



HOLYOKE HOUSING AUTHORITY

475 Maple Street, Suite One
Holyoke, MA 01040-3798
Phone 413-539-2220, Fax 413-539-2227, T.D.D. 1-800-545-1833 Ext. 510
An Equal Opportunity / Affirmative Action Agency

NOTICE OF REGULAR BOARD MEETING

NOTICE IS HEREBY GIVEN IN ACCORDANCE WITH SECTIONS 18-25 OF MGL CHAPTER 30A OF THE GENERAL LAWS

THAT THE MEETING OF THE MEMBERS OF THE BOARD OF THE HOLYOKE HOUSING AUTHORITY WILL BE HELD AT:

HOLYOKE HOUSING AUTHORITY

FALCETTI TOWERS COMMUNITY ROOM

475 MAPLE STREET

HOLYOKE, MA 01040

THURSDAY JUNE 6, 2024 AT 6:00 PM

IN THE CITY OF HOLYOKE, MASSACHUSETTS

AND AVAILABLE ON ZOOM

REGISTER IN ADVANCE:

[HTTPS://US02WEB.ZOOM.US/MEETING/REGISTER/TZEqCUMGqTgPHdAK2ZPMWuWwv4Jz9GNjGiEj](https://us02web.zoom.us/meeting/register/tZEqCUMGqTgPHdAK2ZPMWuWwv4Jz9GNjGiEj) OR GO TO WWW.HOLYOKEHOUSING.ORG

AFTER REGISTERING YOU WILL RECEIVE A CONFIRMATION EMAIL CONTAINING INFORMATION ABOUT JOINING THE MEETING

HOLYOKE HOUSING AUTHORITY
REGULAR BOARD MEETING
Thursday June 6, 2024 at 6:00 PM
475 Maple Street, Holyoke, MA
or
Via Zoom

REGISTER IN ADVANCE FOR THIS MEETING:

[HTTPS://US02WEB.ZOOM.US/MEETING/REGISTER/TZEQCUMGQTgPHDAK2ZPMWuWwv4Jz9GnJGIEJ](https://us02web.zoom.us/meeting/register/tZEQCUMGQTgPHDAK2ZPMWuWwv4Jz9GnJGIEJ)

AFTER REGISTERING YOU WILL RECEIVE A CONFIRMATION EMAIL CONTAINING INFORMATION ABOUT JOINING THE MEETING

AGENDA:

1) To approve minutes: May 2, 2024

A) RESOLUTIONS:

1. South Holyoke Homes Phase II Homeownership Start

- To approve release of a Partial Notice to Proceed to begin construction to meet this building season given certain milestones are achieved

2. South Holyoke Homes Phase II Homeownership Financing

- To approve use of up to \$4.8 Million of HHA reserves to serve as financing for the construction of the 20 Homeownership Units in Phase II

3. Toepfert Apartments Phase II Modernization Contract Credit

- To approve Change Order No. 1 reducing the contract amount by \$149,000

4. Churchill Homes Safety and Security Grant Closeout

- To approve the Certificate of both Substantial and Final Completion

5. Beaudoin Village Boiler Replacement Contract Award

- To award the Boiler Replacement at Beaudoin Village to Boulanger Plumbing and Heating Inc in the amount of \$987,777

6. Elevator Maintenance and Repair Contract

- To award the Two-Year Maintenance of Nine Passenger Elevators and One Lift to TK Elevator in a bid amount of \$154,396.68 with a billable rate of \$637.50/hour and team rate of \$675/hour.

B) CURRENT ISSUES REPORTS (open for discussion)

- 1) Maintenance/Admissions
- 2) Modernization Report
- 3) Development Report
- 4) Finance Department Report
- 5) Resident Services Report
- 6) Leased Housing
- 7) MIS Department
- 8) Senior Property Manager Report
- 9) Human Resources Report
- 10) Legal Update

C) EXECUTIVE SUMMARY

D) NEW BUSINESS

E) EXECUTIVE SESSION

F) ADJOURN

The listing of matters is those anticipated by the Chair which may discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

REGULAR BOARD MEETING
May 2, 2024

The undersigned being all members of the Holyoke Housing Authority under the Laws of Massachusetts, assent and agree the Regular Board Meeting of the Authority was held at Falcetti Towers, 475 Maple Street, Holyoke, Massachusetts on Thursday May 2, 2024 at 6:00 pm.

(LS)

(LS)

(LS)

NOTICE OF REGULAR BOARD MEETING

Notice was hereby given in accordance with SECTIONS 18-25 OF MGL CHAPTER 30A OF THE GENERAL LAWS THAT a Meeting of the members of the Holyoke Housing Authority was held at 6:00pm at 475 Maple Street, Holyoke, Massachusetts on May 2, 2024.

Holyoke Housing Authority

BY: _____
Matthew A. Mainville, Secretary

CERTIFICATE AS TO SERVICE OF NOTICE OF REGULAR MEETING

I, Matthew A. Mainville, the duly appointed and qualified and acting Secretary of the Holyoke Housing Authority, do hereby certify that on April 26, 2024 service of notice of regular board meeting was completed. I hereunto set my hand this twenty sixth day of April 2024.

Matthew A. Mainville, Secretary

HOLYOKE HOUSING AUTHORITY REGULAR BOARD MEETING

**Thursday May 2, 2024, at 6:00
PM**

475 Maple Street, Holyoke, MA

Present and Voting:

Chair: *Theresa Cooper-Gordon* Yes
Vice Chair: *Michael Falcetti* Yes
Treasurer: *Marilyn Sanabria* Yes
Commissioner: *Aaron Wilson* Yes
Commissioner: *Gladys Lebron-Martinez* Yes

Absent:

Staff:

Executive Director: *Matthew Mainville Healy* Asst Executive Dir. of Operations: *Janara*
Board Secretary: *Matthew Mainville* Dir. of Development: *Sarah Meier-Zimbler*
Dir. of Accounting: *Ryan Kelly Ottomaniello* Asst Executive Dir of Mgt: *Nick*
Modernization Coordinator: *Eric Jimmo* Chief Information Officer: *Brian Burbank*
Dir. of Property Management: *Awilda McKinney Wagner* Dir. of Admissions & Occupancy: *Donna*
Facilities Manager: *Jeremy Felsentreger*
Dir. of Res Empowerment & Comm Program: *Justine Sabbs*

Visitors:

Counsel: *Pricilla Chesky, Lyon & Fitzpatrick*
Meeting Recording Secretary: *Sharon Konstantinidis*

CALL TO ORDER: Chair Cooper-Gorden opened the meeting at 6:06 PM

AGENDA:

1- Approval of the minutes: March 7, 2024

Matthew Mainville called for approval of the minutes.

Motion 24-24

On a motion by Marilyn Sanabria and Michael Falcetti, the Board voted to approve minutes from March 7, 2024. The Board voted in favor of this motion.

Present and Voting:

Michael Falcetti Yes
Marilyn Sanabria Yes
Aaron Wilson Yes
Theresa Cooper-Gordon Yes
Gladys Lebron-Martinez Yes

Absent:

A) RESOLUTIONS:

1. To approve the solicitation of a five(5) year legal services contract

Discussion: The current contract for Legal Services is due to expire on August 31, 2024. The term of the contract was for a period of three years with an option, at the HHA's sole discretion, to renew for a period of up to two additional one-year terms. The total duration of the legal services contract, including all options, shall not exceed five years.

Motion 24-25

On a motion by Michael Falcetti and seconded by Theresa Cooper Gordon, the Board voted to approve the solicitation of a five-year contract for legal services. The Board voted in favor of this motion.

Present and Voting:

Michael Falcetti	Yes
Marilyn Sanabria	Yes
Aaron Wilson	Yes
Theresa Cooper-Gordon	Yes
Gladys Lebron-Martinez	Yes

Absent:

2. To approve the solicitation of a five (5) year coin operated laundry service contract

Discussion: The Laundry Service agreement is nearing the end of its contract period. As such the HHA must once again undertake a procurement process. Staff would recommend, as has been past practice, to solicit for a five year contract. It is required that all five year solicitations be approved by the board prior to advertising.

Marilyn Sanabria asked if the laundry machines were coin operated or by pre-filled cards. HHA laundry equipment is all coin operated; Janara Healy will look into the cost associated with upgrading to prepaid cards.

Motion 24-26

On a motion by Aaron Wilson and second by Gladys Lebron Martinez, the Board voted to approve the solicitation of a five-year contract for legal services. The Board voted in favor of this motion.

Present and Voting:

Michael Falcetti	Yes
Marilyn Sanabria	Yes
Aaron Wilson	Yes
Theresa Cooper-Gordon	Yes
Gladys Lebron-Martinez	Yes

Absent:

3. To approve the Substantial and Final Completion of the Central Air replacement at the Raymond P Murphy Jr Congregate House

Discussion: Work on the replacement of the Central Air System has now been completed and inspected by EOHLC, the Designers, staff, and the City of Holyoke. Work has been found to have been completed in accordance with the plans and specifications, and in accordance with all City and State code requirements.

Michael Falcetti suggested that for safety purposes, protective fences be installed around the air conditioning system.

Motion 24-27

On a motion by Theresa Cooper Gordon and second by Aaron Wilson, the Board voted to approve the Substantial and Final Completion Certificates. The Board voted in favor of

this motion.

Present and Voting:

Michael Falcetti	Yes
Marilyn Sanabria	Yes
Aaron Wilson	Yes
Theresa Cooper-Gordon	Yes
Gladys Lebron-Martinez	Yes

Absent:

4. To sponsor a foursome to participate in the HBGC Bruce Thompson Memorial Golf Tournament

Discussion: The HHA annually supports the HBGC by sponsoring a foursome at the Bruce Thompson Memorial Golf Tournament. This is the largest fundraising event for the HBGC and provides critical resources so they support Holyoke's Youth.

Motion 24-28

On a motion by Michael Falcetti and second by Aaron Wilson, the Board voted to sponsor a foursome at the HBGC Bruce Thompson Memorial Golf Tournament. The Board voted in favor of this motion.

Present and Voting:

Michael Falcetti	Yes
Marilyn Sanabria	Yes
Aaron Wilson	Yes
Theresa Cooper-Gordon	Yes
Gladys Lebron-Martinez	Yes

Absent:

5. To award a two-year contract for Pest Control and Bedbug Exterminations to Ehrlich Pest Control in the amount of \$104,634 for pest control services and bed bug extermination service fees of \$0 per inspection, \$225 per initial and follow up treatment and a \$225 fee if the resident is not prepared

Discussion: The Pest Control Contract is set to expire on April 30th. The HHA issued an invitation for Bids and received three bids by the deadline. All bids received were responsive to our IFB and all HUD and State forms were submitted with the required signatures. Ehrlich Pest Control provided their work plan to manage the scope of services identified in the IFB and positive housing authority references have been received.

Theresa Cooper Gordon wanted to ensure that this pest control contract also included bees. Janara Healy confirmed it includes bees and several other pests.

Michael Falcetti asked about the fee associated with a tenant not being financially prepared for treatment and whether HHA would cover the cost. Janara Healy confirmed that it is a tenant owned charge.

Motion 24-29

On a motion by Aaron Wilson and second by Cooper Gordon, the Board voted to award the two-year contract for Pest Control and Bed Bug Extermination Services to Ehrlich Pest Control in the amount of \$104,634 for pest control services and bed bug extermination service fees of \$0 per inspection, \$225 per initial and follow up treatment and a \$225 fee if the resident is not prepared. The Board voted in favor of this motion.

Present and Voting:

Michael Falcetti	Yes
Marilyn Sanabria	Yes
Aaron Wilson	Yes
Theresa Cooper-Gordon	Yes
Gladys Lebron-Martinez	Yes

Absent:

6. To approve Federal write offs in the amount of \$266.71

Discussion: On a quarterly basis the HHA writes off our Tenant Accounts Receivables.

Motion 24-30

On a motion by Michael Falcetti and second by Theresa Cooper-Gordon, the Board voted to write off \$266.71 in Federal Tenant Accounts Receivables. The Board voted in favor of this motion.

Present and Voting:

Michael Falcetti	Yes
Marilyn Sanabria	Yes
Aaron Wilson	Yes
Theresa Cooper-Gordon	Yes
Gladys Lebron-Martinez	Yes

Absent:

7. To award the Miscellaneous Balcony Repairs contract to Contracting Specialists Inc in the amount of \$1,290,569 contingent upon HUD approval

Discussion: As part of our continued modernization efforts staff engaged Tighe & Bond to evaluate balconies at several of our high rise buildings to ensure continued structural integrity and improve safety. Bid documents were produced and a solicitation was completed. One bid was received by Contracting Specialists Inc in the amount of \$1,290,569. Since only one bid was received we have forwarded the documentation for review and approval.

Michael Falcetti inquired about the base bid listed to be sure it was only for Rosary Towers, and that the alternatives were there in the event we could take on this same effort at other properties.

Motion 24-31

On a motion by Michael Falcetti and second by Theresa Cooper Gordon, the Board voted to award the Miscellaneous Balcony Repairs contract to Contracting Specialists Inc in the amount of \$1,290,569 contingent upon HUD approval. The Board voted in favor of this motion.

Present and Voting:

Michael Falcetti	Yes
Marilyn Sanabria	Yes
Aaron Wilson	Yes
Theresa Cooper-Gordon	Yes
Gladys Lebron-Martinez	Yes

Absent:

8. To approve up to \$1,420,000 of MTW funds to augment funding for the Miscellaneous balcony repairs

Discussion: Bids received for the Miscellaneous Balcony Repairs came in significantly higher than

expected, as a result our Federal Modernization funding isn't sufficient to cover the entirety of the anticipated expense. Staff is recommending the use of MTW funds to augment our Capital Funds and complete the needed work.

Motion 24-32

On a motion by Aaron Wilson and second by Michael Falcetti, the Board voted to approve up to \$1,420,000 of MTW funds to augment funding for the Miscellaneous balcony repairs. The Board voted in favor of this motion.

Present and Voting:

Michael Falcetti	Yes
Marilyn Sanabria	Yes
Aaron Wilson	Yes
Theresa Cooper-Gordon	Yes
Gladys Lebron-Martinez	Yes

Absent:

9. To approve execution of CEDAC's Certificate of Borrower's Clerk form allowing staff to move forward with the borrowing of up to \$400,000 for Phase III of South Holyoke Homes.

Discussion: Last month a loan application was submitted to the Community Economic Development Assistance Corporation (CEDAC) for pre-development activities in conjunction with Phase 3 of the South Holyoke Homes.

Matthew Mainville explained that in order for PHA's to apply for Low Income Housing Tax Credits (LIHTC) through the Executive Office of Housing and Livable Communities (EOHLC), an application is required for a CEDAC loan to help fund pre-development architectural and engineering costs, legal fees, development consultant and appraisals.

On April 11th the loan application was unanimously approved by the CEDAC Board. It was encouraging to learn that excitement for the work being done in South Holyoke was discussed during the meeting and there is a great deal of support from the EOHLC. Compliments to the Staff!

Motion 24-33

On a motion by Aaron Wilson and second by Gladys Lebron Martinez, the Board voted to approve execution of CEDAC's Certificate of Borrower's Clerk form allowing staff to move forward with the borrowing of up to \$400,000 for Phase III of South Holyoke Homes. The Board voted in favor of this motion.

Present and Voting:

Michael Falcetti	Yes
Marilyn Sanabria	Yes
Aaron Wilson	Yes
Theresa Cooper-Gordon	Yes
Gladys Lebron-Martinez	Yes

Absent:

10. To approve transfer of \$500,000 into each of our two MMDT accounts

Discussion: Our investment accounts with the Massachusetts Municipal Depository Trust (MMDT) did extremely well in 2023. Our federal MMDT account earned \$42,654.21 in interest throughout the year while the Section 8 MMDT account earned a total of \$37,163.01 respectively. Both accounts earned an average Annual Percentage Yield (APY) of 5.3%, which is much greater than the .25% rate this money would earn in one of our Peoples Bank accounts.

Ryan Kelly explained that by utilizing the MMDT account, HHA is capitalizing on the return on interest for these accounts and it is in the best interest of the HHA to utilize MMDT.

Motion 24-34

On a motion by Michael Falcetti and second by Theresa Cooper Gordon, the Board voted to approve transfer of \$500,000 into each of our two MMDT accounts. The Board voted in favor of this motion.

Present and Voting:

Michael Falcetti	Yes
Marilyn Sanabria	Yes
Aaron Wilson	Yes
Theresa Cooper-Gordon	Yes
Gladys Lebron-Martinez	Yes

Absent:

11. To approve Change Order 2 extending Aegean Builders contract for Churchill Homes I and II Exterior Improvements by 60 days with no cost modification

Discussion: The Holyoke Housing Authority entered a contract with Aegean Builders to install new fascia boards, gutters, mud boards, railing materials and repair columns. The project was delayed as unfavorable outside temperatures were experienced and exterior painting and porch repairs could not be completed in a timely fashion. As such, AegeanBuilders is requesting a sixty (60) day no cost time extension, extending the time for completion to July 10, 2024.

Marilyn Sanabria asked about the replacement railings being installed in different colors on the porches at Churchill. Eric Jimmo replied and indicated that the contractor completed the painting off site, and has now been instructed to paint all of the newly installed railings and porch system back to the original color.

Motion 24-35

On a motion by Aaron Wilson and second by Michael Falcetti, the Board voted to approve Change Order 2 extending Aegean Builders Churchill Homes I and II Exterior Improvements contract by 60 days with no cost modification. The Board voted in favor of this motion.

Present and Voting:

Michael Falcetti	Yes
Marilyn Sanabria	Yes
Aaron Wilson	Yes
Theresa Cooper-Gordon	Yes
Gladys Lebron-Martinez	Yes

Absent:

12. To approve the award of three two year on-call contracts for Engineering Services to Tighe & Bond, Berkshire Design Group and MacRitchie Engineering Inc.

Discussion: The HHA's current on-call contracts are expiring. The on-call agreements have allowed the HHA to move quickly toward implementation of construction projects and successfully streamlined the procurement and bidding process. A solicitation was undertaken and multiple proposals were received. The proposals were evaluated and rated separately by the Assistant Executive Director of Operations, the Director of Development and the Modernization Coordinator. Attached please find the composite ratings separately for Engineering and Architectural firms. By awarding multiple agreements, the HHA will have the flexibility of ensuring competitive task orders.

Motion 24-36

On a motion by Michael Falcetti and second by Theresa Cooper-Gordon, the Board voted to approve the award of three two year on-call contracts for Engineering Services to Tighe & Bond, Berkshire Design Group and MacRitchie Engineering Inc. The Board voted in favor of this motion.

Present and Voting:

Michael Falcetti	Yes
Marilyn Sanabria	Yes
Aaron Wilson	Yes
Theresa Cooper-Gordon	Yes
Gladys Lebron-Martinez	Yes

Absent:

13. To approve the award of two two year on call contracts for Architectural Services to Architectural Solutions Inc., and Architecture EL Inc.

Discussion: The HHA’s current on call contracts are expiring. The on-call agreements have allowed the Holyoke Housing Authority (HHA) to move quickly toward implementation of construction projects and successfully streamlined the procurement and bidding process. A solicitation was undertaken and multiple proposals were received. The proposals were evaluated and rated separately by the Assistant Executive Director of Operations, the Director of Development and the Modernization Coordinator. Attached please find the composite ratings separately for Engineering and Architectural firms. By awarding multiple agreements, the HHA will have the flexibility of ensuring competitive task orders.

Motion 24-37

On a motion by Michael Falcetti and second by Marilyn Sanabria, the Board voted to approve the award of two two year on-call contracts for Architectural Services to Architectural Solutions Inc., and ArchitectureEL Inc. The Board voted in favor of this motion.

Present and Voting:

Michael Falcetti	Yes
Marilyn Sanabria	Yes
Aaron Wilson	Yes
Theresa Cooper-Gordon	Yes
Gladys Lebron-Martinez	Yes

Absent:

Executive Director Matthew Mainville discussion:

- HHA recently had an annual Performance Management Review (PMR) completed by EOHLC. There were no findings and EOHLC was thrilled with the work product!
- There was a Finepoint review for Churchill II, assisted by Director of Property Management Awilda McKinney and Maintenance Foreman Robert Elliot, and we passed with flying colors!
- Under the Leased Housing program there was a review of Chapin Manor; there were no findings!

B) CURRENT ISSUES REPORTS (No discussion)

- 1) Maintenance/Admissions
- 2) Modernization Report

- 3) Development Report
- 4) Finance Department Report
- 5) Resident Services Report
- 6) Leased Housing
- 7) MIS Department
- 8) Senior Property Manager Report
- 9) Human Resources Report
- 10) Legal Update

C) EXECUTIVE SUMMARY (No discussion)

D) NEW BUSINESS (No New Business)

E) EXECUTIVE SESSION (No Executive Session)

F) ADJOURN At 6:34PM, a motion to adjourn was made by Michael Falcetti and Second by Marilyn Sanabria. All were in favor of this motion.

HOLYOKE HOUSING AUTHORITY SPECIAL ANNUAL BOARD MEETING

**Thursday May 2, 2024, at 6:00
PM**

475 Maple Street, Holyoke, MA

Present and Voting:

Chair: <i>Theresa Cooper-Gordon</i>	Yes
Vice Chair: <i>Michael Falcetti</i>	Yes
Treasurer: <i>Marilyn Sanabria</i>	Yes
Commissioner: <i>Aaron Wilson</i>	Yes
Commissioner: <i>Gladys Lebron-Martinez</i>	Yes

Absent:

Staff:

Executive Director: <i>Matthew Mainville Healy</i>	Asst Executive Dir. of Operations: <i>Janara</i>
Board Secretary: <i>Matthew Mainville</i>	Dir. of Development: <i>Sarah Meier-Zimbler</i>
Dir. of Accounting: <i>Ryan Kelly Ottomaniello</i>	Asst Executive Dir of Mgt: <i>Nick</i>
Modernization Coordinator: <i>Eric Jimmo</i>	Chief Information Officer: <i>Brian Burbank</i>
Dir. of Property Management: <i>Awilda McKinney Wagner</i>	Dir. of Admissions & Occupancy: <i>Donna</i>
Facilities Manager: <i>Jeremy Felsentreger</i>	
Dir. of Res Empowerment & Comm Program: <i>Justine Sabbs</i>	

Visitors:

Counsel: *Pricilla Chesky, Lyon & Fitzpatrick*
Meeting Recording Secretary: *Sharon Konstantinidis*

At 6:35 PM, Secretary Matthew Mainville called the Special Annual Board Meeting to order.

AGENDA:

1- Approval of the minutes: Agenda says May 4, 2024 (Not Applicable)

2- Election of Officers

Chair - Executive Director Matthew Mainville called for nominations for Chair of the Board.

Motion 24-38

A motion was made by Vice Chair Michael Falcetti and seconded by Commissioner Aaron Wilson to nominate the current Chair Theresa Cooper Gordon. The motion carried 5-0 in favor.

Vice-Chair - Executive Director Matthew Mainville called for nominations for Vice-Chair of the Board.

Motion 24-39

A motion made by Chair Theresa Cooper Gordon and second by Treasurer Marilyn Sanabria to nominate the current Vice-Chair Michael Falcetti. The motion carried 5-0 in favor.

Treasurer - Executive Director Matthew Mainville called for nominations for Treasurer of the Board.

Motion 24-40

A motion was made by Chair Theresa Cooper Gordon and seconded by Commissioner Gladys Lebron Martinez to nominate the current Treasurer Marilyn Sanabria. The motion carried 5-0 in favor.

Aaron Wilson and Gladys Lebron Martinez will retain Commissioner positions.

ADJOURN: at 6:39 PM, a motion to adjourn the Special Annual Board Meeting of Holyoke Housing Authority was made by Michael Falcetti and seconded by at 6:39PM. All in favor.



HOLYOKE HOUSING AUTHORITY

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Holyoke, MA 01040-3798

Phone 413-539-2220, Fax 413-539-2227, T.D.D. 1-800-545-1833 Ext. 510

An Equal Opportunity / Affirmative Action Agency

To: ALL COMMISSIONERS

From: Matthew A Mainville, Executive Director

RE: Executive Directors Reports

Enclosed you will find my most up to date report.

If you have any questions, please do not hesitate to contact me.

Matthew A. Mainville
Executive Director

Recommended Resolutions

Executive Director's Report

1. South Holyoke Homes Phase II Homeownership Start

Progress on Phase II of our South Holyoke HOmes Development, 20 Homeownership Units, continues to move forward with permitting having been completed, construction documents nearly complete and a contractor has been selected. We are committed to hitting this building season so construction can be completed in early 2025. In order for this to happen site work needs to begin soon. Staff is requesting permission to provide a partial notice to proceed to the contractor, when certain milestones are met but before a final closing has occurred with MassHousing.

Recommended Resolution:

To approve release of a partial notice to proceed to the contractor so site work can begin and modules can be ordered once certain milestones have been accomplished

2. South Holyoke Homes Phase II Homeownership Financing

In order to avoid having to obtain a bridge/construction loan from a lending institution we are requesting the use of up to \$4.8M dollars of MTW reserves. These funds will be used for construction and it is anticipated we will recoup all or a major portion of these funds from sales proceeds. By self financing we will avoid the associated loan fee and interest on drawdown dollars, ultimately saving the housing authority funds.

Recommended Resolution:

To approve the use of up to \$4.8M dollars of MTW reserves to serve as financing for the construction of the 20 homeownership units for Phase II of South Holyoke Homes.

3. Toepfert Apartment Phase II Modernization Contract Credit

The Authority solicited the Toepfert Construction contract in compliance with Mass Chapter 149 bidding which requires the use of a filed sub bid process. One electrical filed sub bid was submitted and was incorporated into the General Contractors final bid amount. While in the process of finalizing the construction contract the electrical filed sub bidder withdrew his bid. The General Contractor was then directed to find a qualified electrical contract to complete the work.

They have successfully found a qualified firm whose contract price is lower than the filed sub bidders amount resulting in the submission of a deduct change order in the amount of \$149,000.

Recommended Resolution:

To approve Change Order No. 1 for the credit amount of \$149,000 reducing the contract from \$3,792,800 to \$3,643,800.

4. Churchill Homes Safety and Security Grant Closeout

The HHA was awarded 2019 and 2022 Emergency Safety and Security Capital Grant (ESSG) Funds for security improvements and issued an Invitation for Bids (IFB) with a base bid for the installation of new exterior light fixtures, exterior emergency lighting, new electric services, electric panels and an add alternate for the removal of existing fencing and installation of decorative security fencing. Work has been completed and has been inspected and approved by the architect and staff.

Recommended Resolution:

To approve the Certificate of Substantial Completion and Certificate of Final Completion.

5. Beaudoin Village Boiler Replacement Contract Award

The HHA was awarded a HUD Capital Fund Hazard Grant to address the current boiler configuration at Beaudoin Village. Currently many units have a basement and share a venting system. The HHA undertook a full boiler assessment to understand the scope of the issue and to chart a course forward. This evaluation determined that the boilers are at the end of life and that the existing venting design does not meet current building codes. HHA issued an Invitation for Bids (IFB) for replacement of 70 gas fired boilers at this development.

Recommended Resolution:

To award the Boiler Replacement at Beaudoin Village, Boulanger Plumbing & Heating Inc., the lowest, responsive, responsible bidder in the amount of \$987,777.

6. Elevator Maintenance and Repair

The Authority issued a solicitation to procure an elevator company to provide maintenance on our nine elevators and one lift. Three proposals were received and reviewed by staff and our consultant. It was determined TK Elevator was the most responsive responsible bidder

Recommended Resolution

To award the Two-Year Maintenance of Nine Passenger Elevators and One Lift to TK Elevator in a bid amount of \$154,396.68 with a billable rate of \$637.50/hour and team rate of \$675/hour.

Memo



To: Janara Healy, Assistant Executive Director for Operations

From: Sarah Meier-Zimbler, Director of Development smz

Date: May 28, 2024

Re: South Holyoke Homes Phase 2 – Early Start

The HHA has been committed to building affordable homeownership units around Carlos Vega Park since being selected as developer of the project in 2018. While the Phase 2 project has been difficult to get off the ground, we are very pleased to finally be making some good progress.

After going out to bid twice and receiving exorbitant construction pricing that was unfeasible for the project, we had to change course and are now pursuing modular development. With modular construction, the site needs to be completely prepared before the boxes are delivered, after which point the on-site work is minimal. For construction to begin this year, the site work needs to be completed by October so that the boxes can be delivered before the start of winter conditions. Because of this timeline, we are eager to start site work in early August to meet our deadline. The site work will include some soil remediation, grading, and ultimately pouring the slab on grade foundations. By completing the site work this year, we would be in a good position to sell the homes next spring.

The issue is that our construction closing is likely not going to occur until September because there are several items outside of our control that need to be completed first. Due to the timing constraints, we are asking the Board to approve using HHA funds to start construction before the closing with MassHousing and the City of Holyoke (for ARPA funds).

To minimize the HHA's risk, we would need to have reached several key milestones before we issue a limited notice to proceed to Western Builders. First, a construction contract would need to be signed with Western. Then all necessary permits and approvals would have to be in place. Finally, we would need conditional approval from MassHousing before starting any site work. We have been working with Western Builders to target an August 1st start date but would not begin work until the above-mentioned conditions were met.

Recommended Resolution:

To approve a limited notice to proceed for the South Holyoke Homes Phase 2 site work prior to a closing to ensure modular delivery in fall of 2024.

Memo



To: Janara Healy, Assistant Executive Director for Operations
From: Sarah Meier-Zimblar, Director of Development smz
Date: May 28, 2024
Re: South Holyoke Homes Phase 2 Financial Commitment

The HHA has been working diligently to develop affordable homeownership units around Carlos Vega Park. Due to high construction pricing, we have pivoted to modular construction and are excited to be making good progress on getting the project under construction this summer. We submitted an application to MassHousing's Commonwealth Builder Program in addition to receiving \$3.3M in ARPA funding from the City of Holyoke.

As we have put together our budget for the 20 units of housing, we are proposing lending the sales proceeds to the construction of the project instead of paying interest on a bank loan. As soon as the homes are sold, the HHA would recapture this money when the units are transferred directly to the homeowners. As it stands now, the HHA would not need to put in any additional funds. However, we are fully aware that additional funds could be necessary to ensure that the homes are well-built. We are requesting an HHA funding commitment for the Phase 2 project up to \$4,800,000.

Recommended Resolution:

To approve HHA funding commitment for South Holyoke Homes Phase 2 in the amount up to, but not exceeding \$4,800,000.

Memo



To: Matthew A. Mainville, Executive Director

From: Eric Jimmo, Modernization Coordinator, EJ

Date: May 24, 2024

Re: Toepfert Apts. Phase 2 Modernization Improvements (15 North Summer; 22 North Summer; 32 North Summer, 36 North Summer, 38 North Summer)

To continue with on-going modernization, the HHA issued an Invitation for Bids (IFB) for Toepfert Apartment modernization improvements at 15 North Summer; 22 North Summer; 32 North Summer, 36 North Summer, 38 North Summer. South Coast Improvement Co Inc. was awarded the contract designed by Architectural Solutions Inc. (ASI).

After the award of the contract to South Coast Improvement Co., the HHA received a letter from the only electrical filed subcontractor withdrawing. As a result, the contractor was asked to procure an electrical contractor. Once selected South Coast Improvement forwarded a proposed change order (PCO) to reflect the difference between electrical contracts. The HHA had no objection to the substitute electrical subcontractors solicited by the contractor.

Both staff and designer, ASI, have reviewed the change order for accuracy and recommend approval of Change Order No. 1, a credit in the amount of \$149,000.

Please feel free to contact me if you have any questions or require additional information

Recommended Resolution:

To approve Change Order No. 1 for the credit amount of \$149,000 reducing the contract from \$3,792,800 to \$3,643,800.



AIA Document G701™ – 2017

Change Order

Project:
02-24-009 Holyoke Housing Authority
22, 32, 36, 38 North Summer St
Holyoke, MA 01040

CONTRACT INFORMATION:

CHANGE ORDER INFORMATION:
Change Order Number: **01**
Date: 5/24/2024

OWNER:
Holyoke Housing Authority
475 Maple St., Suite One
Holyoke, MA 01040

ARCHITECT:
Architectural Solutions Inc.
375 Atherton Street
Milton, MA 02186

Contractor:
South Coast Improvement Company
13 Marconi Lane
Marion, MA 02738

The Contract is changed as follows:

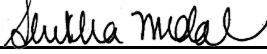
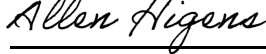
CO #01 Electrical Filed Sub-Bid Credit (for the difference between the original and the new bid as RCE Electrical withdrew their bid.)		
01 PCO #001 Electrical Filed Sub-Bid Credit		\$-149,000.00

The original Contract Sum was	\$3,792,800.00
Net change by previously authorized Change Orders	\$0.00
The Contract Sum prior to this Change Order was	\$3,792,800.00
The Contract Sum will be decreased by this Change Order in the amount of	\$-149,000.00
The new Contract Amount including this Change Order will be	\$3,643,800.00

The new date of Substantial Completion will be Unchanged.

NOTE: This Change Order does not include adjustments to the contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACT AND OWNER.

<u>Architectural Solutions Inc</u>	<u>South Coast Improvement Company</u>	<u>Holyoke Housing Authority</u>
Architect (Firm Name)	Contractor (Firm Name)	Owner (Firm Name)
		
SIGNATURE	SIGNATURE	SIGNATURE
<u>Shikha Jindal, Project Manager</u>	<u>Allen Higen, Project Manager</u>	
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
<u>5/29/2024</u>	<u>5/29/2024</u>	
DATE	DATE	DATE



South Coast Improvement Company
 13 Marconi Ln
 Marion, Massachusetts 02738
 Phone: 508-748-6545
 Fax: (508) 748-6549

Project: 02-24-009 - Holyoke Housing Authority - Unit Modifications -
 Phase II - H.J. Toepfert Apartments
 15N., 22N., 32N., 36N. & 38 N. Summer St.
 Holyoke, Massachusetts 01040

Prime Contract Potential Change Order #001: Electrical Buyout Credit

TO:	Holyoke Housing Authority 475 Maple Street, Suite One Holyoke, Massachusetts 01040-3798	FROM:	South Coast Improvement Company 13 Marconi Lane Marion, Massachusetts 02738-1439
PCO NUMBER/REVISION:	001 / 0	CONTRACT:	02-24-009 - HHA - Unit Modifications Phase 2
REQUEST RECEIVED FROM:	Alyson Therrien (South Coast Improvement Company)	CREATED BY:	Alyson Therrien (South Coast Improvement Company)
STATUS:	Pending - In Review	CREATED DATE:	5/23/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:	HHA Toepfert Apts	ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	(\$149,000.00)

POTENTIAL CHANGE ORDER TITLE: Electrical Buyout Credit

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #001 - Electrical Buyout Credit

Per Owner request, this PCO provides the credit from original SOV contracted Electrical Line Item 26-0001 from \$239,000 to the new subcontracted value of \$90,000.

ATTACHMENTS:

#	Budget Code	Description	Amount
1	26-0001.S Electrical.Subcontract	Original electrical Scheduled Value	\$(239,000.00)
2	26-0001.S Electrical.Subcontract	Final electrical scheduled value	\$90,000.00
Grand Total:			\$(149,000.00)

Shikha Jindal (Architectural Solutions Inc.)

Holyoke Housing Authority

South Coast Improvement Company

475 Maple Street, Suite One
 Holyoke, Massachusetts 01040-3798

13 Marconi Lane
 Marion, Massachusetts 02738-1439

Shikha Jindal 05/29/2024
 SIGNATURE DATE

 SIGNATURE DATE

Allen Higans 5/23/2024
 SIGNATURE DATE

Memo



To: Matthew A. Mainville, Executive Director
From: Eric Jimmo, Modernization Coordinator EJ
Date: May 23, 2024
Re: Churchill Homes I&II Security Improvements Project

The HHA was awarded 2019 and 2022 Emergency Safety and Security Capital Grant (ESSG) Funds for security improvements at Churchill Homes I and II. The Authority issued an Invitation for Bids (IFB) with a base bid for the installation of new exterior light fixtures, exterior emergency lighting, new electric services, electric panels and an add alternate for the removal of existing fencing and installation of decorative security fencing. M.L. Schmitt Inc. was awarded the project designed by Tighe & Bond.

The attached Certificate of Substantial Completion was issued by Tighe & Bond after the punch list inspection was performed with the HHA and M.L. Schmitt April 24, 2024. In addition, the attached Certificate of Final Payment & Completion of Work has been issued as the scope of work has been inspected and accepted by the HHA.

Please feel free to contact me if you have any questions or require additional information.

Recommended Resolution:

To approve the Certificate of Substantial Completion and Certificate of Final Completion.



MA LIC.#A13638

May 1, 2024

Holyoke Housing Authority
ATTN Eric Jimmo
475 Maple Street – Suite 1
Holyoke, MA 01040

RE: MLS-11614 – Churchill Security Improvements

We hereby guarantee for one year from March 22, 2024, all material and equipment furnished by us, and all workmanship connected with the work under our contract.

All apparatus and materials furnished for this work is hereby guaranteed to be satisfactory when operated under normal conditions and to be of the size and capacity specified.

Very truly yours,
M.L. SCHMITT, INC.


Peter L. Coppez
President

Telephone (413) 733-7868 • Fax (413) 731-8819
371 Taylor Street • P.O. Box 2070 • Springfield, Massachusetts 01101
E-mail: info@mlschmittelectric.com

FAMILY OWNED AND OPERATED FOR THREE GENERATIONS



Kevin Lagimonier
Building Commissioner

Building Department

Letter of Final Approval

5/13/24

M.L. Schmitt Electric Inc.
371 Taylor St
Springfield MA 01105

Re: EP-2023-0643, EP-2023-0644, EP-2023-0645, EP-2023-0646, EP-2023-0647, EP-2023-0648,
EP-2023-0649, EP-2023-0650

Dear Sir/Madam:

This letter is to inform you that the Electrical work completed under the referenced permits have been inspected and conform to NEC 2023 and 2023 MA Electrical Code. The permits have been closed and are considered completed.

Sincerely,

Michael Bullough

Michael Bullough
Electrical Inspector

CITY HALL ANNEX • 20 KOREAN VETERANS PLAZA • ROOM 300 • HOLYOKE, MASSACHUSETTS
01040-5019

PHONE: (413) 322-5600 • FAX: (413) 322-5601 • EMAIL: WWW.HOLYOKE.ORG

Birthplace of Volleyball

Certificate of Substantial Completion

Project: Churchill Security Improvements

Owner: Holyoke Housing Authority

Owner's Contract No.:

Engineer: Tighe & Bond Designer Services

Engineer's Project No.: H1490-036

Contractor: M.L. Schmitt, Inc.

Contractor's Address: 371 Taylor Street, P.O. Box 2070, Springfield, MA 01101

This Certificate of Substantial Completion applies to all Work.

04/24/2024

Date of Substantial Completion

The Work to which this Certificate applies has been verified by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The Date of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract, except as stated below.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance and warranties upon Owner's use or occupancy of the Work shall be as provided in the Contract, except as amended as follows:

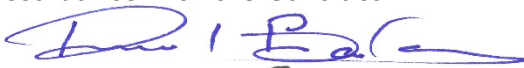
Amendments to Owner's Responsibilities: None As follows:

Amendments to Contractor's Responsibilities: None As follows:

The Contractor is also contractually responsible to complete the following items:


1. The one-year correction period begins on the date of Substantial Completion. Contractor must abide by the requirements outlined in Clause 23 of the General Conditions.
2. The Contractor shall satisfy the requirements of Section 01770, Closeout Procedures, including the submission of as-built drawings, O&M manuals, and warranties.
3. Warranties for all work and equipment associated with Churchill Security Project are effective starting on the date of Substantial Completion.
4. Bonds must be provided and maintained for a period of one year after final payment and completed operations insurance must be provided for a period of two years after final payment.

This Certificate does not constitute an acceptance of Work that is not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract.


Executed by Engineer

05/02/2024

Date


Accepted by Contractor

05/09/2024

Date

Accepted by Owner

Date

Certificate of Final Payment & Completion of Work

Project: Churchill Security Improvements

Owner: Holyoke Housing Authority

Owner's Contract No.:

Engineer: Tighe & Bond Designer Services

Engineer's Project No.: H1490-036

Contractor: M.L. Schmitt, Inc.

Contractor's Address: 371 Taylor Street, P.O. Box 2070, Springfield, MA 01101

Date of Substantial Completion: 04/24/2024

M.L. Schmitt, Inc. agrees to accept the amount of \$296,393.00 as the full value of the work completed and \$14,819.65 as the value of the final payment due for the Churchill Security Improvements project.

By signing this certificate, M.L. Schmitt, Inc. certifies that the Work has been carried out in substantial compliance with the Contract Documents, that the payment amounts included in this Certificate of Final Payment are correct, and that the labor, equipment, materials, and subcontractors have been paid or will be paid in accordance with the requirements of the Contract Documents and all applicable state and local regulations.

Per Clause 23 of the General Conditions for this project (Section 00700), M.L. Schmitt, Inc. must provide a one-year correction period. The date of Substantial Completion, 04/24/2024, is the start of the correction period. M.L. Schmitt, Inc. must abide by the requirements listed in Clause 23 regarding the correction period. The correction period ends on 04/23/2025.

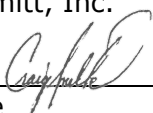
Clause 27 of the General Conditions indicates that the making and acceptance of final payment:

1. will not constitute a waiver by Owner of claims or rights against Contractor. Owner expressly reserves claims and rights arising from unsettled Liens, from defective Work appearing after final inspection pursuant to Clause 27, from Contractor's failure to comply with the Contract Documents or the terms of any special guarantees specified therein, from outstanding Claims by Owner, or from Contractor's continuing obligations under the Contract Documents.
2. will constitute a waiver by Contractor of all claims and rights against Owner other than those pending matters that have been duly submitted or appealed under the provisions of Clause 31.

In accordance with the General Conditions, M.L. Schmitt, Inc. agrees to provide and maintain performance and payment bonds for a period of one year after the date of final payment, and completed operations insurance for a period of three years after the date of final payment. The form and substance of such bonds and insurance shall be as specified in the Contract Documents. M.L. Schmitt, Inc. must furnish evidence of continuation of such bonds and insurance to Holyoke Housing Authority before final payment will be issued.

M.L. Schmitt, Inc.

Signature



5/16/2024

Date

Craig Amelisko - Project Manager

Print Name & Title

Memo



To: Matthew A. Mainville, Executive Director
From: Eric Jimmo, Modernization Coordinator EJ
Date: May 23, 2024
Re: Beaudoin Village Boiler Replacement Project

The HHA was awarded a HUD Capital Fund Hazard Grant to address the current boiler configuration at Beaudoin Village. Currently many units have a basement and share a venting system. The HHA undertook a full boiler assessment to understand the scope of the issue and to chart a course forward. This evaluation determined that the boilers are at the end of life and that the existing venting design does not meet current building codes. HHA issued an Invitation for Bids (IFB) for replacement of 70 gas fired boilers at this development. All work to be completed within 150 days of issuance of the Notice to Proceed.

Two bids were released electronically at 10AM May 8, 2024. Attached please find a bid evaluation letter from the designer, Tighe & Bond.

The apparent low bidder is Boulanger Plumbing & Heating Inc. from Easthampton MA with a bid in the amount of \$987,777.

After reviewing the qualifications and discussing with the Designer, it is my recommendation, that in the best interest of the HHA, the contract for Boiler Replacement at Beaudoin Village should be awarded to Boulangers Plumbing & Heating Inc., the lowest responsive, responsible bidder.

Please feel free to contact me if you have any questions or require additional information.

Recommended Resolution:

To award the Boiler Replacement at Beaudoin Village, Boulanger Plumbing & Heating Inc., the lowest, responsive, responsible bidder in the amount of \$987,777.

H1490-039
May 23, 2024

Eric Jimmo
Modernization Coordinator
Holyoke Housing Authority
475 Maple Street, Suite One
Holyoke, MA 01040

Re: **Beaudoin Village Apartments Boiler Replacements
Contractor Bid Evaluation**

Dear Eric:

On Wednesday May 8th, the Holyoke Housing Authority opened two bids for the Beaudoin Village Apartments Boiler Replacements Project. The bidders, their respective bid prices, and Tighe & Bond's opinion of probable construction cost are as follows:

Contractor	Total Bid Amount
Boulangers Plumbing and Heating, Inc	\$987,777
Pittsfield Pipers, Inc	\$1,416,290
<i>Tighe & Bond's Opinion of Probable Construction Cost</i>	<i>\$1,100,000</i>

The attached bid tabulation presents a direct comparison of the bids in more detail.

As requested, we reviewed bid information submitted by the apparent low bidder, as well as reviewed performance and financial reference information. The results of our review are summarized below together with opinions reached.

Bid Evaluation

The bid including attachments submitted by the apparent low bidder, Boulangers Plumbing and Heating, Inc, appears to be in conformance with the requirements of the bidding documents.

Their bid listed the total bid price as the bid deposit amount. We requested clarification from Boulangers Plumbing and Heating, Inc, and they submitted a letter stating the \$1,200,000 bid bond is a clerical error and the bond is 5% of the bid amount.

Boulangers Plumbing and Heating, Inc's bid did not have the HUD 5369-A Section 4 complete. They submitted a letter clarifying this was a clerical error and resubmitted the complete form.

The bids received appear to be generally in line with our OPCC.

Reference Evaluation for Performance

Tighe & Bond reviewed the project reference lists provided with Boulangers Plumbing and Heating, Inc's bid and contacted selected references by telephone or other means to verify Boulangers Plumbing and Heating, Inc's performance with respect to quality of workmanship, work schedules on prior projects, submittal and change order processing, cooperation, and overall satisfaction. The references contacted have worked with Boulangers Plumbing and Heating, Inc on projects ranging from less than \$15,000 to over \$2,300,000. Based on the information provided from contacted references, it appears that Boulangers Plumbing and Heating, Inc has the experience to perform the work.

All the external references we were able to reach had positive feedback. The general comments from respondents indicated that the project managers were pleasant to work with, all on-site personnel was cooperative with owner representatives and residents, the quality of their work was good, and that the projects were well staffed, well organized, and fair with change orders.

We received feedback from two internal references at Tighe & Bond who had worked with Boulangers Plumbing and Heating approximately ten years ago. The feedback from these two references was generally negative. Boulangers Plumbing and Heating provided a response to this feedback addressing the concerns, which is attached to this letter.

Reference Evaluation for Financial Standing

Tighe & Bond received a letter from BankESB, which Boulangers Plumbing and Heating, Inc provided as a financial reference. Boulangers Plumbing and Heating, Inc has been in good standing with BankESB since 1987, the inception of their relationship.

In addition, Tighe & Bond reviewed financial rating information regarding The Ohio Casualty Insurance Company, the company that provided Boulangers Plumbing and Heating, Inc's bid bond for this project. The Ohio Casualty Insurance Company has an "A" (excellent) rating and a financial size category XV (\$2 billion or greater) with AM Best Company.

Based on the information made available and reviewed, it is our opinion that Boulangers Plumbing and Heating, Inc has demonstrated that it is the lowest responsible and eligible bidder for the Beaudoin Village Apartments Boiler Replacements Project. We trust that the information provided herein will assist Holyoke Housing Authority in making an award of the contract for the Beaudoin Village Apartments Boiler Replacements Project, contingent upon the following:

- Receipt of required Performance and Payment Bonds
- Receipt of required Certificates of Insurance

Upon authorization by Holyoke Housing Authority, we will issue a "Notice of Award" to the Contractor designated as the lowest responsible and eligible bidder notifying them that they are the successful bidder and requesting that they submit the required bonds and certificates of insurance, and coordinate with the Holyoke Housing Authority to execute a contract.

Please call me at (413) 563-5603 with any questions.

Very Truly Yours,

TIGHE & BOND, INC.



Sean Pringle, PE
Senior Engineer

Enclosures

Copy: Janara Healy

\\\\tighebond.com\data\Data\Projects\H\H1490 HHA On-Call\039 Beaudoin Village Boiler Replacements\Bidding\Award\HHA Beaudoin Village Apts Boiler Replacements Contractor Bid Evaluation Letter.docx

Memo



To: Matthew A. Mainville, Executive Director
From: Janara Healy, Assistant Executive Director for Operations *JH*
Date: May 24, 2024
Re: Invitation for Bid – Two-Year Maintenance for Nine Passenger Elevators and One Lift

The Invitation for Bid (IFB) for Two-Year Maintenance of Nine Passenger Elevators and One Lift was publicly advertised stipulating all bids would be accepted electronically until 2PM Wednesday, May 8, 2024. The HHA hired VDA, a vertical transportation consultant, to assist with maintenance performance specifications and bidding as well as the performance of a comprehensive equipment evaluation survey to determine overall maintenance being performed and to include maintenance deficiencies. None were identified to include in solicitation.

Three bids were released electronically in response to the IFB. Attached is a list of these bids as well as a recommendation from VDA.

The HHA corrected a calculation error for TK Elevators Schedule of Units Prices for the base lump sum amount for the 24-month term as the lift wasn't included. As TK Elevator demonstrated reliability and integrity in past performance, it is my recommendation, that in the best interest of the HHA, the contract for Two-Year Maintenance for Nine Passenger Elevators and One Lift should be awarded to TK Elevator who submitted a bid amount of \$154,396.68 with a billable rate of \$637.50/hour and team rate of \$675/hour.

If you have any questions, please feel free to contact me.

Recommended Resolution:

To award the Two-Year Maintenance of Nine Passenger Elevators and One Lift to TK Elevator in a bid amount of \$154,396.68 with a billable rate of \$637.50/hour and team rate of \$675/hour.

GC E-Bid : List of bids received 05/08/24 02:00 PM Maintenance for Nine Elevators and One Lift 861571

Company	Base Lump Sum Bid ▾	Bid Package	Action	Comments
TK Elevator, 295 University Ave, Westwood, MA 02090	\$147,308.00	View File	Approve Reject	
3Phase Elevator Corp , 65 N Plains Industrial Rd , Wallingford, CT 06492	\$169,824.00	View File	Approve Reject	
United Elevator, 150 Recreation Park Drive Suite 8, Hingham, MA 02043	\$174,600.00	View File	Approve Reject	

Close Save



www.vdassoc.com

E-mail: rcampbell@vdassoc.com

Phone: 978-572-6469

100 Summer Street, Suite 1600, Boston MA 02110

February 16, 2022

VIA E-MAIL:

jhealy@holyokehousing.org

Ms. Janara Healy, Assistant Executive Director for Operations
Holyoke Housing Authority
475 Maple Street, Suite One
Holyoke, Massachusetts 01040

Re: Holyoke Housing Authority, 475 Maple Street, Holyoke, MA – Vertical Transportation
VDA No. 72940 - Elevator Maintenance Re-Bid 861571 - Award Recommendation

Dear Ms. Healy:

We have evaluated the bid received on May 8, 2024, for the above referenced project which consists of maintenance, some minor repairs, and cab interior upgrades for your elevator portfolio.

One (1) bid was received as shown below:

TK Elevator	\$154,396.68 (24 Months Preventive Maintenance)
3Phase Elevator	\$169,824.00 (24 Months Preventive Maintenance)
United Elevator	\$174,600.00 (24 Months Preventive Maintenance)

United Elevator withdrew their bid on May 9, 2024, citing a “clerical error”. 3Phase Elevator did not submit the appropriate bid bond.

Our evaluation of the bid received, experience, reputation, and financial condition of TK Elevator indicates that they are capable of completing the work required. Therefore, we recommend the award of the contract to TK Elevator.

Should you have any questions after reviewing this report, please contact our office.

Very truly yours,

Robert Campbell
Associate

RC/js

Leading The Way in Elevator & Escalator Consulting Services

CURRENT ISSUES

1. ADMISSIONS

FEDERAL VACANCIES re-occupied in April 2024 was (5) with an average "make ready" time of (49) days. Average lease up time was (45) days from the "make ready/" slip. Total turnaround time, (94) days.

Federal work orders completed in April 2024 were (563), with an average completion time of (10.25) days.

STATE VACANCIES re-occupied in April 2024 were (0) with an average turnaround time of (0) days.

2. FEDERAL/STATE MODERNIZATION (Please see attached report)

3. DEVELOPMENT REPORT

4. FINANCIAL REPORT (Please see attached report)

5. RESIDENT SERVICES REPORT (please see attached report)

6. LEASED HOUSING REPORT (please see attached report)

7. MIS REPORT

8. PROPERTY MANAGEMENT REPORT

9. LEGAL REPORT

Memo



To: Matthew Mainville, Executive Director

From: Donna Wagner, Admissions and Continued Occupancy Director

Date: June 2024 Board Meeting

Re: Monthly Report

Admissions and Occupancy

Wait List	Number of Bedrooms					Total	Elderly
	1	2	3	4	5 plus		
Federal Public Housing	1056	477	247	45	9	1835	215
Churchill Homes	783	556	269	70	1	1679	152
Section 8 Mod	1168	455	204	25	9	1861	249
HCV						5,000+	

PIH Information Center-The April 2024 PIC reporting rate was 100%.

Congregate House Update- The combined effort of the Admissions staff and WestMass Elder care, has resulted in the Congregate House being completely occupied.

Donna Wagner, Admissions and Continued Occupancy Director

May 23, 2024
Date

Memo



To: Matthew A. Mainville, Executive Director

From: Eric Jimmo, Modernization Coordinator ej and
Janara Healy Assistant Executive Director for Operations jh

Date: May 23, 2024

RE: Federal/State Modernization Report – June 2024

MODERNIZATION REPORT

FEDERAL MODERNIZATION

Energy Service Company (ESCO) – Ameresco

As part of the Energy Performance Contract (EPC), Ameresco forwarded the fiscal year end 2023, Year 8 Annual Measurement and Verification (M&V) report on April 11. The HHA forwarded the report to HUD prior to the April 30 due date.

Exterior Improvements – Churchill Homes I & II

Aegean Builders is progressing with the installation of the new handrails and trim assemblies. Handrail work has been completed on Resnick Blvd, Walnut Ext. and is ongoing on Franklin St. Painters have mobilized and started prep work and painting on front and rear of Resnick Blvd. Project to be Substantially complete by July 10.

Security Improvements – Churchill Homes I & II

M.L. Schmitt has Completed all work per the contract. HHA has received the permit close out letter. A punch list inspection was performed by Tighe and Bond with HHA present on April 24 and no items were noted for correction. A recommended resolution has been forwarded to approve the Certificate of Substantial Completion as well as the Certificate of Final Completion.

Boiler Improvements – Beaudoin Village

Due to natural gas Moratorium by Holyoke Gas & Electric, the HHA is unable to increase the gas consumption. As a result, Tighe and Bond determined to meet hot water temperature code as well as ensure adequate hot water supply for the residents, hot water heaters are required as part of the boiler replacement design and will have to

be electric. HHA purchased 70 highly efficient hot water heaters May 2 to be installed by HHA maintenance staff ahead of the new boiler installation.

An Invitation for Bids (IFB) was released April 8, a Pre-Bid site visit was held April 16 with filed sub bids received May 1 and GC bids May 8 to replace the 70 boilers. A recommendation resolution has been forwarded.

Floor, Kitchen, Bath and MISC Exterior Interior Modernization – Toepfert Apartments (32 North Summer; 22 North Summer; 36 North Summer 1D; 38 North Summer 1A)

A preconstruction meeting was held May 16 with the Notice to Proceed issued May 20 with a 210-day time for completion with a date of December 16 for substantial completion. The general contractor mobilized May 20 with demolition and abatement at 22 North Summer.

The only electrical filed sub bidder withdrew after the contract award and the general contractor selected another electrical contractor without objection by the HHA. A recommendation resolution has been forwarded reducing the contract amount.

Fire Escape – MA 5-3 Toepfert Apts.

Tighe & Bond forwarded the fire escape evaluation and affidavits April 22. Minor deficiencies we identified in the report to address during the five years between evaluations as required by MA Building Code. The deficiencies will be rolled into the phased Toepfert Unit Modernization project and the HHA has requested a proposed change order for the current phase.

Balcony repair and railing replacement- Rosary Towers

HUD approval for a noncompetitive award was received on May 20. Notification and contract documents have been forwarded to Contractor and a Pre-Construction meeting is anticipated to be scheduled first week of June.

Security Improvements – Administrative office

Northeast Security installed card readers at the 11 interior/exterior doors, removed push button levers with new levers and fill plates and awaits a crash bar for the front entrance to wrap up the project.

Executive Office of Housing and Livable Communities (HLC) STATE MODERNIZATION - Financial Information System for Housing (FISH)

The HHA awaits request for designer services work orders from HLC for ***FISH 137096 Window Replacement – Congregate House and FISH 137097 Window and Exterior Doors –41, 43 Hamilton St; 518,520 South Summer St*** as approved in the Capital Improvement Plan (CIP) 2024.

An introduction/expectation meeting was held with Ehrlick Pest Control Team along with the HHA team May 8. Integrated Pest Management (IPM) inspections kicked off May 21 with Falcetti Towers and Coughlin Apartments. Additional developments to be inspected May 28.

Memo



To: Janara Healy, Assistant Executive Director for Operations
From: Sarah Meier-Zimbler, Director of Development smz
Date: May 28, 2024
Re: Development Report – June 2024

South Holyoke Homes

Phase 2 - Homeownership

- We submitted an application to MassHousing's Commonwealth Builder Program to build 20 units of affordable homeownership on four sites. The MassHousing funding would provide \$250K per unit as well as \$2M for site work. We anticipate a funding commitment this summer.
- We submitted permit applications and an ANR to the Holyoke Planning Board for 16 of the units. All of the permits were eventually approved, however our fencing plan was modified as the Planning Board only wants four foot fencing in front yards instead of the proposed six feet.
- Our zone change application was approved so that we can build four more homeownership units on South East Street and Adams Street (across from Central Maintenance). We will be submitting permit applications to the Planning Board for the four additional units in June.
- We are hoping to start site work in August and have the modular boxes delivered in October.
- Western Builders is currently deciding between two modular companies but has committed to the October deadline.
- Tighe and Bond prepared bid documents for a small environmental cleanup at 163 Clemente Street with bids due back at the end of May. We hope that by doing this work first we will meet MassDEP deadlines and reduce the fees we will have to pay.
- We are also working with our marketing consultant on application and lottery processes.

Phase 3

- We are aiming to submit a funding application to EOHLIC next fall and have begun work with our design team on a 40-unit rental building on South East Street between Sargeant and Adams Street.
- We have been meeting regularly with our financial consultant, ICON Architecture, Berkshire Design and Western Builders to advance pre-development plans.
- We have been researching incentives for green building and have had conversations with the HG&E as well as MassHousing.
- The zone change application for the site was approved unanimously by the City Council.
- We are preparing to submit a Site Plan Review application to the Holyoke Planning Board next month and will also be submitting an application to the Stormwater Authority.

Memo



To: Janara Healy, Assistant Executive Director of Operations

From: Ryan Kelly, Director of Accounting

Date: May 28th, 2024

Re: Finance Report – June Board Meeting

Teresa came into the office on May 22nd to prepare the March financials as well as finalize items for the upcoming 2023 audit. Marcum will be in the office on June 5th and 6th to perform their on-site fieldwork.

Other important items from May include:

- Churchill I and II's tax returns were submitted by Cohn Resnick on 5/1/2024.
- The May Executive Office of Housing and Livable Communities (EOHLC) Energy Reports were submitted on 5/6/2024.
- The Massachusetts Rental Voucher Program (MRVP) Requisition was submitted to HAFIS on 5/7/2024.
- The April Voucher Management System (VMS) Report was sent to Teresa on 5/17/2024 and submitted by Teresa on 5/22/2024.
- First quarter operating statements, account receivables, and modernization reports will be sent to EOHLC by 5/30/2024.

Memo



To: Matthew A. Mainville, Executive Director

From: Justine Sabbs, Director of Resident Empowerment and Community Programming

Date: May 28, 2024

Re: Resident Services Report

Moving to Work – The FY23 MTW Annual Report was approved by HUD on May 28, 2024. We will soon begin working on the FY2025 Annual Plan which is due to HUD by October 15, 2024.

Family Self-Sufficiency/ROSS Grant – HHA received a FY23 Grant Award to allow us to continue this critical work. HHA received a 3-year Resident Opportunity and Self-Sufficiency (ROSS) grant award for 2024-2027 to continue to support resident needs.

General Updates/Resident Services –

Jashira Diaz started as the Public Housing Family Self-Sufficiency Program Coordinator on May 13th.

Congratulations to Family Self-Sufficiency participant, Janice Garcia, who successfully completed the program and purchased her own home here in Holyoke! Janice shared an excellent testimony regarding her time in the program:

"I want to first thank you and all of your team for your help throughout this entire process. Having the help from HHA while achieving all my steppingstones, you were the anchor that has helped me get to my destinations. Thank you all for all your support, dedication, and care to helping our community grow. Holyoke should be proud of such organization that has helped me since I became a mom at a very young age. Now I have an associate degree in nursing which has propelled my girls and I into our now new home. All thanks to this amazing program that has helped thousands, including myself, get up on their feet in current times like these. Although, my heart is saddened I may not see you on our regular meeting schedules. It is with great joy, I give my voucher back to HHA, and to someone like my previous self, that might be in great need of the help. I can't fully express my gratitude to all of you. I thank you again and best wishes!"

EOHLC RSC Grant – Staff continues to engage with residents in our state-aided public housing: Seibel Apartments, Congregate House, and scattered site 705s to determine any needs or concerns and will base programming based on those results.

Federal Public Housing Family Self-Sufficiency – No new contracts of participation were signed during this time period. 55 households are currently participating in the program.

Highlights!! – A Toepfert participant successfully completed the FSS Program and received an escrow check for just over \$13,000!

Section 8 Family Self-Sufficiency/Homeownership – 2 new contracts of participation were signed during this time frame. There are 76 participants enrolled in the program. There are now 30 participants currently enrolled in the Section 8 homeownership program.

Highlights!!- An HCV participant got a promotion through her work at Soto Home Care. Another HCV participant is now employed full-time with LMERG, Inc. as a PCA.

Scholarships – There are currently several scholarship opportunities open to both staff/immediate families and residents: HAI Group, MassNAHRO, NERC NAHRO, and WMHAEDA and all applications have been submitted. We have been notified that a Section 8 tenant and Holyoke High School graduating senior has been awarded the NERC NAHRO Scholarship!

HUD Approved Housing Counseling – We are proud to share that we have received a formal approval from HUD to continue offering housing counseling services through September 28, 2025.

First-Time Homebuyer Workshops – Two daytime workshops will be held in June. June 4 & 5 in English and June 18 & 20 in Spanish. We will likely take a hiatus over the summer months and reconvene workshops in September.

We have received renewal of our Massachusetts Homeownership Collaborative Seal of Approval to offer homebuyer education classes through December 31, 2025.

Vivian will soon begin offering Financial Literacy & Credit courses in English and Spanish.

Borrower's Assistance Program (BAP) – Two applications received during this time frame, one received assistance and one is still pending.

Oakhill Homes Resale/Refinance – There are currently three homes for sale, however they only have the HHA Ramos Rider for 10 years which have all expired. I am working with Attorney Chesky to provide mortgage discharges.

Mobile Food Bank & Atlas Farm Mobile Market – Distributions were held May 6 and 20, and 163 households received food for their families. Distributions will be held June 3 and 17.

Holyoke Department of Transitional Assistance Advisory Board- The next meeting will be held on June 7th via zoom. We will be discussing opportunities for interagency engagement and a charitable drive.

Memo



To: Matthew Mainville
From: Cara Quinn
cc: Nick Ottomaniello
Date: May 28, 2024
Re: Leased Housing Report

Housing Choice Voucher Program (HCVP)

Total Number Leased HCV May 1st 1422
Total Number Shopping: 60
Total Number Inspections HCV (April) 245

	\$2,398
Total Fraud Recovery for April 2024	
Total Under Repayment Agreements	25
Number of clients terminated for April 2024	6
Number of New Agreements for April 2024	2

The reporting rate for the Section 8 Voucher Program in PIC is 100% as of April 30, 2024.

Jackie Santiago, the Housing Navigator, has been beneficial in helping tenants find units to lease up in and increase our base line number.

Memo



To: Matthew Mainville, Executive Director
From: Brian Burbank, Chief Information Officer
Date: May 28, 2024
Re: MIS Report

Software:

The Emphasys Elite upgrade to version 2.5 has been completed. We have also applied a few additional patches to keep us up to date and to fix some issues that were introduced with the new version.

Website:

The website was updated with the following articles:

- Beaudoin Village Apartments Boiler Replacement Project
- First Time Homebuyers Workshop June 2024 – Spanish
- Invitation to Bid – Elevator Maintenance
- Contaminated Soil Removal Project
- The Family Self-Sufficiency Program Graduate Purchases Home
- First Time Homebuyers Workshop June 2024 – English
- Request for Proposals – Legal Services
- Request for Proposals – Coin Operated Laundry Services

Keyfob Security:

South Holyoke Homes - We have updated the door entry system at the Phase I building to give tenants access to the front entrance with keyfobs.

Falcetti Towers – The door entry keyfob system has been upgraded. We have removed the push button systems and installed keyfob readers throughout the office area. The two employee entrances in the back of the building have also been upgraded to allow for keyfob entry into the building. The front office admissions entrance is also being upgraded but is currently waiting on a parts backorder.

Security Cameras:

Coughlin Apartments - We have added an additional camera to the basement of Coughlin Apartments. The new camera gives a view of the main hallway and the elevator.

Zielinski Apartments - We have also added an additional camera at Zielinski Apartments. The new camera is on the roof and gives us an overview of the area behind the building.

Beaudoin Village - We have begun work at Beaudoin Village to fix some issues with cameras and the camera network at that site. As part of this process some network wiring has been replaced. New hardware was also installed, a new building to building radio was configured to replace one that was malfunctioning and a camera that had stopped working was replaced with a new camera.

Falcetti Towers - The last two analog security cameras at Falcetti Towers have been replaced with new digital security cameras and have been added to the recording system. These cameras give us an inside view of the two side doors of the building.

Memo



To: Matthew A Mainville, Executive Director
From: Awilda McKinney, Director of Property Management
Date: May 29, 2024
Re: Director of Property Management Report

Towing & Storage Services

Hampshire Towing impounded 2 (two) vehicles from May 1, 2024, through May 29, 2024, from patrols.

- **Falcetti Towers:** May 1, 2024 - 1 vehicle was impounded.
- **Beaudoin Village:** May 17, 2024 - 1 vehicle was impounded.

Holyoke Housing Authority staff will continue to meet as needed.

Trainings:

Jonathan Hernandez completed & received PHM Certification

HHA Events

Mother and Father's Day party in Falcetti CR

Legal

24 (twenty-four) new 30-day Notices for non-payment were done for the month of May 2024.

- | | |
|-------------------------|---------------------------|
| • Beaudoin Village: 12 | • Ramos Units: 0 |
| • 705's Units: 1 | • Congregate House: 0 |
| • Falcetti Towers: 5 | • Coughlin Apartments: 1 |
| • Seibels Apartments: 1 | • Toepfert Apartments: 5 |
| • Rosary Towers: 1 | • Zielinski Apartments: 0 |
| • Beaudry-Boucher: 2 | • Churchill II: 0 |
| • Churchill I: 0 | • South Holyoke Homes 1 |

Memo



To: Matthew A. Mainville, Executive Director

From: Beverly Savage, HR Manager

Date: May 29, 2024

Re: HR Updates: New Hires, Promotions and Events

Union Negotiations

The beginning talks has been scheduled for mid -July 2024 with AFCSME for the new next 3- year union contract which will be effective January 1, 2025 – December 31, 2027.

New Hire(s):

Jashira Diaz has been hired as “FSS Public Housing Coordinator” (Justine Sabbs is her Supervisor).
Ivelisse Lozada has been hired as “Admissions and Occupancy Assistant” (Donna Wagner is her Supervisor).

Promotions:

The open Maintenance I position has been decided. And the communication to all internal candidates is underway.

Events:

- HHA will have a Full Staff portrait done on Thursday May 30, 2024.
- There will be a Full Staff “De-escalation” training on Wednesday June 26, 2024. PASS (Protective Advance Safety Services).
- Summer Fling is scheduled for Friday July 26, 2024 at Summitt View from 4:00 p.m. – 8:00 p.m.