



A G E N D A
March 27, 2012

CITY COUNCIL CHAMBERS
4:00 P.M.

Individuals with disabilities are encouraged to participate in all public meetings sponsored by the City of Wheat Ridge. Call Heather Geyer, Public Information Officer at 303-235-2826 at least one week in advance of a meeting if you are interested in participating and need inclusion assistance.

- A. Call Meeting to Order**
- B. Roll Call**
- C. Approval of the Minutes: February 28, 2012**
- D. Officers Reports**
- E. Public Forum**
- F. New Business**
 - 1. Yarrow Street Bids**
 - 2. Update on Homes (Moore & Nelson)**
 - 3. New Construction Management Partner**
- G. Unfinished Business**
- J. Other**
- K. Adjournment**



**Minutes of Meeting
February 28, 2012**

1. CALL THE MEETING TO ORDER

The meeting was called to order at 4:00 p.m. by Chair BRUNGARDT in the City Council Chambers of the Municipal Building, 7500 West 29th Avenue, Wheat Ridge, Colorado.

2. ROLL CALL OF MEMBERS

Authority Members Present: Cheryl Brungardt
Joe DeMott
Kathy Nuanes
Katie Vanderveen

Authority Members Absent: Janice Thompson

Also Present: Sally Payne, Deputy Director
Henry Wehrdt, JCHA
Doug Knopp, JCHA
Larry Nelson, Cornerstone Realty
Betty Maybin, Cornerstone Realty
Dick Matthews, WRHA Accountant
Ann Lazzeri, Recording Secretary

Chair Brungardt introduced Gayle Miller who has been appointed to serve on the Housing Authority beginning with the March meeting.

3. APPROVAL OF MINUTES – January 24, 2012

It was moved by Kathy Nuanes and seconded by Katie Vanderveen to approve the minutes of January 24, 2012 as written. Motion carried 4-0.

4. PUBLIC FORUM

No members of the public wished to address the Commission at this time.

5. NEW BUSINESS

A. Resolution 02-2012 Amending the 2011 Budget by Restatement and Approval of 2012 Budget

Dick Matthews explained that an amendment to the 2011 budget is necessary due to a number of factors including stipulations necessitated by grants received by the Authority and the fact that the Authority had planned on \$160,000 in sales for 2011 that didn't happen.

Resolution No. 02-2012 was read into the record by Chair Brungardt.

It was moved by Katie Vanderveen and seconded by Joe DeMott to approve Resolution 02-2012, a resolution amending the 2011 Budget by restatement and enacting a budget and appropriation for the year 2012. Motion carried 4-0.

B. Engagement Letter (Audit)

Sally Payne introduced this item. Due to grants received by the authority, the audit will be more involved than usual. It is necessary to sign an engagement letter with Swanhorst & Company to proceed with the audit.

It was moved by Kathy Nuanes and seconded by Katie Vanderveen to use Swanhorst & Company LLC to perform an administrative audit not to exceed \$5,000; and, if Swanhorst is required to perform a single audit, the cost shall not exceed \$3,000, resulting in a total of no more than \$8,000 for the total audit. Motion carried 4-0.

C. Final Year-end Report

Sally Payne distributed copies of the WRHA Year End Report for 2011. She expressed appreciation to Kathy Field for preparing the report.

D. Yarrow Street Bids (JCHA)

Henry Wehrdt and Doug Knopp reviewed the bid results for 4530 Yarrow Street. Henry will check on the fencing, roof and door bids and report back to Authority by email.

E. Update on Property Sales

Larry Nelson gave an update on the Nelson and Moore properties. He reported that the High Court property has sold. There was agreement that 90-day notices should be sent to all three rental properties in order to ready them for sale.

6. UNFINISHED BUSINESS

Chair BRUNGARDT announced that the NAHRO Conference will be held May 15-16 in Ft. Collins. There are funds in the budget for those members who wish to attend.

7. OTHER

Sally Payne expressed appreciation to Kathy Nuanes for her eight years of service on the Housing Authority.

8. ADJOURNMENT (To tour Moore Street and Nelson Street properties)

It was moved by Katie Vanderveen and seconded by Kathy Nuanes to adjourn the meeting at 4:50 p.m. Motion carried 4-0.

Cheryl Brungardt, Chair

Ann Lazzeri, Recording Secretary

DRAFT

Wheat Ridge Housing Authority

BID RESULTS

Project Address

Name: WRHA- 4530 Yarrow Rehab
Address: 4530 Yarrow Street
City,State,Zip: Wheat Ridge, CO 80033
File No:

The following bids were received and opened: Tuesday, February 21, 2012

Name of Bidder	Bid Amount
COLORADO CUSTOM TRIM	\$54,767.00
DRN ENTERPRISES	\$65,627.00
FBR CONSTRUCTION	\$45,906.00
JO-D ENTERPRISES, INC.	\$53,010.00
PALACE CONSTRUCTION CO, INC.	\$69,965.00

Estimate \$44,290.00

Person Opening Bids

Person Witnessing Opening

Signature

Signature

We have reviewed each contractor listed above, and select:

_____ to perform the work on the named property

Owner/Agent

Date

Proposal Summary
 WRHA- 4530 Yarrow Rehab
 4530 Yarrow Street
 Wheat Ridge, CO 80033

Wheat Ridge Housing Authority

Item	Description	Internal Estimate	COLORADO CUSTOM TRIM	DRN ENTERPRISES	FBR CONSTRUCTION	JO-D ENTERPRISES, INC.	PALACE CONSTRUCTION CO, INC.
	Total	44,290.00	54,767.00	65,627.00	45,906.00	53,010.00	69,965.00
1	Fencing Repair/Replacement: Replace the east	1,200.00	3,500.00	1,115.00	2,210.00	1,590.00	3,381.00
2	Storage shed: The existing shed in the back yard	300.00	500.00	975.00	250.00	520.00	627.00
3	Concrete pad: A new concrete pad is to be forme	600.00	1,500.00	910.00	651.00	670.00	752.00
4	Crawspace cover/access: Re-secure metal base	400.00	200.00	150.00	185.00	250.00	264.00
5	Complete Roof Replacement: Remove all layers	3,500.00	8,991.00	7,860.00	6,150.00	9,810.00	5,476.00
6	Siding: Exterior siding to match the existing as c	800.00	650.00	1,470.00	1,250.00	520.00	846.00
7	Entry Doors (2): Remove existing, and provide ar	1,500.00	1,500.00	1,250.00	1,100.00	1,200.00	1,567.00
8	Add New Storm Doors (2): Provide and install ne	400.00	900.00	550.00	850.00	650.00	721.00
9	New Interior Doors (7): Provide and install new in	1,600.00	2,600.00	2,900.00	2,910.00	3,250.00	1,984.00
10	Kitchen Cabinets: Provide and install new kitchen	6,240.00	5,050.00	8,430.00	4,750.00	6,320.00	5,955.00
11	Reconstruction of Kitchen/dining Areas: Remove	3,900.00	1,600.00	1,850.00	1,750.00	1,560.00	2,351.00
12	Painting: Prep in reconstructed areas and prime	1,500.00	3,700.00	5,800.00	2,960.00	1,560.00	10,271.00
13	Wood Floor Refinish: Prepare, sand and refinish	1,200.00	1,400.00	1,700.00	1,110.00	1,390.00	1,324.00
14	Laminate Flooring: Remove and haul away existi	1,200.00	1,900.00	2,025.00	1,495.00	1,950.00	2,069.00
15	New Carpeting: Remove existing and provide anc	1,200.00	1,400.00	1,750.00	1,460.00	940.00	1,379.00
16	Bath Vanities: Remove and replace bath vanity v	1,600.00	1,600.00	2,775.00	1,395.00	1,750.00	1,567.00
17	New Appliances: Provide and install the following	3,900.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
18	Washer Hook-up: Check plumbing waste lines ar	300.00	540.00	150.00	160.00	580.00	470.00
19	Kitchen Sink (Stainless Steel): Provide and instal	600.00	840.00	850.00	610.00	850.00	940.00
20	New Water Heater: Remove the existing water he	1,200.00	0.00	0.00	0.00	0.00	0.00
21	New Toilets (2): Remove existing, provide and ins	500.00	600.00	700.00	535.00	970.00	705.00
22	Bathubs: Remove the existing bathtubs in both b	1,200.00	1,680.00	950.00	1,310.00	1,950.00	1,881.00
23	Bathub Surround-Existing Bath: Remove the exis	1,800.00	2,200.00	2,025.00	1,850.00	1,950.00	2,037.00
24	Forced-Air System (80% Efficient or Higher): Re	2,800.00	2,900.00	6,760.00	2,810.00	2,860.00	11,517.00
25	New Air-Conditioning Unit: Furnish and install a r	2,000.00	2,640.00	0.00	2,555.00	2,860.00	4,782.00
26	Smoke/Fire/CO Detectors/Lights: Add new, hard v	850.00	1,050.00	5,682.00	1,765.00	2,210.00	1,881.00
27	Building Permit Fees: Based on a valuation of the	2,000.00	1,826.00	3,500.00	335.00	1,350.00	1,718.00

Proposal Summary

Project: WRHA- 4530 Yarrow Rehab
Property: 4530 Yarrow Street, Wheat Ridge, CO 80033

OWNER'S CONTRACTOR SELECTION

I/we certify that based on the submitted bids and analysis of the bid, I/we select the following Contractor to perform the work on the Project:
Selected Contractor _____ Bid Submitted \$ _____

If other than the lowest qualified bidder was selected, please state your explanation of choosing the above:

The submitted Bid Sum of \$ _____ is selected for the Contract Amount.

or

The submitted Bid Sum of \$ _____ has been revised through negotiation with the selected Contractor and the Rehab Specialist for a Contract Sum to be \$ _____

The above Contract Sum is based on the following approved changes/addendums to the submitted Bid:

Signed: _____ Date: _____
Owner/Agent