



SSFHA
South San Francisco
Housing Authority

350 C Street South San Francisco CA

Office: 650-583-7631

AGENDA
Regular Meeting
Monday January 13, 2025 at 6:00pm

Pledge of Allegiance

- I. Roll Call and Declaration of Quorum
- II. Public Comment (Comments are limited to 3 minutes)
- III. Previous Minutes: Regular Meeting December 9, 2024
- IV. New Business:
 - A. Approve Proposal from ALCAL Roofing to repair and replace 3 roofs, Buildings 364, 368 and 370 at the South San Francisco Housing Authority Site.
***Public Comment**
 - B. Best Practices Committee Report Status: Avin Sharma, Chair
***Public Comment**
- V. Executive Director Report:
 - A. Housing Related Hazards Grant and Lead Paint Hazards Grant Project Status
***Public Comment**
 - B. Housing Authority Exterior Painting Project
***Public Comment**
 - C. Emergency Preparedness Neighborhood Training
***Public Comment**
 - D. Mass Communication Sign Up
***Public Comment**
 - E. Digital Inclusion Grant
***Public Comment**
- VI. Approval of Disbursements:
Management Vouchers #2591 to #2620 in the amount of \$41,351.79 and ACH Payments from 12-03-2024 to 12-30-2024 in the amount of \$57,814.49 for a total of \$99,166.28 for the month of December 2024.
- VII. Comments from Commissioners
- VIII. Adjournment: **Next Regular Meeting Monday February 10, 2025**



SSFHA
South San Francisco
Housing Authority

350 C Street South San Francisco CA

Office: 650-583-7631

Public Participation Notice

The South San Francisco Housing Authority Board of Commissioners, welcomes all members of the public to attend the monthly board meetings in person or remotely. The public can also submit written comments to be presented at any regular or special meeting.

To attend in person:

Next Meeting: Monday January 13, 2025

@6:00pm

South San Francisco Housing Authority

350 C Street, South San Francisco, CA 94080

To attend remotely public access:

Topic: SSF Housing Authority Board Meeting

Time: Jan 13, 2025 06:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81139907002?pwd=KSjiYbpOi1uhaFQscGCZQVdsCZeKgX.1>

Meeting ID: 811 3990 7002

Passcode: 615015

How to Submit Written Public Comment: Members of the public not wishing to participate remotely or in person are encouraged to submit public comments in writing in advance of the meeting by 12:00 p.m. on Monday January 13, 2025. Public comments provided in advance should identify the Agenda Item Number in the SUBJECT Line of the email. The comments will be read into the record, with a maximum allowance of 3 minutes per individual comment, subject to the Chairperson’s discretion.

All emailed comments should be a maximum of 500 words, which corresponds to approximately 3 minutes of speaking time. If a comment is received after the agenda item is heard but before the close of the meeting, the comment will still be included as a part of the record of the meeting and read into the record. Comments that are not in compliance with the Housing Authority’s rules of decorum may be summarized for the record rather than read verbatim. We value your input and participation, if you cannot attend by zoom, please send us your 3-minute comments as follows: Email: sosfha@sbcglobal.net

**MINUTES OF THE REGULAR MEETING OF
THE HOUSING AUTHORITY OF THE CITY OF SOUTH SAN FRANCISCO
HELD ON:**

December 9, 2024

DRAFT

The meeting was called to order at 6:05 pm by Chair A. Sharma followed by the pledge of allegiance. Present were as follows and a quorum was declared:

PRESENT:

Commissioners A. Sharma, M. Rashid, N. Nunez, L Mercado, T. Powell, J. Rivas and D. Vong-Spillan

ABSENT:

PUBLIC COMMENT:

No public comment during this item on the agenda.

PREVIOUS MINUTES:

Previous minutes of November 12, 2024 were reviewed by the Board. A request for correction was stated by Commissioner N. Nunez under section New Business, the word Meeting should be spelled out instead of abbreviated. Motion was made by Commissioner N. Nunez and seconded by Commissioner D. Vong-Spillan with two abstentions by Commissioner T. Powell and Commissioner J. Rivas who were not present for the November 12, 2024 meeting. Motion passed by Commissioners present.

OLD BUSINESS:

- A. Board Approval of Final Edits Revised Procurement Policy, Presentation by Mary Wagner, Legal Counsel with Burke, Williams & Sorenson LLP and Procurement Policy Committee Members. Resolution 1145 was introduced and minor grammatical errors were noted. Motion was made by Commissioner D. Vong-Spillan and seconded by Commissioner T. Powell to approve Resolution 1145 The Revised Procurement Policy with edits. Roll Cal was taken as follows:

Chair A. Sharma – Yea

Vice-Chair M. Rashid – Yea

Commissioner D. Vong-Spillan – Yea

Commissioner L. Mercado – Yea

Commissioner N. Nunez – Yea

Commissioner J. Rivas – Yea

Commissioner T. Powell – Yea

Motion passed unanimously

EXECUTIVE DIRECTOR REPORT:

A. Commissioner Training:

It was reported that there are various trainings available to Commissioners if they are interested. The Executive Director will send out training opportunities if Commissioners are interested and will schedule an overview of HOTMA training at a future meeting.

B. Website Social Media Creation and Updates:

The Executive Director is working with members of the Community and the two Tenant Commissioners to create a Social Media presence and update the Housing Authority Website. A Social Media Marketing professional will be hired to assist with the project.

C. South San Francisco Emergency Disaster Training:

A meeting was held at the HUD Field Office in San Francisco, other Public Housing Authorities to hear a presentation from officials from the California Office of Emergency Services to discuss Countywide Emergency planning. Meetings are being held to discuss calibration with all agencies, departments and emergency personnel.

D. South San Francisco Emergency Disaster Policy:

In addition to the Emergency Disaster Training, HUD is developing a uniform policy that every Public Housing Authority can implement.

E. Upcoming NAHRO Washington conference March 10–12, 2025: Commissioners were asked if they were interested in attending to inform the Chair, the Conference is a yearly meeting of all Executive Directors to discuss changes in policies and legislation affecting Public Housing Authorities and services they deliver.

APPROVAL OF DISBURSEMENTS:

Motion was made by Commissioner J. Rivas and seconded by Commissioner D. Vong-Spillan to approve Management Vouchers #2570 to #2590 in the amount of \$50,438.38 and ACH payments for the period of 11-01-24 to 11-27-24 in the amount of \$67,851.92 for a grand total of \$118,290.30 for the month of November 2024. Motion passed unanimously by Commissioners present.

NEW BUSINESS:

- A. Award Ceremony for Tenant Leaders: Awards were distributed to the Tenant Leaders present that could not attend the Banquet held on November 10, 2024.

COMMENTS FROM COMMISSIONERS:

Chair A. Sharma thanked all Commissioners for their participation and thanked the Community for their continued support and participation. Light refreshments were served.

Meeting was adjourned at 7:12 pm

Seal

Chairperson

Attest

Secretary

RESOLUTION NO. 1146

BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF
SOUTH SAN FRANCISCO, STATE OF CALIFORNIA

* * * * *

RESOLUTION ACCEPTING PROPOSAL FROM
ALCAL ROOFING FOR ROOF REPLACEMENT
SERVICES

RESOLVED, by the Board of Commissioners of the Housing Authority of the City of South San Francisco, that

WHEREAS, ALCAL Roofing Company has provided a proposal for replacement of 3 roofs located at the South San Francisco Housing Authority site buildings 364, 368 and 370. See Exhibit A for exact location of buildings.

NOW, THEREFORE, BE IT RESOLVED that the attached proposals, Exhibit "A" dated October 27, 2024 to provide Roof Replacement services for buildings 364,369 and 370 in the amount of \$97,250 is hereby accepted by the Board of Commissioners of the Housing Authority of the City of South San Francisco, and that the Executive Director is authorized to enter into agreement with ALCAL Roofing Company in accordance with the proposal.

Passed and adopted this 13th day of January 2025.

Seal

Chair

Attest

Secretary

MEMORANDUM

TO: Board of Commissioners
FROM: Leah Taylor, Executive Director
SUBJECT: Accepting Proposal for Roofing Replacement Services for Buildings 364, 368 and 370 From ALCAL Roofing

Proposals were solicited for Roofing Replacement of 3 separate buildings on the Housing Authority site. The following proposals were accepted by the following contractors:

ALCAL Specialty Contracting Inc.	\$97,250
North West Pacific Builders Inc.	\$195,000
Gatana Construction	\$169,000

It is my recommendation that the Board award the Roofing Contract to ALCAL Specialty Contracting Inc. as they are the lowest, responsible and most experienced bidder.

**PROPOSAL FROM
ALCAL SPECIALTY CONTRACTING INC.**



CA Lic # 815286

Roofing Proposal

Project:	SSFHA	Date:	1-9-25
Address:	350 C Street, S. San Francisco,	Union:	Yes
Attention:	Mike Silva	Bond Rate:	1%

We propose to furnish and install the roofing systems, including tax as outlined below.

Instruction to bidders dated:	10-14-2024
Drawings dated:	N/A
Specifications dated:	N/A
Addendums dated:	N/A

Scope of work: Attachment A

General qualifications: Attachment B

see following pages for more information:

Building "364"

Tear-off existing composition shingle - \$8,700.
Install Pabco shingle "Pewter-Gray" - \$11,000

Building "368"

Tear-off existing composition shingle - \$8,700.
Install Pabco shingle "Pewter-Gray" - \$11,000

Building "370"

Tear-off existing composition shingle - \$8,700.
Install Pabco shingle "Pewter-Gray" - \$11,000

General Conditions: \$12,500

Stucco Patching (Sub contractor): \$25,650

Grand Total: \$97,250

***Due to volatility in material prices and availability of material, our proposal is based on current market pricing. Our proposal is only valid if we have the right to any increased material costs that may occur up until the time material is delivered to the jobsite. If in fact material prices decline, the owner would be due a credit from our proposal. Please note that some materials have increasingly long lead times.**

Attachment A – Scope of work

1. **Roofing:** Asphalt Shingle

- A) 50 Year Pabco Prestique “Pewter Gray”
- B) Demo existing shingles roof & stucco 6” up to wall detail

Material:

- 1) 50 Year Pabco Prestique – Entire roof; installed per manufacturers recommendation.
- 2) Shingle color to be: “Pewter Gray.”
- 3) Composition shingles to be fastened per standard wind requirements with 4 each 1-1/4” galvanized coil nail per shingle.

Underlayment:

- 1) 30#, 36” ASTM felt – Entire roof

Include (s):

- 1) Pabco Shadow Cap (Hip & Ridge)
- 2) Pabco Universal Starter
- 3) Step shingles flashing.
- 4) Rake to wall flashing – As needed.
- 5) Roof to wall flashing – As needed.
- 6) O25: 3’ round; 6” round; 8” round...etc.
- 7) Simpson vents; 1-1/2” pipe flashing; 3” pipe flashing...etc.
- 8) Composition shingle – o’hagin vents
- 9) Paint - flashings.

General Exclusions:

- A. Temporary roofing and protection from weather
- B. Carpentry, Nailers, backing for the systems such as sheet metal, dens deck, plywood, etc.
- C. Additional Insured other than Owner and Builder
- D. Protection of our work from damage by others

- E. Protection of our work from UV exposure or rain
- F. Protection of installed materials from weather

Specification Clarifications

- A) Warranties shall be in accordance with Alcal's and manufacturer's standard language in lieu of specification's language, which will vary based upon final material and manufacture selection.

Other Clarifications:

- A) Equipment cost included in our pricing is only for Alcal employees. Nothing is included for use of our equipment by the GC, the inspector, etc.
 - B) Alcal operates under the guidelines of the manufacturer. Where no detail is present, we assume the manufacturer's acceptable detail is adequate.
 - a. Alcal to have free use of general contractor's crane during the life of the on-site crane.
 - C) Alcal to work normal work hours, 7am – 3:30pm
-

2. **Stucco Repair:** Perimeter at Balcony (10' x 12'6")

- a. Stucco Tear-off.
 - i. Remove existing Stucco around balcony perimeter.
 - b. Install Stucco
 - i. Install Stucco Stop
 - ii. Install Lath Paper
 - iii. Install Stucco Patch, fasten with Wafer Head Screws
 - Exclusions:
 - o Surface Preparation
 - o Concrete prep (patching holes/honeycombs, bead blasting, grinding, abrasion, etc)
 - o Carpentry, Nailers, backing for the systems such as sheet metal, dens deck, plywood, etc.
 - o Sheet metal flashings & counterflashing's, roof drains & strainers
 - o Protection of our work from damage by others and protection of our work from UV exposure or rain
 - Clarifications:
 - o Alcal to work normal work hours, 7am – 3:30pm
-

Labor rates: Alcal Specialty Contracting qualifies the following rates as our direct costs for labor. These will be used on all T&M work where we are entitled to additional mark ups per the contract documents. Labor Rates Expire 8/1/2025.

	Straight time	Over time	Double time
Apprentice	\$99.97	\$135.82	\$171.67
Journeyman	\$116.44	\$156.75	\$197.05
Foreman	\$121.28	\$164.00	\$206.73

Attachment B – General Qualifications

1. **Schedule:** subcontract to be based on a mutually agreeable schedule based on input and cooperation from Alcal Specialty Contracting
2. **Coordination:** Alcal to coordinate with other trades through general contractor
3. **Installation:** If project schedule is included with bid documents, and if it shows one start date, it is assumed we will have the area ready to start and finish without interruptions, go backs, remobilizations, etc.
4. **Access:** Alcal will require a clear and uninterrupted access to the workspace. Any building materials must be stored in locations that will not impede Alcal's work in progress. Alcal includes no provisions for accessing its work among other subcontractors or materials.
5. **Cleaning:** final cleaning of our systems is not included in our scope of work.
6. **Change Orders:** change orders, work orders, or back charges are to be accepted or rejected by the contractor within 30 days of submission. Any work directed on a time and material basis becomes approved when signed by the contractor's on-site superintendent or other representative with authority to act on the behalf of the contractor. Alcal to have the ability to bill for all change directives within 30 days of submission.

Alcal Specialty Contracting, Inc. understands that there will be circumstances where it is more convenient for the General Contractor to direct Subcontractors to perform additional change order work, or additional work on a time and material basis. In these cases, the contract typically limits the overhead and profit charged by the subcontractor to 15% or some other percentage of direct costs.

Alcal will accept the standard terms for change order work or time and material work in this contract only for nominal amounts of additional work that are incidental to our current contract scope. For purposes of this contract, we define nominal as the lesser of \$5,000 in direct costs or 5% of our base contract value.

Any requests for work that exceed these amounts in aggregate will be quoted to the general contractor. These typically occur due to significant changes or additions to the scope of our work or damage and rework caused by factors outside of Alcal's control. The additional work will be performed once Alcal has received written approval of the quotation and a change order is issued. The general contractor is not obligated to accept quotation from Alcal and Alcal is not obligated to perform the additional work until a change order is issued.

7. Payment for stored materials: this proposal assumes that payments will be approved for stored materials. Payment amounts shall be based on pre-approved scheduled value.
8. Retention: the retention percentage held on our billings will equal the same percent of the contract between general contractor and owner, up to 10%. Retention to be paid upon substantial completion of Alcal's individual scopes of work. No retention to be withheld from Alcal for contracts less than \$25,000 initial value.
9. Schedule of Values: Unless mandated by the Prime contract, Alcal will not break out additional funds to be withheld for punchlist, close outs, etc. This is the same purpose of holding retention.
10. Ponding water: owner/contractor understands that ponding water on a roof structure does not mean it is a defective roof. Tapered systems to be installed per designer's approval of contract documents. Alcal is not responsible for deflections in the substrate or inadequate taper design that results in ponding water.
11. Damages: Alcal shall not be liable for any direct or consequential damages in the event of a strike. Unless responsible for its own delays, Alcal shall be entitled to compensation – including overhead and profit, for any adjustments, delays, disruptions, or acceleration to the project schedule beyond its control.
12. Overhead costs included in our price: we've included sufficient management cost to cover our work through the end date of our work. If the schedule is delayed, Alcal reserves the right to review the schedule and notify GC of any cost increases due to added management time.
13. Indemnification & additional insured: Alcal will not indemnify an architect or engineer, nor list them as an additional insured. Alcal will not indemnify others simply because our work is related to other subcontractor's scope of work.
14. Building codes: It is assumed by Alcal that contract documents comply with current building codes.
15. Safety: general contractor to set up OSHA approved safety requirements for project (perimeter railing, skylight protection, openings properly covered in deck, ingress/egress, etc).
16. OCIP/CCIP: this bid estimate (proposal) was calculated with the assumption that a controlled insurance program was not contemplated for the relevant project or, if a controlled insurance program was contemplated, the documents supporting such program have been provided to Alcal Specialty Contracting inc., with a reasonable time to review

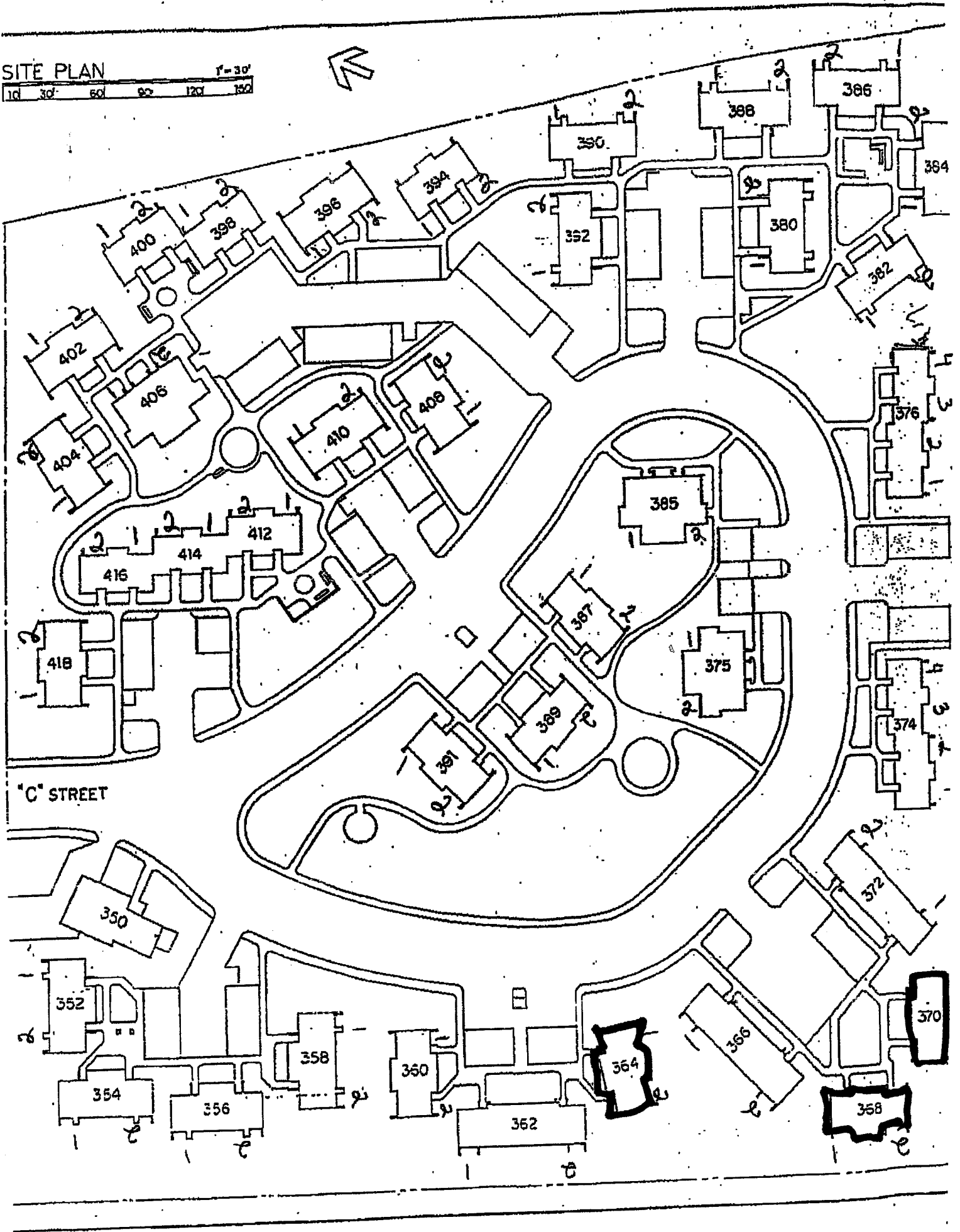
such documents prior to submitting this bid estimate. In the event the project changes to utilize a controlled insurance program or such documents are provided after the date of this bid estimate, Alcal Specialty Contracting Inc. reserves the right to make changes to this bid estimate accordingly or withdraw the bid estimate without penalty should Alcal Specialty Inc., find the terms of the controlled insurance program unacceptable.

17. Shared clean up: Alcal uses its own resources to clean our debris. We will not participate in any shared clean up responsibilities. General contractor to notify Alcal in writing if our housekeeping poses a problem to the jobsite.
18. Final subcontract agreement: this proposal is contingent upon Alcal's final review and acceptance of the subcontract agreement, project schedule, and site logistics plan including, but not limited to, sequence of work, tower crane and man-lift use, traffic and pedestrian control, and site delivery means/methods. Final subcontract agreement shall include terms as included in this proposal.

SITE PLAN

1" = 30'

0 30' 60' 90' 120' 150'



**PROPOSAL FROM
NORTH WEST PACIFIC BUILDERS INC.**

North-West Pacific Builders Inc.

License #1013851

844 Woodside road

Redwood City, CA 94061

6508147312

boshtony1@gmail.com

**Roof replacement/
Bathroom additions**

BILL TO

South San Francisco Housing Authority
350 C Street
South San Francisco
6505837631
Ltaylor@ssfha.org

ESTIMATE #

Estimate# 12765

CREATION DATE

09/25/2024

DESCRIPTION	QTY	PRICE	AMOUNT
-------------	-----	-------	--------

Building #385/
unit: 2
Scope of work:

NA

- 1. add shower to existing toilet area
- 2. plumbing
- 3. concrete
- 4. drywall
- 5. exterior and roof
- 6. install new window
- 7. paint

1

~~\$44,000.00~~

~~\$44,000.00~~

**Roofing at Building#368
New Roof Installation**

- New roof Installation
- 1. Demolition and hauling
 - 2. install all underlayment and flashings
 - 3. gutters / downspouts Installation
 - 4. Painting and stucco
 - 5. 20 year shingles Installation

1

\$59,000.00

\$59,000.00

**Roofing at Building #364
Roof Installation**

- New roof Installation
- 1. Demolition and hauling
 - 2. install all underlayment and flashings
 - 3. gutters / downspouts Installation
 - 4. Painting and stucco
 - 5. 20 year shingles Installation

\$77,000.00

\$77,000.00

North-West Pacific Builders Inc.
License #1013851
 844 Woodside road
 Redwood City, CA 94061
 6508147312
 boshtony1@gmail.com

**Roof replacement/
 Bathroom additions**

BILL TO

South San Francisco Housing Authority
 350 C Street
 South San Francisco
 6505837631
 Ltaylor@ssfha.org

ESTIMATE #
CREATION DATE

Estimate# 12765
 09/25/2024

DESCRIPTION	QTY	PRICE	AMOUNT
Roofing at Building #370 Roof Installation New roof Installation 1. Demolition and hauling 2. install all underlayment and flashings 3. gutters / downspouts Installation 4. Painting and stucco 5. 20 year shingles Installation	N/A		
Roofing at Building #370 Roof Installation New roof Installation 1. Demolition and hauling 2. install all underlayment and flashings 3. gutters / downspouts Installation 4. Painting and stucco 5. 20 year shingles Installation	1	\$59,000.00	\$59,000.00

**PROPOSAL FROM
GATANA CONSTRUCTION**

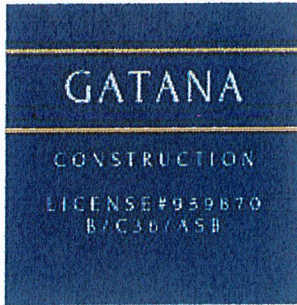
Gatana Construction

ESTIMATE

EST0122

DATE

09/16/2024



License # 959870

1091 palmetto ave

Pacifica, CA 94044

4157560233

<https://maps.app.goo.gl/uEGTCUDuLX>

XXDtwb6

gatanallic@gmail.com

TO

SSFHA / South San Francisco Housing Authority

Leah Taylor

350 C Street

South San Francisco

CA 94080

📞 6505837631

📠 4156788497

ltaylor@ssfha.org

DESCRIPTION	RATE	QTY	AMOUNT
Roofing bldg#36 34x78 1. Demolition of existing shingles 2. Replacement of all roofing caps and vents 3. Install stucco flashings, repair stucco 4. Install 30 year bitumen shingles 5. Hauling and debris removal 6. Replace all gutters and downspouts	\$65,000.00	1	\$65,000.00
Roofing Bldg#36* 34x78 1. Demolition of existing shingles 2. Replacement of all roofing caps and vents 3. Install stucco flashings, repair stucco 4. Install 30 year bitumen shingles 5. Hauling and debris removal 6. Replace all gutters and downspouts	\$65,000.00	1	\$65,000.00

N/A

DESCRIPTION	RATE	QTY	AMOUNT
Roofing Bldg#368 34x50 1. Demolition of existing shingles 2. Replacement of all roofing caps and vents 3. Install stucco flashings, repair stucco 4. Install 30 year bitumen shingles 5. Hauling and debris removal 6. Replace all gutters and downspouts	\$52,000.00	1	\$52,000.00
Roofing Bldg#370 34x50 1. Demolition of existing shingles 2. Replacement of all roofing caps and vents 3. Install stucco flashings, repair stucco 4. Install 30 year bitumen shingles 5. Hauling and debris removal 6. Replace all gutters and downspouts	\$52,000.00	1	\$52,000.00