation goals.

Staff will present a contract amendment for the Guaranteed Maximum Price (GMP) of construction to the Board of Commissioners prior to financial closing.

CONCLUSION

Home Forward staff requests that the Board of Commissioners authorize the execution of two resolutions: an architecture and engineering contract and a CM/GC preconstruction services contract for the Broadway Corridor development.

The Real Estate and Development (READ) Committee of Home Forward's Board reviewed a draft of these resolutions at its October 4, 2024 meeting.



RESOLUTION 24-10-01

RESOLUTION 24-10-01 AUTHORIZES THE CHIEF EXECUTIVE OFFICER, OR HER DESIGNEE, TO EXECUTE A CONTRACT WITH HOLST ARCHITECTURE FOR ARCHITECTURE AND ENGINEERING SERVICES FOR THE BROADWAY CORRIDOR DEVELOPMENT, AN AFFORDABLE HOUSING, MIXED USE DEVELOPMENT

WHEREAS, Home Forward, a housing authority and a public body corporate and politic of the State of Oregon, seeks to encourage the provision of long-term housing for persons with low-income residing in Multnomah County, Oregon; and

WHEREAS, Home Forward plans to build approximately 230 units of affordable housing on the Broadway Corridor site; and

WHEREAS, prior to financial closing, Home Forward's line of credit will be used to pay for Broadway Corridor design services and other pre-development expenses; and

WHEREAS, at financial closing, a construction loan will reimburse Home Forward's line of credit for Broadway Corridor's design and other pre-development expenses; and

WHEREAS, Home Forward staff managed a competitive procurement process to select and award Holst Architecture the contract to undertake architecture and engineering services for Broadway Corridor site; and

WHEREAS, Home Forward will work with Holst Architecture to achieve 28% COBID participation; and

WHEREAS, pursuant to the needs of the project, Home Forward staff recommend executing a contract with Holst Architecture for all architecture and engineering service from programming through construction administration.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward authorizes and directs the Chief Executive Officer, or her designee, to execute a contract of \$5,000,000 for architecture and engineering service with Holst Architecture for the Broadway Corridor Development; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of Home Forward authorizes the utilization of Home Forward's line of credit to pay all architecture and engineering-related costs during the Broadway Corridor predevelopment phase.

ADOPTED: OCTOBER 15, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair



RESOLUTION 24-10-02

RESOLUTION 24-10-02 AUTHORIZES THE CHIEF EXECUTIVE OFFICER, OR HER DESIGNEE, TO EXECUTE A CONTRACT WITH COLAS CONSTRUCTION FOR CM/GC PRECONSTRUCTION SERVICES FOR THE BROADWAY CORRIDOR PROJECT, AN AFFORDABLE HOUSING DEVELOPMENT

WHEREAS, Home Forward, a housing authority and a public body corporate and politic of the State of Oregon, seeks to encourage the provision of long-term housing for persons with low-income persons residing in Multnomah County, Oregon; and

WHEREAS, Home Forward plans to build approximately 230 units of affordable housing on Parcel 4A of Broadway Corridor; and

WHEREAS, Home Forward identifies significantly important contracts that support the Home Forward Strategic Plan to be presented to the Board of Commissioners; and

WHEREAS, prior to financial closing, Home Forward's line of credit will be used to pay for the Broadway Corridor project pre-development expenses; and

WHEREAS, at financial closing, a construction loan will reimburse Home Forward's line of credit for Broadway Corridor's pre-development expenses; and

WHEREAS, Home Forward staff managed a competitive procurement process to select and award Colas Construction the contract to undertake CM/GC preconstruction services for Broadway Corridor; and

WHEREAS, Home Forward will work with Colas Construction to achieve 30% COBID participation; and

WHEREAS, pursuant to the needs of the project, Home Forward staff recommend executing a contract with Colas Construction and issuing a Notice to Proceed for all CM/GC preconstruction services;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward authorizes and directs the Chief Executive Officer, or her designee, to execute a Contract with Colas Construction in the amount of \$850,000 for CM/GC preconstruction services for the Broadway Corridor; and

BE IT FURTHER RESOLVED, that the Board of Commissioners of Home Forward authorizes the utilization of Home Forward's line of credit to pay all CM/GC Preconstruction Services.

ADOPTED: OCTOBER 15, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair



MEMORANDUM

| | | | |
|-------|--|----------|---|
| To: | Board of Commissioners | Date: | October 15, 2024 |
| From: | Amanda Saul Assistant Director of Development 503.802.8552 | Subject: | Construction Contract Authority Increase for Fairfield Apartments Resolution 24-10-03 |
| | Robert Dell, Project Manager Development 503.802.8528 | | |

The Board of Commissioners requests authorization for the Chief Executive Officer or her designee to approve:

- Additional construction expenditures authority for the Fairfield Apartments. The requested authorization will increase construction expenditures by up to \$1,750,000.

These actions support Home Forward's 2023-2026 Strategic Plan Goal to lead within the housing stability ecosystem and use our developmental expertise to advance innovative solutions that expand supply and address community needs.

BACKGROUND

The Fairfield Apartments is a 75-unit, mixed use, 100 percent PSH development built in partnership with Prosper Portland and Urban League of Portland. At financial closing, the property transitioned from a Mod Rehab Section 8 contract to a rent assistance contract funded via the Department of Housing and Urban Development (HUD) Rental Assistance Demonstration (RAD), and construction began on the renovation and seismic retrofit.

Previous board action related to the Fairfield includes authorization of the submission of low-income housing tax credits and funding applications (Resolutions 20-03-04, 21-01-

02), the execution of site control documentation (Resolutions 20-03-05, 21-01-03), the use of the design-build alternative procurement process (Resolution 21-07-02), contracting with Walsh Construction Company (Walsh) for design-build services (Resolution 21-09-01), amending the contract with Walsh to include full design-phase services (Resolution 21-12-05), amending the contract with Walsh to include the early purchase of materials (Resolution 22-09-07), and the Guaranteed Maximum Price Design-Build Contract Amendment with Walsh (Resolution 23-01-03).

OVERVIEW

To pay for project completion, Home Forward will need to increase our construction expenditures above the \$18,061,138 amount previously authorized by the Board. The Fairfield Apartments received its Certificate of Occupancy on July 17, 2024. The additional expenditure authority is required by structural complications experienced during the building's seismic retrofit. The Fairfield Apartments is a previously unreinforced masonry building in excess of 100 years old.

Staff anticipates that up to \$1,750,000 of additional construction spending authorization is needed to pay for the completed construction of The Fairfield Apartments. Home Forward will pay these additional construction costs with project cost savings and/or owner held contingency funds. No Home Forward reserves or additional funding from the City or State will be needed in conjunction with the approval of this requested increase in construction expenditures.

CONCLUSION

Home Forward staff requests that the Board of Commissioners approve the resolution increasing the construction contract amount by \$1,750,000.

The Real Estate and Development (READ) Committee of Home Forward's Board of Commissioners reviewed a draft of this resolution at its October 4, 2024 meeting.



RESOLUTION 24-10-03

RESOLUTION 24-10-03 AUTHORIZES THE CHIEF EXECUTIVE OFFICER OR HER DESIGNEE TO INCREASE CONSTRUCTION EXPENDITURES FOR FAIRFIELD PSH LIMITED PARTERNSHIP (FAIRFIELD APARTMENTS) BY \$1,750,000

WHEREAS, the Home Forward Board of Commissioners previously authorized the execution of a contract with Walsh Construction for the construction of the Fairfield Apartments;

WHEREAS, the Home Forward Board of Commissioners previously authorized the execution of \$18,061,138 of construction expenditures for the Fairfield Apartments;

WHEREAS, structural changes stemming from seismic improvements at the Fairfield Apartments require additional construction expenditure authorization to pay for the completion of the project;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Chief Executive Officer, or her designee, to increase the amount of the Walsh construction contract above the previously authorized level of \$18,061,138 by \$1,750,000 to complete the Fairfield Apartment's construction.

ADOPTED: October 15, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair



MEMORANDUM

| | | | |
|-------|---|----------|--|
| To: | Board of Commissioners | Date: | October 15, 2024 |
| From: | April Berg Assistant Director of Development 503.802.8326 | Subject: | Contract Authority Increase for Grace Peck Terrace Resolution 24-10-04 |
| | Robert Dell, Project Manager Development 503.802.8528 | | |

The Board of Commissioners is requested to authorize the Chief Executive Officer or her designee to approve:

- Additional construction expenditures authority for the Grace Peck Terrace rehabilitation project. The requested authorization will increase construction expenditures by up to \$300,000.

These actions support Home Forward's 2023-2026 Strategic Plan Goal to lead within the housing stability ecosystem and use our developmental expertise to advance innovative solutions that expand supply and address community needs.

BACKGROUND

The Grace Peck Terrace rehabilitation project is preserving 95 units of housing for very low-income seniors and residents with disabilities in the Irvington neighborhood. Grace Peck Terrace is located at 1839 NE 14th Avenue and was originally built in 1980. It includes 95 one-bedroom units with ground floor staff offices, a kitchen for meal service, and community spaces for residents.

The rehabilitation project addressed significant envelope and systems issues, also making improvements to units with new flooring and kitchen upgrades. Solar panels were

installed, and a new outdoor patio was added for residents along with a renovated community room.

Previous board actions for Grace Peck Terrace include:

- The authorization to use the design-build alternative procurement process (Resolution 21-03-05).
- The authorization of the submission of low-income housing tax credits and funding applications; the authorization to contract with Walsh Construction Company (Walsh) for design-build services (Resolutions 21-06-04 and 21-06-05).
- The authorization of an inducement resolution declaring an intent to issue bonds (Resolution 21-10-03).
- The authorization of a design amendment with Walsh to include full design-build services (Resolution 21-10-04).
- The authorization of resolution to declare intent to issue bonds to acquire, rehabilitate, and equip Grace Peck Terrace (Resolution 22-09-04)
- The authorization of a contract amendment with Walsh for the early purchase of materials (Resolution 22-09-08)
- The authorization of a GMP Amendment for the full construction cost, executing financing, transfer of property interests, and issuance of bonds (Resolutions 23-03-02, 23-03-03, 23-03-04)

OVERVIEW

Grace Peck Terrace received the Certificate of Substantial Completion on August 9, 2024. To pay for the final project costs, Home Forward will need to increase the approved expenditures beyond the total \$22,544,723 amount authorized in the Resolutions outlined above. The additional expenditure authority is required to encompass add-backs added to Walsh's contract, paid for by savings in other budget line items. These add-backs support longevity of the building and resident quality of life. They would be more costly and disruptive to undertake later, so it was the most opportune time to add them to the scope of the project and Walsh's contract.

Staff anticipates that up to \$300,000 of additional construction spending authorization will be needed to pay for Grace Peck Terrace. Home Forward will pay these additional construction costs using existing soft cost reallocation or owner held contingency funds already allocated to the project.

CONCLUSION

Home Forward staff requests that the Board of Commissioners approve the resolution increasing the contract amount by \$300,000.

The Real Estate and Development (READ) Committee of Home Forward's Board of Commissioners reviewed a draft of this resolution at its October 4, 2024 meeting.



RESOLUTION 24-10-04

RESOLUTION 24-10-04 AUTHORIZES THE CHIEF EXECUTIVE OFFICER OR HER DESIGNEE TO INCREASE CONSTRUCTION EXPENDITURES FOR GRACE PECK TERRACE (GPT LIMITED PARTNERSHIP) BY \$300,000

WHEREAS, the Home Forward Board of Commissioners previously authorized the execution of a contract with Walsh Construction that included construction of the Grace Peck Terrace rehabilitation;

WHEREAS, the Home Forward Board of Commissioners previously authorized the execution of \$22,544,723 of design and construction expenditures for the Grace Peck Terrace rehabilitation;

WHEREAS, added scope items for durability and resident quality of life at the Grace Peck Terrace rehabilitation require additional construction expenditure authorization to pay for the completion of the project;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Home Forward hereby authorizes the Chief Executive Officer, or her designee, to increase the amount of the Walsh contract above the previously authorized level of \$22,544,723 by \$300,000 to complete the Grace Peck Terrace rehabilitation.

ADOPTED: October 15, 2024

Attest:

Home Forward:

Ivory N. Mathews, Secretary

Matthew Gebhardt, Chair

STAFF REPORTS

Procurement & Contracts Department
MONTHLY CONTRACT REPORT
Contracts Approved 08/01/24 - 09/30/24

PUBLIC IMPROVEMENT
(CONSTRUCTION & MAINTENANCE SERVICES)

| Contract # | Amend # | Contractor | Contract Amount | Description | Dept. | Execution Date | Expiration Date |
|-----------------|---------|---------------------------------|--------------------|---|-------|----------------|-----------------|
| C3304 | 0 | Baldwin General Contracting Inc | \$43,985.67 | Sequoia Square Envelope Rehab; Material change from 2-Lite 4 Panel, Reeded Glass doors to Half-glass door at kitchens. Temporary stairs for occupied second floor | DCR | 8/28/2024 | 10/31/2025 |
| Subtotal | | | \$43,985.67 | 1 | | | |

GOODS & SERVICES

| Contract # | Amend # | Contractor | Contract Amount | Description | Dept. | Execution Date | Expiration Date |
|-----------------|---------|-----------------------------------|---------------------|--|---------------------|----------------|-----------------|
| C3397 | 0 | Anytime Plumbing & Drain Cleaning | \$250,000.00 | On-call plumbing services | IFS | 8/6/2024 | 7/23/2027 |
| C3398 | 0 | Lovett Inc | \$250,000.00 | On-call plumbing services | IFS | 8/6/2024 | 7/23/2027 |
| C3416 | 0 | NW Enforcement | \$6,037.50 | Security at Celilo | Property Management | 8/14/2024 | 1/12/2025 |
| C3418 | 0 | MJ General Contracting | \$3,600.00 | Drywall repair at Clark Center | Asset Mgmt | 9/3/2024 | 9/15/2024 |
| C3414 | 0 | SunBelt Controls | \$129,565.00 | Install DDC Controls at NMW | IFS | 9/6/2024 | 6/30/2025 |
| C3452 | 0 | Pacific Landscape Services Inc. | \$14,868.00 | Landscaping at Dekum | Property Mgmt | 9/17/2024 | 9/8/2025 |
| C3419 | 0 | Quadient, Inc | \$18,930.00 | Parcel lockers at Dekum Community Building and support and maintenance | DCR | 9/25/2024 | 9/23/2025 |
| Subtotal | | | \$673,000.50 | 7 | | | |

PERSONAL SERVICE CONTRACTS

| Contract # | Amend # | Contractor | Contract Amount | Description | Dept. | Execution Date | Expiration Date |
|------------|---------|-----------------------|-----------------|---------------------------------|-------|----------------|-----------------|
| C3401 | 0 | Dream Development LLC | \$50,000.00 | Financing consulting assistance | DCR | 8/1/2024 | 7/28/2025 |
| C3401 | 0 | Dream Development LLC | \$50,000.00 | Financing consulting assistance | DCR | 8/1/2024 | 7/28/2025 |

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|-------|---|---|----------------|--|-------------------------------------|-----------|------------|
| C3402 | 0 | Motus Recruiting & Staffing Inc. | \$30,000.00 | Temp for HR | HR | 8/7/2024 | 10/31/2024 |
| C3407 | 0 | Catholic Charities | \$89,675.00 | JOHS funded supportive services and client assistance for SPC participants; Rule 46-0340 | Homeless Initiatives | 8/7/2024 | 6/30/2025 |
| C3408 | 0 | Soluna Career Consulting | \$2,100.00 | Career coaching | Talent & Organizational Development | 8/8/2024 | 12/1/2024 |
| C3417 | 0 | Clarity Loan Forgiveness Consulting | \$1,800.00 | Loan Forgiveness Webinar | Talent & Organizational Development | 8/13/2024 | 9/30/2024 |
| C3409 | 0 | Nico Serra | \$49,000.00 | Accessibility consulting for any new development or major remodel | DCR | 8/14/2024 | 7/31/2027 |
| C3389 | 0 | The Urban League of Portland | \$1,312,500.00 | PSH and Supportive Services at Fairfield | Community Services | 8/20/2024 | 6/30/2025 |
| C3420 | 0 | Erica Rothman LLC | \$15,000.00 | Personnel Investigations | HR | 8/21/2024 | |
| C3415 | 0 | Poca Tech | \$3,300.00 | Community acupuncture for wellness | Community Services | 8/21/2024 | 6/30/2025 |
| C3445 | 0 | Pregame | \$31,800.00 | Launch, growth, brand & marketing strategy | Executive | 8/26/2024 | 1/31/2025 |
| C3446 | 0 | Values Based Mentorship | \$2,365.00 | personal growth and life skills classes at SCC | Community Services | 8/29/2024 | 6/16/2025 |
| C3448 | 0 | QEDLAB Qualified Envelope Diagnostics, Inc. | \$10,150.00 | Testing of windows for water intrusion at the Troutdale project. | DCR | 9/3/2024 | 12/15/2025 |
| C3271 | 0 | Gordon & Rees LLP | \$50,000.00 | Legal Representation of Home Forward | Executive | 9/5/2024 | 10/31/2024 |
| C3405 | 0 | Cascadia Health | \$100,631.00 | Case management and mental health services for participants in the Shelter Plus Care (SPC) Program; Rule 46-0340 | Homeless Initiatives | 9/6/2024 | 3/31/2024 |
| C3406 | 0 | Cascadia Health | \$112,841.00 | Rent assistance for participants in the Shelter Plus Care (SPC) Program; Rule 46-0340 | Homeless Initiatives | 9/6/2024 | 3/31/2024 |
| C3421 | 0 | Eliminate Girl Hate | \$1,200.00 | Career development for HF employees | Talent & Organizational Development | 9/6/2024 | 1/31/2025 |
| C3444 | 0 | Boly-Welch | \$5,000.00 | Update Employee Handbook | HR | 9/9/2024 | 8/22/2025 |
| C3451 | 0 | Idea Language Services LLC | \$23,774.29 | Translating SharePoint and accompanying forms | T&OD | 9/9/2024 | 11/26/2024 |
| C3427 | 0 | Human Solutions - Our Just Future | \$822,824.00 | STRA | Rent Assistance | 9/16/2024 | 6/30/2029 |
| C3430 | 0 | Janus Youth Program | \$94,985.00 | STRA | Rent Assistance | 9/16/2024 | 6/30/2029 |
| C3431 | 0 | JOIN | \$775,318.00 | STRA | Rent Assistance | 9/16/2024 | 6/30/2029 |
| C3426 | 0 | El Programa Hispano Catolico | \$746,160.00 | STRA | Rent Assistance | 9/17/2024 | 6/30/2029 |
| C3432 | 0 | Latino Network | \$681,718.00 | STRA | Rent Assistance | 9/17/2024 | 6/30/2029 |

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|-----------------|---|---|-----------------------|--|----------------------|-----------|------------|
| C3438 | 0 | Outside In | \$76,553.00 | STRA | Rent Assistance | 9/17/2024 | 6/30/2029 |
| C3439 | 0 | Portland Homeless Family Solutions (Path Home) | \$744,302.00 | STRA | Rent Assistance | 9/17/2024 | 6/30/2029 |
| C3450 | 0 | Family Essentials | \$349,325.00 | STRA | Homeless Initiatives | 9/17/2024 | 6/30/2029 |
| C3434 | 0 | NARA | \$487,019.00 | STRA | Rent Assistance | 9/18/2024 | 6/30/2029 |
| C3441 | 0 | Transition Projects | \$149,720.00 | STRA | Rent Assistance | 9/18/2024 | 6/30/2029 |
| C3442 | 0 | Urban League of Portland | \$280,268.00 | STRA | Rent Assistance | 9/18/2024 | 6/30/2029 |
| C3447 | 0 | Northwest Inspection Services/ Northwest Property Inspections | \$5,500.00 | Inspection of building Home forward is considering for purchase - 1450 SW Jefferson st | DCR | 9/19/2024 | 12/31/2024 |
| C3454 | 0 | WordBird LLC | \$15,000.00 | Procedure writing and revision for PM dept | Property Mgmt | 9/19/2024 | 9/30/2026 |
| C3455 | 0 | Emerio Design, LLC | \$10,000.00 | Survey for property Home Forward is considering purchasing | DCR | 9/19/2024 | 4/30/2025 |
| C3457 | 0 | QED Lab | \$20,000.00 | Window testing for goose hollow lofts | DCR | 9/23/2024 | 4/30/2025 |
| C3458 | 0 | Le Chevallier Strategies | \$50,000.00 | Event planning and media coordination for ground breakings and grand openings | Executive | 9/30/2024 | 10/1/2025 |
| C3460 | 0 | Evren Northwest | \$5,000.00 | Phase I ESA for Goose Hollow Lofts | DCR | 9/30/2024 | 4/30/2025 |
| Subtotal | | | \$7,254,828.29 | | | | 35 |

PROFESSIONAL SERVICE CONTRACTS (A&E)

| Contract # | Amend # | Contractor | Contract Amount | Description | Dept. | Execution Date | Expiration Date |
|--------------|---------|---------------------------------|--------------------|--|-------|----------------|-----------------|
| C3413 | 0 | AKS Engineering & Forestry, LLC | \$9,500.00 | Boundary survey for potential acquisition | DCR | 8/20/2024 | 12/31/2024 |
| C3453 | 0 | Peter Meijer Architect, PC | \$11,000.00 | Design and permit process for install of gates for Fairfield PSH Limited Partnership | DCR | 9/16/2024 | 3/31/2025 |
| Total | | | \$20,500.00 | | | | 2 |

AMENDMENTS TO EXISTING CONTRACTS

| Contract # | Amend # | Contractor | Contract Amount | Description | Dept. | Execution Date | Expiration Date |
|------------|---------|------------|-----------------|-------------|-------|----------------|-----------------|
|------------|---------|------------|-----------------|-------------|-------|----------------|-----------------|

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|-------|----|--|----------------|--|---------------------|-----------|------------|
| C2796 | 2 | KPFF Consulting Engineers | \$9,000.00 | Grace Peck adding post-rehab survey scope | DCR | 8/2/2024 | 12/31/2024 |
| C3039 | 4 | Central City Concern | \$90,000.00 | Behavioral health case management services at BCC; amended to extend contract | Community Services | 8/2/2024 | 8/31/2024 |
| C3384 | 1 | Cascade Environmental Solutions | \$770.10 | Added scope to include lead testing omitted in original proposal for Peter Paulson. | DCR | 8/2/2024 | 9/20/2024 |
| C2447 | 11 | Hacker Architects | \$3,253.00 | Killingsworth HVAC noise design | DCR | 8/6/2024 | 12/31/2025 |
| C3286 | 1 | Diana's Cleaning Professional Services | \$94,080.00 | Weekly cleaning services at BCC; amended to extend contract | Property Management | 8/6/2024 | 6/30/2025 |
| C2857 | 7 | Bremik Construction | \$284,631.00 | Amending contract to include the removal of contaminated soil from the Troutdale Site. Amending contract completion date to match Notice to Proceed. | DCR | 8/9/2024 | 12/29/2025 |
| C3209 | 1 | Melody Martinez Consulting LLC | \$5,000.00 | Equity Consultation; amended to update scope and extend contract | Executive | 8/12/2024 | 7/31/2025 |
| C3267 | 1 | Trash for Peace | \$8,480.00 | Youth engagement at Rockwood Station/Landing, Madrona, and Fairview Oaks/Woods; amended to add funds for summer camps | Community Services | 8/13/2024 | 12/31/2024 |
| C3214 | 1 | Air X LLC | \$7,708.72 | St Francis HVAC CO#1 Power Supply | DCR | 8/14/2024 | 4/1/2025 |
| C2857 | 8 | Bremik Construction | \$2,863.00 | Troutdale CMGC Adding scope of work to remove two drains inlets and cap drain pipe. | DCR | 8/19/2024 | 12/29/2025 |
| C3026 | 11 | Bacharach Construction LLC | \$5,089.97 | Celilo court Project extension due to building permit final inspection & closeout documentation. Project extension & added cost due to vandalism of pedestrian gate hinges and handle. | DCR | 8/19/2024 | 10/31/2024 |
| C3170 | 3 | Carbonell Cleaning Solutions | \$92,248.00 | Common area cleaning at Tukwila; amended to extend contract | Property Management | 8/20/2024 | 9/7/2026 |
| C2965 | 4 | LMC, Inc. | \$26,057.00 | Additional pre-con, boarding up and securing buildings | DCR | 8/26/2024 | 10/31/2024 |
| C3259 | 1 | Central Geotechnical Services, LLC | \$13,000.00 | Killingsworth Housing Additional site visits due to site visits consumed by differing site conditions | DCR | 8/26/2024 | 12/31/2025 |
| C2447 | 12 | Hacker Architects | \$37,112.00 | Killingsworth FF&E, safety glass, ADA consult | DCR | 8/27/2024 | 12/31/2025 |
| C3227 | 4 | Walsh Construction Co. | \$5,693,230.00 | Peter Paulson/ Gretchen Kafoury GMP Amendment | Asset Mgmt | 8/27/2024 | 12/31/2025 |
| C3300 | 1 | Le Chevallier Strategies | \$12,500.00 | Event planning and media coordination for ground breakings and grand openings; amended to add funds | Executive | 8/27/2024 | 12/31/2024 |
| C2868 | 19 | Walsh Construction Co. | \$281,468.61 | Dekum CO #15 | DCR | 9/3/2024 | 9/30/2025 |
| C3208 | 1 | West Coast Landscape LLC | \$25,326.00 | Landscaping at Humboldt; amended to extend contract | Property Management | 9/3/2024 | 8/31/2025 |
| C3210 | 1 | West Coast Landscape LLC | \$6,630.00 | Landscaping at Sellwood; amended to extend contract | Property Management | 9/3/2024 | 9/6/2025 |
| C3295 | 1 | Pono Security | \$13,230.00 | Security at Sellwood; amended to add scope | Property Management | 9/9/2024 | 3/31/2025 |
| C3213 | 1 | West Coast Landscape LLC | \$6,552.00 | Landscaping at Gallagher; amended to extend contract | Property Management | 9/10/2024 | 8/31/2025 |

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|-----------------|----|------------------------|-----------------------|---|--------------------|-----------|------------|
| C3298 | 1 | NW Enforcement | \$55,500.00 | Security services at Tukwila 8pm-8am; amended to extend contract | Community Services | 9/10/2024 | 11/30/2024 |
| C3039 | 5 | Central City Concern | \$332,060.00 | Behavioral health case management services at BCC; amended to extend contract | Community Services | 9/17/2024 | 6/30/2025 |
| C3060 | 1 | Nancy Hochman | \$- | Hearings Officer for Home Forward; amendment to extend contract | Rent Assistance | 9/23/2024 | 9/30/2027 |
| C2976 | 19 | Walsh Construction Co. | (\$8,139.00) | Grace Peck CO #14 deductive | DCR | 9/24/2024 | 12/31/2024 |
| Subtotal | | | \$7,097,650.40 | | | | 26 |

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

| Contract # | Amend # | Contractor | Contract Amount | Description | Dept. | Execution Date | Expiration Date |
|-----------------|---------|------------|------------------------|-------------|-------|----------------|-----------------|
| | | | | | | | |
| Subtotal | | | \$0.00 | | | | 0 |
| Total | | | \$15,089,964.86 | | | | 71 |

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

| Estimated Contract Amount | Description | Dept. | Solicitation Period |
|---------------------------|--|--------------------|---------------------|
| TBD | Security at Tukwila Springs | Community Services | October 2024 |
| \$42 million | Group 8 | DCR | October 2024 |
| \$1.650 million | A&E for N. Maryland | DCR | Late 2024 |
| \$13.2 million | CM/GC for N. Maryland | DCR | Late 2024 |
| TBD | Townhouse Terrace Construction Project | DCR | Late 2024 |
| TBD | Nightly security at Tukwila | Community Services | Early 2025 |
| TBD | Slavin Court Construction Project | DCR | Early 2025 |
| \$1.5 million | CHSP Housekeeping & Personal Care | Community Services | TBD |
| \$1 million | Rosenbaum Plaza Plumbing Repairs Phase 2/3 | DCR | TBD |
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