

DEVELOPMENT VENTURES INCORPORATED

AGENDA, REPORT, FINANCIALS, MINUTES

FOR

REGULAR MEETING OF THE BOARD OF DIRECTORS

MAY 25, 2011

**Thomas M. Niemann
Chairman**

**Dallas J. Parks
President**

DEVELOPMENT VENTURES INCORPORATED

MEMORANDUM

TO: Board of Directors

FROM: Thomas M. Niemann, Chairman

SUBJECT: Regular Meeting Held May 25, 2011

DATE: May 17, 2011

OFFICERS: Chairman – Thomas M. Niemann; President – Dallas J. Parks; Vice President – John S. Ramsey; Secretary – Dallas J. Parks; Assistant Secretary – Brenda B. Edwards

The regular meeting of the Board of Directors of Development Ventures Incorporated will be held after the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham, on Wednesday, May 25, 2011, at the Central Office of the Durham Housing Authority, located at 330 East Main Street, Durham, North Carolina.

AGENDA

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I. Call to Order	
II. Comments from the Public	
III. Additions to the Agenda	
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V. <u>Information Items</u>	
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Note: To be sent under separate cover	
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EXECUTIVE SESSION

PRESIDENT'S REPORT

Strategic Result #4: Quality Affordable Housing/New H.O.P.E. (Housing Opportunities for People Everywhere)

Goal 1: *To increase the number of quality, safe, affordable multi-family units through rehabilitation efforts.*

Task 1: Complete the necessary actions to renovate the Edgemont Elms 58-multi-family rental affordable housing development.

Outcome 1: The pre-bid conference and site tour was held. The bid opening occurred as well during the month.

Outcome 2: All Phase I Relocation 90-Day and Eligibility Notices were signed for. All Phase II, III and IV Relocation Eligibility Notices were signed for.

Task 2: Develop an overall strategy to rehabilitate and increase the occupancy rate of Preiss-Steele Place.

Outcome: A strategy meeting was held on how to rehabilitate and increase the occupancy rate of the site.

Staff received a \$25 certificate from Home Depot which paid for the purchase of plants for the model unit.

Staff acquired a direct-mailing list to assist with vacancies. Staff installed criminal check software on the manager's computer to allow the manager to complete the criminal checks on the spot to determine the applicant's housing eligibility status.

Goal 2: *Decrease the number of unemployed and under-employed residents through employment and training efforts, and establish and/or utilize resident businesses.*

Task: Identify the unemployed and under-employed residents to assist them with obtaining employment and the skills necessary to obtain employment.

Outcome: Staff continued to solicit Section 3 Skill Assessment Surveys from residents in the Edgemont Elms development. This information will be used as a referral resource for contractors.

Goal 3: *To increase the number of quality, safe, affordable units through new*

construction efforts.

Task 1: Complete the necessary actions to construct the proposed Goley Pointe 20-unit multi-family rental development.

Outcome: Staff met with the City's Planning Department to discuss the required zoned. Staff continued to modify the A draft was completed for the preparation of the Mixed -Finance Proposal (Rental term Sheet, F-1 Construction and Permanent budgets, and the Total Development Cost and Housing Construction Cost limit calculations.

Task 2: Complete the necessary actions to redevelop the identified Choice Neighborhoods Initiative target area (McDougald Terrace and the surrounding communities which include 147 on the North, Lincoln Apartments on the South, Bacon Street/Hearthside on the East and Alston Avenue on the West).

Outcome: Staff finalized the Master Planner Request for Qualifications. The Master Planner services were solicited April 10th & 17th. Proposals were received on April 27, 2011.

Task 3: Develop a tool to categorize the public and affordable housing developments into one of the following categories; modernize, demolish/redevelop, dispose of/replace elsewhere, or keep as-is.

Outcome: Staff categorized the housing developments in accordance with the Decision Tree, as well as ranked the housing developments.

MINUTES OF REGULAR MEETING
DEVELOPMENT VENTURES INCORPORATED
330 EAST MAIN STREET
DURHAM, NORTH CAROLINA
APRIL 27, 2011

AGENDA ITEM I

Call to Order

The regular meeting was called to order by the Chairman, Thomas M. Niemann, at 6:51 p.m.

Present:

- David J. Haley
- Barbara F. Lofton
- Gloria M. Nottingham
- George K. Quick
- John S. Ramsey
- Isaac A. Robinson

Absent:

None

Staff Present:

- | | |
|-----------------|------------------------|
| Dallas J. Parks | Vickie Ellis |
| Tammy Atkins | Kelvin Macklin |
| Jean Bolduc | Shannon McLean |
| Jeff Causey | Willie "Sonny" McMahan |
| Jo-Ann Davis | Sabrina Sinegal |
| Brenda Edwards | Rhega Taylor |

Also Present:

Eric Pristell, The Banks Law Firm (via conference call)

A quorum was present, and due notice had been published.

AGENDA ITEM II

Comments from the Public

There were none.

AGENDA ITEM III
Additions to the Agenda

There were none.

AGENDA ITEM IV
Deletions from the Agenda

There were none.

AGENDA ITEM V
Informational Items

President's Report

The report was contained in the board package.

AGENDA ITEM VI
Action Item

ACTION 1 – Approval of Minutes – Board of Directors Regular Meeting Held March 23, 2011

On motion of John Ramsey, seconded by George Quick, the minutes of the regular meeting, held March 23, 2011, were approved as distributed.

There being no further business before the meeting, it was on motion duly made and seconded adjourned at 6: 52 p.m.

Chairman

ATTEST:

(SEAL)

Secretary

DEVELOPMENT VENTURES INCORPORATED

MEMORANDUM

TO: Board of Directors
 FROM: Dallas J. Parks, President
 DATE: May 25, 2011
 SUBJECT: Resolution Approving Selection of Edgemont Elms Renovation Contractor

I. STATEMENT OF ISSUE

The Housing Authority of the City of Durham (DHA), on behalf of Development Ventures Incorporated (DVI), conducted a procurement solicitation for a contractor to complete renovations at Edgemont Elms. As a result of the procurement, we are recommending the selection of Rehab Builders, Inc. for this contract.

II. BACKGROUND

DVI is in the process of completing a major renovation project at the Edgemont Elms property. An Invitation for Bid (IFB) was issued and advertised on March 27, 2011, and April 3, 2011, for renovation services.

In response to the IFB, eight bidders submitted proposals

Contractor Name & License No.	Base Bid	Add Alt. No. 1	Add Alt. No. 2	Add Alt. No. 3	Add Alt. No. 4	Grand Total
Rehab Builders Inc 39446	\$1,844,148.00	\$28,385.00	\$7,018.00	\$5,423.00	\$6,732.00	\$1,891,706.00
JW Grand Inc 25005	\$1,915,000.00	\$35,000.00	\$14,000.00	\$16,800.00	\$22,000.00	\$2,002,800.00
Central Builders of Rocky Mount 3680	\$2,220,222.00	\$36,170.00	\$10,672.00	\$11,136.00	\$11,136.00	\$2,289,336.00
Blue Ridge Enterprises Inc 3491	\$2,228,000.00	\$18,000.00	\$16,000.00	\$11,000.00	\$14,000.00	\$2,287,000.00
Riggs-Harrod Builders, Inc 18667	\$2,270,562.00	\$33,000.00	\$750.00	\$700.00	\$700.00	\$2,305,712.00
Bordeaux Construction Co., Inc 9266	\$2,449,000.00	\$10,000.00	\$25,056.00	\$21,924.00	\$22,302.00	\$2,528,282.00
Gibraltar Construction 6462	\$2,545,800.00	\$36,900.00	\$10,900.00	\$8,143.00	\$10,670.00	\$2,612,413.00
Central Builders of Mebane NC 4176	\$2,566,000.00	\$150,000.00	\$800.00	\$750.00	\$750.00	\$2,718,300.00

The construction budget applicable to work to be performed as part of this contract was estimated at \$2,042,493.72. The low bidder, including all alternates, submitted a bid of \$1,891,706.00. Staff has determined that Rehab Builders, Inc., is the lowest responsible bidder and recommends their selection.

III. RECOMMENDATION

It is recommended that the Board of Directors considers and approves the selection of Rehab Builders, Inc., for the provision of renovation services at Edgemont Elms and authorize staff to execute the appropriate contracts and documents.

RESOLUTION NO. _____

RESOLUTION APPROVING SELECTION OF EDGEMONT ELMS RENOVATION CONTRACTOR

WHEREAS, Development Ventures Incorporated is completing a major renovation project at the Edgemont Elms community; and

WHEREAS, the Housing Authority of the City of Durham, on behalf of Development Ventures Incorporated, conducted a procurement for renovation services to complete the major construction phase of the project at Edgemont Elms; and

WHEREAS, after advertising this opportunity on March 27, 2011, and April 3, 2011, with bids due on April 28, 2011, a total of eight bids were received; and

WHEREAS, the Housing Authority of the City of Durham reviewed the submitted bids and submitting vendors and determined the lowest responsible bidder to be Rehab Builders, Inc., in the amount of \$1,891,706.00 including all alternate work items; and

WHEREAS, the amount submitted by Rehab Builders, Inc., is less than the estimated cost of \$2,042,493.72 for the scope of work,

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Development Ventures Incorporated finds as follows:

1. That a contract be awarded, upon successful negotiation, to Rehab Builders, Inc., in the amount of \$1,891,706.00 consistent with the scope of work specified in the Invitation for Bid;
2. That, consistent with 24 CFR 85.36(b)(9) Procurement Standards, the Housing Authority of the City of Durham maintains records sufficient to detail the significant history of the procurement, including the basis for the selection and contract prices;
3. That the Chief Executive Officer is hereby directed to execute all contracts or other documents necessary to effectively award this contract;
4. That this approval is contingent upon approval by the Greensboro Field Office of the U.S. Department of Housing and Urban Development;
5. That this Resolution shall take effect immediately.

Done this 25th day of May 2011.

RECORDING OFFICER'S CERTIFICATION

I, Dallas J. Parks, the duly appointed Secretary of Development Ventures Incorporated, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Directors of Development Ventures Incorporated held on May 25, 2011.

(SEAL)

BY: _____
Dallas J. Parks, Secretary