

RESOLUTION NO. 40-2009

Adopted April 21, 2009

**AUTHORIZING A PERSONAL SERVICES CONTRACT WITH
COMMUNITY HOUSING PARTNERSHIP ENTERPRISES,
A NONPROFIT ORGANIZATION, FOR A TERM OF THREE
YEARS, IN AN AMOUNT NOT TO EXCEED \$125,000, TO
PROVIDE MOVE-OUT CLEANING AND REPAIR SERVICES FOR
VACATED AGENCY-OWNED AFFORDABLE HOUSING UNITS;
ALL REDEVELOPMENT PROJECT AREAS AND CITY-WIDE**

BASIS FOR RESOLUTION

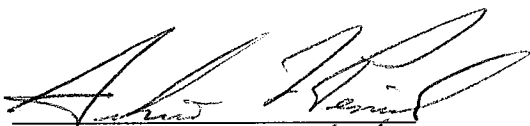
1. The Redevelopment Agency of the City and County of San Francisco (“Agency”) oversees a portfolio of several hundred affordable homeownership units. Prospective buyers who meet the Agency's eligibility criteria can purchase the homes at affordable prices. In return, when they are ready to sell, participants must sell the homes at affordable prices to eligible households or the Agency. In most cases, the Agency repurchases the homes. The repurchased units are in varying conditions and need minimal to major cleaning and repairs to make them ready for resale.
2. On February 19, 2009, staff issued a Request for Proposals (“RFP”) in accordance with the Agency’s Interim Purchasing Policy and Procedures, inviting proposals from experienced maintenance contractors to provide move-out cleaning and repair services for Agency-owned housing units.
3. An Agency led selection team evaluated proposals from five maintenance contractors that submitted complete responses by the March 20, 2009 submission deadline.
4. The selection panel concluded that Community Housing Partnership Enterprises’ (“CHPE”) high degree of relevant experience; qualifications and skills of the proposed management team; as well as the reasonableness of its proposed budget met or exceeded each of the selection criteria. Therefore, the selection panel voted unanimously to recommend CHPE to provide move-out cleaning and repair services for Agency-owned housing units.
5. The Agency seeks to enter into a personal services contract (“Contract”) with CHPE for move-out cleaning and repair services for a term of three years commencing on April 22, 2009.
6. The amount of the Contract shall be for a total aggregate amount not to exceed \$125,000.

7. The responsibility to cover the cost of repairs depends on the specific contract with the seller. In some cases, the seller is responsible to cover the costs of repairs; in other cases, the Agency must cover the costs.
8. The Contract is categorically exempt from the California Environmental Quality Act ("CEQA"), pursuant to CEQA Guidelines Section 15301(d), because move-out cleaning and repair of existing, vacated affordable housing units will not result in a significant physical effect on the environment.

RESOLUTION

ACCORDINGLY, IT IS RESOLVED by the Redevelopment Agency of the City and County of San Francisco that the Executive Director is authorized to enter into a personal services contract with Community Housing Partnership Enterprises, a nonprofit organization, for a term of three years, beginning on April 22, 2009 and ending on April 21, 2011, for a total aggregate amount not to exceed \$125,000, to provide move-out cleaning and repair services in All Redevelopment Project Areas and City-Wide, substantially in the form lodged with the Agency General Counsel.

APPROVED AS TO FORM:


James B. Morales 4/15/09
Agency General Counsel