

**July 22, 2015**

**STATEMENT OF PROCEEDINGS**

*The Minutes of the*

***HOUSING AUTHORITY  
REGULAR MEETING***

**COUNTY OF SAN DIEGO**

STATEMENT OF PROCEEDINGS  
SAN DIEGO COUNTY HOUSING AUTHORITY  
REGULAR MEETING  
MEETING AGENDA  
WEDNESDAY, JULY 22, 2015, 9:00 A.M.  
BOARD OF SUPERVISORS NORTH CHAMBER  
1600 PACIFIC HIGHWAY, ROOM 310, SAN DIEGO, CALIFORNIA

MORNING SESSION: Meeting was called to order at 9:04 a.m.

PRESENT: Commissioners Bill Horn, Chairman; Dave Roberts, Vice Chairman; Dianne Jacob; Greg Cox; Ron Roberts; Sandra Marsh; Francisco Penalosa; also Marvice Mazyck, Deputy Secretary.

Public Communication: [No Speakers]

NOTICE: THE BOARD OF SUPERVISORS MAY TAKE ANY ACTION WITH RESPECT TO THE ITEMS INCLUDED ON THIS AGENDA. RECOMMENDATIONS MADE BY COUNTY STAFF DO NOT LIMIT ACTIONS THAT THE BOARD OF SUPERVISORS MAY TAKE. MEMBERS OF THE PUBLIC SHOULD NOT RELY UPON THE RECOMMENDATIONS IN THE BOARD LETTER AS DETERMINATIVE OF THE ACTION THE BOARD OF SUPERVISORS MAY TAKE ON A PARTICULAR MATTER.

**Housing Authority Agenda Items**

**Agenda #    Subject**

1.        AUTHORIZATION TO ADVERTISE AND AWARD A CONSTRUCTION MANAGER AT RISK CONTRACT FOR THE RENOVATION OF HOUSING AUTHORITY BUILDING LOCATED AT 3989 RUFFIN ROAD IN SAN DIEGO AND TO NEGOTIATE AND EXECUTE A LEASE FOR THE TEMPORARY RELOCATION OF DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT STAFF  
[FUNDING SOURCES: HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE RESERVE FUND, MAINSTREAM ADMINISTRATIVE RESERVE FUND, AND MODERATE REHABILITATION ADMINISTRATIVE RESERVE FUND]

**HA1. SUBJECT: AUTHORIZATION TO ADVERTISE AND AWARD A CONSTRUCTION MANAGER AT RISK CONTRACT FOR THE RENOVATION OF HOUSING AUTHORITY BUILDING LOCATED AT 3989 RUFFIN ROAD IN SAN DIEGO AND TO NEGOTIATE AND EXECUTE A LEASE FOR THE TEMPORARY RELOCATION OF DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT STAFF (DISTRICT: 4)**

**OVERVIEW:**

The Department of Housing and Community Development of the County of San Diego (HCD) currently occupies a 29,000 square foot building located at 3989 Ruffin Road, San Diego (the Building). The Building is owned by the San Diego County Housing Authority (Housing Authority). The Housing Authority has no staff, but contracts with HCD for staff and support services under an Agreement entered into on January 7, 2004. Pursuant to this Agreement, HCD performs all Housing Authority services. The configuration of the Building does not meet the changing operational and business needs of the Housing Authority. In addition, major building systems within the nearly 35-year-old building have reached their end of life and are in need of replacement.

The proposed project is a full renovation of the Building (the Project), and includes reconfiguration of the floor plans, upgrades to building and office systems, and the incorporation of sustainable design elements intended to reduce operational costs and to allow the Housing Authority to pursue Leadership in Energy and Environmental Design (LEED) Certification for the Building. This work will be delivered using the Construction Manager at Risk (CMAR) delivery method. Due to the disruptive nature of the renovation activities, HCD staff will be required to vacate the building and relocate to a temporarily leased space.

The Housing Authority requests that the Board of Commissioners authorize the Director of the Department of Purchasing and Contracting of the County of San Diego (DPC) to advertise, award, and execute on behalf of the Housing Authority, a CMAR contract for the Project. Further, this request would designate the Director, Department of General Services, as the County Officer responsible for administering CMAR contract on behalf of the Housing Authority.

The Housing Authority also requests that the Board of Commissioners authorize the Director of the Department of General Services of the County of San Diego (DGS), to negotiate and execute a lease or sublease, on behalf of the Housing Authority, of approximately 29,000 square feet of office space to house HCD staff during the Project, estimated to take between 12 and 18 months. The lease and staff relocation services may be included as part of the CMAR contract if staff determines it would provide the best value to the Housing Authority.

**FISCAL IMPACT:**

Funds for this request are included in the Fiscal Year 2015-16 Housing Authority Approved Budget in the Housing Authority Facility Fund. If approved, this request will result in total project costs of approximately \$6,000,000 for construction and the cost to temporarily relocate HCD staff and operations during construction. The funding sources for the Project and the associated staff relocation are the Housing Choice Voucher Program Administrative Reserve Fund (\$5,910,000), Mainstream Administrative Reserve Fund (\$24,000), and Moderate Rehabilitation Administrative Reserve Fund (\$66,000).

**BUSINESS IMPACT STATEMENT:**

Expenditures for the construction will create private sector jobs and economic opportunities in San Diego County.

**RECOMMENDATION:**

**EXECUTIVE DIRECTOR/CHIEF ADMINISTRATIVE OFFICER**

1. Find that the proposed project is exempt from California Environmental Quality Act (CEQA) review as specified under Section 15301 of the CEQA Guidelines.
2. Authorize the Director, Department of Purchasing and Contracting, to advertise, award, and execute a Construction Manager at Risk (CMAR) contract on behalf of the San Diego County Housing Authority (Housing Authority) for the renovation of the building located at 3989 Ruffin Road, San Diego.
3. Designate the Director, Department of General Services, as the County Officer responsible for administering the awarded CMAR contract, on behalf of the Housing Authority.
4. Authorize the Director, Department of General Services, on behalf of the Housing Authority, to negotiate and execute a lease of approximately 29,000 square feet of space, to house Department of Housing and Community Development (HCD) staff during the renovation of the building located at 3989 Ruffin Road, San Diego Project, estimated to take between 12 and 18 months.

**ACTION:**

ON MOTION of Commissioner Penalosa, seconded by Commissioner Marsh, the Board of the San Diego County Housing Authority took action as recommended.

AYES: Cox, Jacob, D. Roberts, R. Roberts, Horn, Marsh, Penalosa

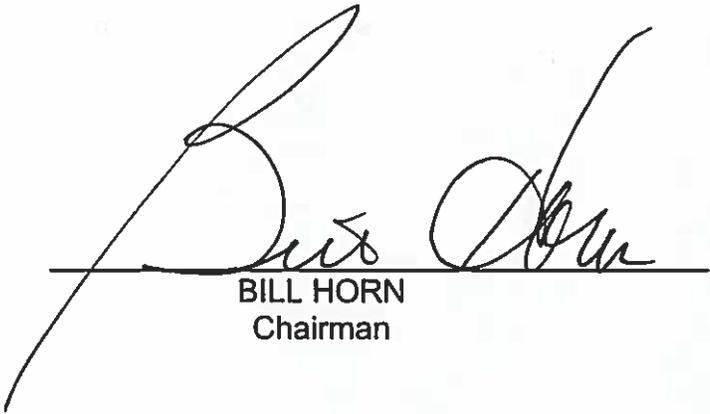
There being no further business, the Board adjourned at 9:26 a.m.

DAVID HALL  
Deputy Secretary of the  
Housing Authority of the  
County of San Diego

Consent: Lopez  
Discussion: Zurita

NOTE: This Statement of Proceedings sets forth all actions taken by the Housing Authority on the matters stated, but not necessarily the chronological sequence in which the matters were taken up.

Approved by the Board of Commissioners, on Tuesday December 15, 2015.



BILL HORN  
Chairman

Attest:



DAVID HALL  
Clerk of the Board