



HOUSING & REDEVELOPMENT AUTHORITY AGENDA

3RD FLOOR CONFERENCE
ROOM

MONDAY, OCTOBER 14,
2024

6:00 PM

1. Call to Order/Approve Agenda
2. Introduce Upcoming HRA Executive Director Tom Furman
3. Approve the Minutes of September 9, 2024
4. List of Claims to be Released
5. Property Reports
6. Program Reports
 - A. Update on Healthy Communities Initiative
7. Items for Discussion
 - A. Provide General Direction regarding Healthy Community Initiative Funding Request
 - B. Public Housing and Robinwood Manor Routine Maintenance Service Contracts
 - C. Authorize the Translation of the HRA's Housekeeping Rules into Somali and Spanish
 - D. Review and Approve the City's Application for Use of the Event and Convention Center at 306 Central
 - E. Resolution 2024-18 Appoint Executive Director for the Housing and Redevelopment Authority of Faribault, Minnesota
 - F. Resolution 2024-17 Approve the Assignment of an Additional Investor related to 311 Central Avenue
8. Updates and other business.
9. Adjournment



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: October 14, 2024
SUBJECT: Introduce Upcoming HRA Executive Director Tom Furman

BACKGROUND:

The City of Faribault hired Tom Furman to serve as the HRA's Executive Director. Tom will start employment with the City of Faribault on October 21, 2024. He will introduce himself to the HRA via Zoom at the October 14 meeting of the HRA.

REQUESTED ACTION:

None.

ATTACHMENTS:



HOUSING & REDEVELOPMENT AUTHORITY MINUTES

3RD FLOOR
CONFERENCE ROOM

MONDAY, SEPTEMBER 9, 2024

6:00 PM

Meeting Items

1. Call to Order/Approve Agenda

The regular meeting of the Housing and Redevelopment Authority was called to order by Chair Ahlers at 6:00 pm. Commissioners: Mandy Barnes, Travis Kath, Colin Maltbie, and Travis McColley were in attendance. Also in attendance were City Administrator, Jessica Kinser, Director of Community and Economic Development, David Wanberg, and Administrative Assistant II, Kari Casper. Special guests were Michele Lane and Jamie Radke (via Zoom), Melissa Hansen, Nancy Schultzentenberg of Creative Planning (via Zoom), and David Berglund of Northcountry Cooperative Foundation.

Motion by Colin Maltbie, seconded by Travis McColley to approve the agenda as presented. The motion passed unanimously.

2. Approval of the Minutes

Motion by Colin Maltbie, seconded by Travis McColley to Approve. The motion passed unanimously.

3. List of Claims to be Released

A. Public Housing -- List of Claims for Approval

B. Robinwood -- List of Claims for Approval

McColley asked about the maintenance and why we have someone cleaning the apartments if there is maintenance on staff. He also mentioned that someone is mowing the lawns; why don't they pick up the trash too? Lane stated that the maintenance guy does preventative maintenance. Lane stated that she enters about four work orders a day to Rachel Johnson. Wanberg then spoke about our previous maintenance technician, Dan Peterson. He mentioned that Peterson filled out a daily work log on average. At this time, Kath stated "point of order" to ask the chair to stop cross-talking and talking over people.

Motion by Travis McColley, seconded by Mandy Barnes to approve both lists of claims to be paid. Motion Passed.

4. Program Reports

A. Healthy Communities Initiative

Janson Gonzales was not present at the meeting to give the update. Motion by Travis McColley, seconded by Colin Maltbie to receive and file the report as presented. The motion passed unanimously.

5. Property Reports

Dave Wanberg asked Michele Lane to respond to the property reports. Lane reported that at this time, there are three units open at Robinwood and four units are open in Public Housing. Lane stated that she is waiting for Rice County HRA to contact her to show the

units, all of which are currently ready. There is one unit at Robinwood that will need extensive rehab. She currently has 17 people on the Robinwood wait list and has sent out 10 packets to fill those units. Wanberg mentioned that our records indicate it should only take 30 days to turn over a unit. He stated that sometimes the verification process can take time too. No action was taken at this time.

6. Public Hearings - None

7. Items for Discussion

A. Overview of the Financial Audit of the HRA's Housing

Nancy Schultzenberg of Creative Planning, attended the meeting via Zoom to discuss the financial audit of Robinwood. She pointed out some deficiencies in that the HRA was not approving all the invoices. Small inconsistencies were seen. She also indicated that they dealt with a delay in getting the necessary information efficiently. Jamie Radke of Cornerstone asked Nancy if there were any adjustments. Schultzenberg would check and, if so, get them to him. No action taken on this item

B. Overview of Affordable Housing Opportunities - Dave Berglund of Northcountry Cooperative Foundation

Dave Berglund of Northcountry Cooperative Foundation was present to talk about manufactured housing communities organizing cooperatives which would facilitate the purchase of land and support the homeowners in governing and overseeing the community.

Melissa Hanson of the Northfield HRA was also present and stated that the city of Northfield is working with Northcountry to build a cooperative in their community.

Berglund proposed that the city of Faribault would need to acquire approximately 10 acres to work with something like this. Berglund stated that they have successfully set up approximately 15 cooperatives in both Minnesota and Wisconsin so far. It's like an HOA - a homeowner's association. These types of homes make for good starter homes. Barnes asked about tiny homes and Berglund stated that it would be up to the city to decide the type of home. Berglund stated that 10 acres could potentially accommodate up to 50 or 60 homes. They would also set up a storm shelter.

Hansen stated that they are currently working on a project called NCL. They had a community engagement meeting which was very well received. Maltbie asked about resale. Berglund stated that it's a good question but has not run into that yet. Wanberg stated that Faribault has two types of zoning; 1) manufactured communities; and 2) manufactured subdivisions. Hanson stated that Northfield has no zoning related to this. Wanberg stated that a PUD might be a good zoning type.

C. Resolution 2024-16 Authorize the Payment of Certain HRA-Related Claims if the HRA Cannon Review and Approve Payment of the Claims Before They Are Due

McColley said that there doesn't appear to be a cap on this and felt that as a result, this might present a hardship for the payees if bills are held awaiting approval. Motion by Mandy Barnes, seconded by Colin Maltbie to Approve. The motion passed on a 4/1 vote with McColley dissenting.

D. Preliminary Discussion on 2025 Work Plan and Budget

Wanberg began by stating that they are still on board with the request for the full tax levy. He went over the expenditures. He stated that he is aware that the spending came in about \$153,000 over budget, but there are some reserves that can handle this situation.

He then discussed the special program. He stated that he reserved \$20,000 for the Mobile Home Buyout Program and \$10,000 for the Mobil Home Heat Tape Program. He then talked about the HCI involvement and that we may need to phase them out. He stated that there was \$2,000 for emergency housing vouchers. The Downtown Rehab Program is set at \$100,000. The Ellison project will likely use approximately \$40,000 this year and then \$60,000 for next year. At the last meeting, it was agreed that they should provide \$200,000 for down payment assistance. At this time, we had only \$150,000 budgeted for next year.

Melissa Hansen then spoke about their program. Wanberg said that we should model Northfield's program. Hanson said that their program was very successful. Ahlers asked if the applicants were able to obtain other grants or funding with this program and Hansen said yes, Habitat for Humanity uses that model of stack financing. Northfield has a program called "Home Stretch" which guides potential homeowners in buying their home. Wanberg talked about a program regarding the removal of the ash trees in the key corridors. There is \$50,000 in that budget. Kinser talked about a meeting on December 12th, and they would find out the actual levy amounts.

Wanberg mentioned that they will be holding interviews this Thursday for the HRA Executive Director position. There are three candidates. McColley asked for their CV's. It was offered to the board that if they would like to attend the interview, they just need to let the staff know. Most of the board related that they were busy and unavailable on Thursday.

8. Adjournment

Motion by Travis McColley, seconded by Mandy Barnes. The meeting adjourned at 7:32 p.m.

Respectfully Submitted,

By: _____
Kari Casper
Administrative Assistant II



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Director of Community and Economic Development
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: October 14, 2024
SUBJECT: List of Claims to be Released

BACKGROUND:

Review the attached list of claims. City staff and Cornerstone staff will be available to answer any questions regarding the claims.

REQUESTED ACTION:

Approve the lists of claims to be paid.

ATTACHMENTS:

1. 10.09.2024 HRA AP Aging Report
2. 10.09.2024 Robinwood AP Aging Report
3. Bill for Flooring at 1522 Western

Payables Aging Report

Period: -10/2024

As of: 10/09/2024

Payee Name	Invoice	Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Notes												
Advanced Facilities												
		Public Housing HRA	9/30/2024	10/30/2024	6212 Repairs & Mainte	PublicHRA11	4,000.00	4,000.00	0.00	0.00	0.00	
Advanced Facilities							4,000.00	4,000.00	0.00	0.00	0.00	
All Pro Cleaners, LLC.												
		Public Housing HRA	10/1/2024	10/11/2024	6235 Purchased Service	21684	279.21	279.21	0.00	0.00	0.00	
All Pro Cleaners, LLC.							279.21	279.21	0.00	0.00	0.00	
City of Faribault												
		Public Housing HRA	8/12/2024	9/5/2024	6430 Water and Sewer	005090-000 08/12/2024	13.80	0.00	13.80	0.00	0.00	
		Public Housing HRA	8/12/2024	9/5/2024	6430 Water and Sewer	005090-001 08/12/2024	13.80	0.00	13.80	0.00	0.00	
		Public Housing HRA	8/12/2024	9/5/2024	6430 Water and Sewer	005090-003 08/12/2024	13.81	0.00	13.81	0.00	0.00	
		Public Housing HRA	8/12/2024	9/5/2024	6430 Water and Sewer	005090-004 08/12/2024	14.61	0.00	14.61	0.00	0.00	
		Public Housing HRA	8/12/2024	9/5/2024	6430 Water and Sewer	005090-006 08/12/2024	14.61	0.00	14.61	0.00	0.00	
		Public Housing HRA	8/12/2024	9/5/2024	6430 Water and Sewer	005090-007 08/12/2024	13.80	0.00	13.80	0.00	0.00	
		Public Housing HRA	8/12/2024	9/5/2024	6430 Water and Sewer	005090-016 08/12/2024	14.73	0.00	14.73	0.00	0.00	
		Public Housing HRA	8/12/2024	9/5/2024	6430 Water and Sewer	005090-026 08/12/2024	13.80	0.00	13.80	0.00	0.00	
City of Faribault							112.96	0.00	112.96	0.00	0.00	
Denise M Anderson												
		Public Housing HRA	10/15/2024	10/15/2024	2230 Accrued Property	HRA 10/15/2024	0.00	0.00	0.00	0.00	0.00	
Denise M Anderson							0.00	0.00	0.00	0.00	0.00	
Environmental Pest Management												
		Public Housing HRA	9/18/2024	9/18/2024	6227 Pest Control	67010	89.00	89.00	0.00	0.00	0.00	
Environmental Pest Management							89.00	89.00	0.00	0.00	0.00	
Farhio Mohamed												
		Public Housing HRA	9/27/2024	9/27/2024	2250 Tenant Deposits	09/27/2024	138.00	138.00	0.00	0.00	0.00	
Farhio Mohamed							138.00	138.00	0.00	0.00	0.00	
Faribault Ace Hardware & Ace Sports												
		Public Housing HRA	7/21/2023	7/23/2024	6216 Supplies - Mainte	480872/1	6.43	0.00	0.00	0.00	6.43	
Faribault Ace Hardware & Ace Sports							6.43	0.00	0.00	0.00	6.43	
Faribo Air Conditioning & Heating, Inc.												
		Public Housing HRA	9/18/2024	9/18/2024	1701 Building Improver	21375	5,253.00	5,253.00	0.00	0.00	0.00	
		Public Housing HRA	9/25/2024	9/25/2024	1701 Building Improver	21464	1,287.50	1,287.50	0.00	0.00	0.00	
		Public Housing HRA	9/13/2024	9/13/2024	1701 Building Improver	21439	4,920.00	4,920.00	0.00	0.00	0.00	
		Public Housing HRA	9/26/2024	9/26/2024	6219 Purchased Service	21479	129.00	129.00	0.00	0.00	0.00	
Faribo Air Conditioning & Heating, Inc.							11,589.50	11,589.50	0.00	0.00	0.00	
Faribo Plumbing & Heating												
		Public Housing HRA	9/9/2024	9/9/2024	6212 Repairs & Mainte	63814	170.00	0.00	170.00	0.00	0.00	
Faribo Plumbing & Heating							170.00	0.00	170.00	0.00	0.00	
FLOM Disposal Service												
		Public Housing HRA	9/25/2024	9/25/2024	6450 Trash Disposal	409110024430 09/25/2024	21.92	21.92	0.00	0.00	0.00	
		Public Housing HRA	9/25/2024	9/25/2024	6450 Trash Disposal	409110024428 09/25/2024	161.34	161.34	0.00	0.00	0.00	
FLOM Disposal Service							183.26	183.26	0.00	0.00	0.00	
Fun Express LLC.												
		Public Housing HRA	9/19/2024	9/19/2024	7264 Activities Event	19372	267.63	267.63	0.00	0.00	0.00	
Fun Express LLC.							267.63	267.63	0.00	0.00	0.00	
HD Supply Facilities Maintenance, Ltd.												
		Public Housing HRA	5/16/2023	5/16/2023	6216 Supplies - Mainte	1803421206	-56.88	0.00	0.00	0.00	-56.88	
		Public Housing HRA	6/16/2023	6/16/2023	6216 Supplies - Mainte	1409366582	-312.53	0.00	0.00	0.00	-312.53	
HD Supply Facilities Maintenance, Ltd.							-369.41	0.00	0.00	0.00	-369.41	
Patton, Hoversten & Berg, P.A.												
		Public Housing HRA	9/12/2024	10/12/2024	6870 Fees - Legal	18607	43.50	43.50	0.00	0.00	0.00	
Patton, Hoversten & Berg, P.A.							43.50	43.50	0.00	0.00	0.00	
Property Pros of Faribault, LLC												

Payables Aging Report

Period: -10/2024

As of: 10/09/2024

Payee Name	Invoice	Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Notes												
		Public Housing HRA	9/9/2024	9/9/2024	6225 Grounds/Lawn Ca	7654	1,380.00	0.00	1,380.00	0.00	0.00	
		Public Housing HRA	9/30/2024	9/30/2024	6225 Grounds/Lawn Ca	7659	2,375.00	2,375.00	0.00	0.00	0.00	
		Public Housing HRA	9/30/2024	9/30/2024	6225 Grounds/Lawn Ca	7660	1,574.50	1,574.50	0.00	0.00	0.00	
Property Pros of Faribault, LLC							5,329.50	3,949.50	1,380.00	0.00	0.00	
Sherwin Williams Co												
		Public Housing HRA	8/22/2024	8/22/2024	6216 Supplies - Maintainer	8878-7	165.83	0.00	165.83	0.00	0.00	
Sherwin Williams Co							165.83	0.00	165.83	0.00	0.00	
Tom's Lock & Key												
		Public Housing HRA	8/26/2024	8/26/2024	6216 Supplies - Maintainer	0014468	70.00	0.00	70.00	0.00	0.00	
		Public Housing HRA	8/30/2024	8/30/2024	6216 Supplies - Maintainer	0014467	157.00	0.00	157.00	0.00	0.00	
Tom's Lock & Key							227.00	0.00	227.00	0.00	0.00	
Virg's Appliance												
		Public Housing HRA	9/19/2024	9/19/2024	6219 Purchased Service:	19372	267.63	267.63	0.00	0.00	0.00	
		Public Housing HRA	10/8/2024	10/8/2024	6219 Purchased Service:	19378	279.00	279.00	0.00	0.00	0.00	
Virg's Appliance							546.63	546.63	0.00	0.00	0.00	
Xcel Energy												
		Public Housing HRA	7/25/2024	8/21/2024	6420 Gas	887191394	28.77	0.00	0.00	28.77	0.00	
		Public Housing HRA	8/9/2024	9/6/2024	6410 Electricity	889476002	47.38	0.00	0.00	47.38	0.00	
		Public Housing HRA	8/9/2024	9/6/2024	6420 Gas	889476002	41.28	0.00	0.00	41.28	0.00	
		Public Housing HRA	8/6/2024	8/6/2024	6410 Electricity	888860535	34.24	0.00	0.00	34.24	0.00	
		Public Housing HRA	9/11/2024	10/8/2024	6410 Electricity	893794703	48.78	48.78	0.00	0.00	0.00	
		Public Housing HRA	9/11/2024	10/8/2024	6420 Gas	893794703	22.73	22.73	0.00	0.00	0.00	
Xcel Energy							223.18	71.51	0.00	151.67	0.00	
Yardi Systems, Inc.												
		Public Housing HRA	9/15/2024	9/15/2024	6853 Computer	4596340	294.00	294.00	0.00	0.00	0.00	
Yardi Systems, Inc.							294.00	294.00	0.00	0.00	0.00	
Grand Total							23,296.22	21,451.74	2,055.79	151.67	-362.98	

Payables Aging Report

Period: -10/2024

As of: 10/09/2024

Payee Name	Invoice	Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Advanced Facilities												
		Robinwood Manor	9/30/2024	10/30/2024	6212 Repairs & Mainte	Robinwood11	4,000.00	4,000.00	0.00	0.00	0.00	
Advanced Facilities							4,000.00	4,000.00	0.00	0.00	0.00	
All Pro Cleaners, LLC.												
		Robinwood Manor	10/1/2024	10/11/2024	6235 Purchased Service:	21683	1,518.15	1,518.15	0.00	0.00	0.00	
All Pro Cleaners, LLC.							1,518.15	1,518.15	0.00	0.00	0.00	
Arrow Electric, LLC.												
		Robinwood Manor	7/5/2024	7/5/2024	6219 Purchased Service:	2960	70.95	0.00	0.00	0.00	70.95	
		Robinwood Manor	7/5/2024	7/5/2024	6219 Purchased Service:	2976	70.00	0.00	0.00	0.00	70.00	
Arrow Electric, LLC.							140.95	0.00	0.00	0.00	140.95	
Cintas Corp												
		Robinwood Manor	9/19/2024	9/19/2024	7246 Housekeeping Sup	4205808073	19.74	19.74	0.00	0.00	0.00	
		Robinwood Manor	10/3/2024	10/3/2024	7246 Housekeeping Sup	4207221485	75.57	75.57	0.00	0.00	0.00	
		Robinwood Manor	8/22/2024	8/22/2024	7246 Housekeeping Sup	4202932045	19.74	0.00	19.74	0.00	0.00	
Cintas Corp							115.05	95.31	19.74	0.00	0.00	
City of Faribault												
		Robinwood Manor	8/12/2024	9/5/2024	6430 Water and Sewer	7-000 08/12/2024	736.93	0.00	736.93	0.00	0.00	
City of Faribault							736.93	0.00	736.93	0.00	0.00	
Culligan of Faribault												
		Robinwood Manor	9/30/2024	9/30/2024	6214 Routine Maintenan	119X01138507	148.20	148.20	0.00	0.00	0.00	
Culligan of Faribault							148.20	148.20	0.00	0.00	0.00	
Denise M Anderson												
		Robinwood Manor	10/15/2024	10/15/2024	2230 Accrued Property wood	10/15/2024	0.00	0.00	0.00	0.00	0.00	
Denise M Anderson							0.00	0.00	0.00	0.00	0.00	
Faribault Ace Hardware & Ace Sports												
		Robinwood Manor	9/16/2024	9/16/2024	6216 Supplies - Mainte	497103/1	107.35	107.35	0.00	0.00	0.00	
Faribault Ace Hardware & Ace Sports							107.35	107.35	0.00	0.00	0.00	
Flex Comm Security												
		Robinwood Manor	10/1/2024	10/1/2024	6211 Contracted Labor -	72200	70.54	70.54	0.00	0.00	0.00	
Flex Comm Security							70.54	70.54	0.00	0.00	0.00	
FLOM Disposal Service												
		Robinwood Manor	9/25/2024	9/25/2024	6450 Trash Disposal	4416 09/25/2024	247.54	247.54	0.00	0.00	0.00	
FLOM Disposal Service							247.54	247.54	0.00	0.00	0.00	
Lampert Lumber												
		Robinwood Manor	10/1/2024	10/1/2024	6212 Repairs & Mainte	2696207-019	237.89	237.89	0.00	0.00	0.00	
Lampert Lumber							237.89	237.89	0.00	0.00	0.00	
MEI Total Elevator Solutions												
		Robinwood Manor	9/1/2024	9/1/2024	6257 Elevator Maintena	1090606	216.13	0.00	216.13	0.00	0.00	
		Robinwood Manor	10/1/2024	10/1/2024	6257 Elevator Maintena	1095258	226.94	226.94	0.00	0.00	0.00	
MEI Total Elevator Solutions							443.07	226.94	216.13	0.00	0.00	
Property Pros of Faribault, LLC												
		Robinwood Manor	9/9/2024	9/9/2024	6225 Grounds/Lawn Cai	7655	214.75	0.00	214.75	0.00	0.00	
		Robinwood Manor	9/30/2024	9/30/2024	6225 Grounds/Lawn Cai	7658	749.48	749.48	0.00	0.00	0.00	
Property Pros of Faribault, LLC							964.23	749.48	214.75	0.00	0.00	
Rental Research Services												
		Robinwood Manor	9/30/2024	9/30/2024	6890 Tenant Screening #8610	09/30/2024	73.50	73.50	0.00	0.00	0.00	
Rental Research Services							73.50	73.50	0.00	0.00	0.00	

Payables Aging Report

Period: -10/2024

As of: 10/09/2024

Payee Name	Invoice	Property	Invoice Date	Due Date	Account	Invoice #	Current Owed	0-30 Owed	31-60 Owed	61-90 Owed	Over 90 Owed	Notes
Notes												
Sherwin Williams Co												
		Robinwood Manor	11/6/2023	11/6/2023	6216 Supplies - Mainte	40996CB	-20.36	0.00	0.00	0.00	-20.36	
		Robinwood Manor	8/22/2024	8/22/2024	6216 Supplies - Mainte	8879-5	113.03	0.00	113.03	0.00	0.00	
		Robinwood Manor	9/23/2024	9/23/2024	6216 Supplies - Mainte	5181-5	168.75	168.75	0.00	0.00	0.00	
Sherwin Williams Co							261.42	168.75	113.03	0.00	-20.36	
ShofCorp LLC.												
		Robinwood Manor	9/16/2024	9/16/2024	6219 Purchased Service:	173352	140.10	140.10	0.00	0.00	0.00	
ShofCorp LLC.							140.10	140.10	0.00	0.00	0.00	
Tom's Lock & Key												
		Robinwood Manor	8/30/2024	8/30/2024	6216 Supplies - Mainte	0014478	3.22	0.00	3.22	0.00	0.00	
Tom's Lock & Key							3.22	0.00	3.22	0.00	0.00	
Virg's Appliance												
		Robinwood Manor	9/10/2024	9/10/2024	6219 Purchased Service:	19361	85.00	85.00	0.00	0.00	0.00	
		Robinwood Manor	10/2/2024	10/2/2024	6219 Purchased Service:	19377	85.00	85.00	0.00	0.00	0.00	
Virg's Appliance							170.00	170.00	0.00	0.00	0.00	
Xcel Energy												
		Robinwood Manor	9/18/2024	9/18/2024	6410 Electricity	894822714	3,467.31	3,467.31	0.00	0.00	0.00	
		Robinwood Manor	9/12/2024	9/12/2024	6410 Electricity	894031071	389.88	389.88	0.00	0.00	0.00	
		Robinwood Manor	9/12/2024	9/12/2024	6420 Gas	894031071	217.09	217.09	0.00	0.00	0.00	
Xcel Energy							4,074.28	4,074.28	0.00	0.00	0.00	
Yardi Systems, Inc.												
		Robinwood Manor	9/15/2024	9/15/2024	6853 Computer	4596340	306.00	306.00	0.00	0.00	0.00	
Yardi Systems, Inc.							306.00	306.00	0.00	0.00	0.00	
Grand Total							13,758.42	12,334.03	1,303.80	0.00	120.59	

ORDER INVOICE

DATE 9 / 23 / 24

FARIBAULT INTERIORS

Decor & More

550 Wilson Avenue, Suite 103
Faribault, MN 55021
Phone: 507-334-4357
Fax: 507-334-4359

46162

Page of

PURCHASER'S NAME

NAME - Cornerstone
ADDRESS - 3520 East River Road N.E.
CITY - Rochester MN 55906

DEALER

ADDRESS - City of Plait
CITY - 1522 Western
EMAIL -

DEL CPU

INST

SOLD BY

Sain

WRITTEN BY

Sain

INSTALLATION	O	R	D	QTY	DESCRIPTION	OUR P.O. NO.	PROD CODE	OFFICE USE ONLY	UNIT PRICE	EXTENSION
				1	Transfer Cpt Paid				250-	
				2						
				3						
				4	new LUTILE				2500-	
				5						
				6	underlayment				2000-	
				7						
				8	base				540-	
				9						
				10	carpet / Pans Steps				630-	
				11						
				12	vinyl (bath)				200-	
				13						
				14	Pull toilet				50-	
				15						
				16						
				17	TD install 9-30-24					
				18						
				19						
				20						

CASH	CHECK	CHG	M/C	VISA	DISC	SCRIPT	#	MATERIALS	TOTAL	6170-
								SALES TAX	AMOUNT PD.	
								FREIGHT	BAL. DUE	6170-

I (WE) HAVE READ AND AGREE TO THE TERMS OF THIS SALE, AS SHOWN ON REVERSE

SIGNATURE

X

WHITE - Customer • CANARY - Accounting • PINK - Will Call

CORNERSTONE

Creating Healthy Communities

Executive Summary for City of Faribault Public Housing HRA August 2024

Overview

- Total operating income was \$52,725.
- Occupancy for August was 94%.

Financial Summary

	Current Month	Budget	Variance (+/-)	YTD Total	YTD Budget	Variance (+/-)
Total Revenue	52,725	53,108	-383	454,835	424,864	29,970
Operating Expenses	-30,221	-39,428	9,207	-155,033	-315,412	160,380
Other Income	0	0	0	0	0	0
Other Expenses (Debt Service)	0	0	0	0	0	0
Net Income	22,504	13,680	8,824	299,802	109,452	190,350
Total Aged			Operating Acct Bal			
Total Accounts Receivable	31,089		Beginning Cash		516,413	
Total Accounts Payable	24,100		Ending Cash		507,563	
			Cash Flow		-8,851	

Narrative:

- The Accounts Receivable balance is \$31,089 at the end of August.
- The Accounts Payable balance of \$24,100 is made up of current invoices with payments made in September.
- The operating account balance for the month of August ended at \$507,563.

Monthly Status	July 2024	August 2024
Vacant Units	2	3
Move-Outs	2	1
Move-Ins	0	0
Evictions	0	0
Current Occupancy	47	46
Full Occupancy	49	49
Occupancy %	96%	94%

CORNERSTONE

Creating Healthy Communities

Executive Summary for City of Faribault- Robinwood Manor August 2024

Overview

- Total operating income was \$44,330 for August.
- Net Income for the month was \$18,837.
- Occupancy for August was 94%.

Financial Summary

	Current Month	Budget	Variance (+/-)	YTD Total	YTD Budget	Variance (+/-)
Total Revenue	44,330	42,038	2,292	387,820	336,311	51,509
Operating Expenses	-22,163	-31,648	9,485	-180,843	-253,188	72,346
Other Income	0	0	0	0	0	0
Other Expenses (Debt Service)	-3,331	0	-3,331	-26,644	0	-26,644
Net Income	18,837	10,390	8,446	179,989	83,122	96,866
Total Aged			Operating Acct Bal			
Total Accounts Receivable	7,434		Beginning Cash	1,078,178		
Total Accounts Payable	13,023		Ending Cash	1,074,005		
			Cash Flow	-4,173		

Narrative:

- The Accounts Payable balance of \$13,023 is made up of current invoices with payments made in September.
- Accounts Receivable balance is \$7,434.
- The operating cash account balance ended with \$1,074,005, a decrease of \$4,173.
- Net Income was \$18,837 for the month of August.

Monthly Status	July 2024	August 2024
Vacant Units	1	3
Move-Outs	0	2
Move-Ins	0	0
Evictions	0	0
Current Occupancy	50	48
Full Occupancy	51	51
Occupancy %	98%	94%



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: October 14, 2024
SUBJECT: Update on Healthy Communities Initiative

BACKGROUND:

A representative from HCI will update the HRA on repairs and maintenance at Faribault's manufactured home communities.

REQUESTED ACTION:

None.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: October 14, 2024
SUBJECT: Provide General Direction regarding Healthy Community Initiative Funding Request

BACKGROUND:

Over the past two years, the HRA provided \$110,000 to Healthy Community Initiative (HCI) to assist the HRA in providing repair and maintenance services associated with Faribault's manufactured home communities. The HRA's agreement with HCI ends in June 2025. HCI wishes to have an initial discussion with the HRA regarding funding opportunities to help manufactured home residents repair and maintain their homes beyond June 2025. Representatives from HCI will share its funding request at the HRA's October 14 meeting. Pending the HRA's direction, HCI will finalize its request, and the HRA will review and take action on a detailed proposal at the HRA's November meeting.

REQUESTED ACTION:

Provide general direction regarding HCI's preliminary funding request.

ATTACHMENTS:



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Director of Community and Economic Development
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: October 14, 2024
SUBJECT: Public Housing and Robinwood Manor Routine Maintenance Service Contracts

BACKGROUND:

Every two years, the HRA solicits proposals from contractors and vendors to service the HRA properties. Staff requests the HRA's authorization to advertise for proposals based on the attached work descriptions. Staff will revise the attached draft contract for future HRA action.

REQUESTED ACTION:

Review and approve the work descriptions for HRA-contracted services, and authorize staff to seek vendor estimates for these projects.

ATTACHMENTS:

1. 2024 Ad for REQUEST FOR PROPOSALS
2. Sample Contract
3. Description of Work - LAWN MOWING AND SNOW REMOVAL 2
4. Description of Work - Maintenance Specialist -- Appliance
5. Description of Work - Plumbing
6. Description of Work Carpet, VCP and vinyl
7. Description of Work Floor Cleaning
8. Description of Work - Back-Up Maintenance2
9. Description of Work - Electrical
10. Description of Work - Extermination
11. Description of Work - General Cleaning and Floor Cleaning
12. Description of Work - HVAC

**REQUEST FOR PROPOSALS
MAINTENANCE AND CONSTRUCTION SERVICES
Faribault Housing and Redevelopment Authority**

NOTICE IS HEREBY GIVEN that the Faribault Housing and Redevelopment Authority (HRA) is requesting proposals for maintenance and construction services. Work will be performed at 49 scattered-site public housing units, 1 scattered-site market-rate housing unit, and one 51-unit apartment complex. All employees, including subcontractors, must be paid in compliance with federal prevailing wage requirements and meet other minimum contract requirements. Separate RFPs are available for each of the following service types: plumbing, electrical, extermination, HVAC, unit cleaning, floor cleaning, flooring installation, and countertop installation.

The qualifications of the firm, previous experience with residential rental properties, and the ability of the firm to provide the requested services shall be considered in the awards. Proposals shall be reviewed by the HRA, which reserves the right to reject any or all of the proposals and to waive any informalities or irregularities.

Proposals must be submitted to the Community Development Department at 208 NW First Avenue, Faribault, Minnesota 55021, and must be received by 3:00 p.m. on **Friday, November 1, 2024.**

For a copy of the Request for Proposals, please contact _____ at (507) _____ or _____ and specify which service contract you are interested in submitting a proposal for.

CONTRACT FOR SERVICES

This Agreement is entered into this ____ day of _____ 202_ between the Housing and Redevelopment Authority of Faribault (“HRA”), and [Business Name], for [identify services].

1. Recitals.

- 1.1 The HRA and the City are entering into this contract as the agent or owner of the properties listed and the respective property owners and managers.

The properties are:

Robinwood Manor Apartments:

1324 Prairie Avenue

Public Housing Units:

1518 Western Ave	1520 Western Ave
1522 Western Ave	1524 Western Ave
1526 Western Ave	1528 Western Ave
1530 Western Ave	1532 Western Ave
1534 Western Ave	1536 Western Ave
1806 Shumway Ave	1808 Shumway Ave
1810 Shumway Ave	1812 Shumway Ave
1814 Shumway Ave	1816 Shumway Ave
1818 Shumway Ave	1820 Shumway Ave
910 SW 1 st St	912 SW 1 st St
914 SW 1 st St	916 SW 1 st St
918 SW 1 st St	920 SW 1 st St
20 NE 14 th St	1225 NW 2 nd St
830 SW 9 th Ave	621 Hulet Ave
725 Willow St	404 NW 13 th Street
408 NW 13 th St	412 NW 13 th St
1319 NW 7 th St	1323 NW 7 th St
519 Lincoln Ave	521 Lincoln Ave
523 Lincoln Ave	527 Lincoln Ave
900 A Spring Rd	900 B Spring Rd
900 C Spring Rd	900 D Spring Rd
902 A Spring Rd	902 B Spring Rd
904 A Spring Rd	904 B Spring Rd
904 C Spring Rd	904 D Spring Rd
523 W Division St	

Market-Rate Scattered Site Units:

16 SE 1st St

- 1.2.1 The purpose of the contract is to improve efficiency in the provision of maintenance services for the housing units owned and/or managed by the Faribault HRA.

2. Contract Documents.

- 2.1 The Contract between the parties consists of this document, [Business Name's] executed Proposal Form receipted [Date], the Maintenance Wage Rate Determination HUD Form 52158 and Labor Relations Letter 2004-01. In the event of an inconsistency between this document and the Bid Proposal Form, this document shall control.

3. Compensation.

- 3.1 HRA shall pay [Business Name] for services at the rates identified in the bid proposal form, entitled [Document Title], which is attached to this document for reference. If, due to changes in the cost of materials, shipping, oil, utilities, prevailing wage requirements or other influencing factors, the contractor determines it is necessary to adjust the rates identified in the bid proposal, such changes must be agreed to in writing by both parties, prior to implementation.
- 3.2 HRA shall pay [Business Name] within thirty (30) days of receipt of billings by [Business Name]. Billing shall constitute certification by [Business Name] that the work described has been completed in accordance with the contract and in a workmanlike manner.

4. Term.

- 4.1 This Agreement shall expire on **June 30, 2010**.
- 4.2 Either party may terminate this Agreement without cause upon 90 days written notice.

5. Prevailing Wage Requirements.

- 5.1 Services provided to the Public Housing sites are subject to minimum prevailing wage requirements identified in the U.S. Housing Act of 1937, as amended, Sections 12(a) and 104(b)(1).
- 5.2 [Business Name] agrees to comply with minimum prevailing wage rate requirements as identified on the attached HUD Form 52158 and Labor Relations Letter 2004-01, in addition to required monitoring and recordkeeping, including submitting copies of payroll forms to the HRA upon request.

6. Insurance.

- 6.1 [Business Name] agrees to keep in force statutory workers' compensation insurance. Additionally, [Business Name] shall maintain liability coverage for all work covered under the Agreement naming the HRA as an additional insured in at least the amount of \$400,000 per claimant and \$1,200,000 for each incident.

7. Contacts.

- 7.1 HRA/City: HRA Executive Director

208 NW First Avenue
Faribault, MN 55021

Phone: 507.

Fax: 507.384.0507

7.2 [Business Name]: [Contact Person]
[Business Name]
[Address]
[City, State, Zip]
[Phone Fax]

8. Consideration.

8.1 [Business Name], for and in consideration of the payment or payments herein specified and by the HRA to be made, hereby covenants and agrees to provide the services, products, all materials, all necessary tools, and equipment, and to do and perform all the work and labor necessary to complete and fulfill the requirements as described in the Request for Proposal advertised by the HRA and the subsequent Proposal submitted by [Business Name] (hereinafter both of which are referred to as the "Proposal"), both of which are hereby referred to and attached and made a part of this Agreement as fully and to the same extent as if set forth herein in detail.

9. Performance of Work.

9.1 [Business Name] also agrees that all the work and labor shall be done in the best and most diligent manner and that all materials and labor shall be in entire and strict conformity in every respect with the Proposal, and the requirements of federal, state and local laws, ordinances, regulations, standards, and specifications of the HRA and shall be subject to the inspection and approval of the proper authorities of the HRA for the supervision of the work, and in case any of said material or labor shall be rejected by the HRA as defective or unsuitable, then the materials shall be removed and replaced with other approved materials and the labor shall be done anew to the satisfaction and approval of the HRA at the cost and expense of [Business Name].

In order to minimize the disturbance of residents, work shall be performed between the hours of 7:00 a.m. – 6:00 p.m., Monday through Friday. If [Business Name] wishes to perform work outside of these hours, this must be approved by the HRA on a case-by-case basis, prior to the commencement of such work.

Employees, contractors and subcontractors of [Business Name] shall not use obscene or inappropriate language, participate in inappropriate behavior or smoke in the units, commons areas or grounds where the work is being performed. The HRA considers inappropriate behavior to include sexual harassment, asking residents for dates or inappropriate personal information, requesting sexual favors or any other similar behavior.

[Business Name] shall clean their work area, particularly any work performed in the common areas or grounds, before leaving each day and at the completion of the entire job.

[Business Name] shall not leave any areas unsecured or unattended.

10. Non-Discrimination Clause.

- 10.1 [Business Name] agrees that in the hiring of common or skilled labor for the performance of any work under this Agreement, no contractor, material supplier, or vendor, shall, by reason of race, creed, color, sex or national origin, discriminate against any person or persons who are citizens of the United States and who are qualified and available to perform the work to which such employment relates; that neither he nor any subcontractor, material supplier, or vendor, shall in any manner discriminate against, or intimidate, or prevent the employment of any such person or persons from the performance of work under this Agreement on account of race, creed, color, sex or national origin; that any violation of this paragraph shall be a misdemeanor; and that this Agreement may be canceled or terminated by the HRA and all money due, or to become due hereunder, may be forfeited, for a second or any subsequent violation of the terms or conditions of this Agreement.

11. Indemnification.

- 11.1 [Business Name] hereby agrees to protect, defend and hold the HRA and its officers, elected and appointed officials, employees, administrators, commissioners, agents, and representatives harmless from and indemnified against any and all loss, costs, fines, charges, damage and expenses, including, without limitation, reasonable attorneys' fees, consultants' and expert witness fees, and travel associated therewith, due to claims or demands of any kind whatsoever (including those based on strict liability) arising out of (i) the activities contemplated by this Agreement, (ii) including, without limitation, any claims for any lien imposed by law for services, labor or materials, or (iii) by reason of the execution of this Agreement or the performance of this Agreement. [Business Name], and [Business Name's] successors or assigns, agree to protect, defend and save the HRA, and its officers, agents, and employees, harmless from all such claims, demands, damages, and causes of action and the costs, disbursements, and expenses of defending the same, including but not limited to, attorneys fees, consulting engineering services, and other technical, administrative or professional assistance. This indemnity shall be continuing and shall survive the performance or cancellation of this Agreement. Nothing in this Agreement shall be construed as a limitation of or waiver by the HRA of any immunities, defenses, or other limitations on liability to which the HRA is entitled by law, including but not limited to the maximum monetary limits on liability established by Minnesota Statutes, Chapter 466, or otherwise.

12. Waiver of Claims.

- 12.1 In consideration for this Agreement, [Business Name], for [Business Name], [Business Name's] attorneys, agents, employees, former employees, insurers, heirs, administrators, representatives, successors, and assigns, hereby releases and forever discharges the HRA, and its attorneys, agents, representatives, employees, former employees, insurers, heirs, executors and assigns of and from any and all past, present or future claims, demands, obligations, actions or causes of action, at law or in equity, whether arising by statute, common law or

otherwise, and for all claims for damages, of whatever kind or nature, and for all claims for attorneys' fees, and costs and expenses, including but not limited to all claims of any kind arising out of the negotiation, HRA consideration, execution and performance of this Agreement between the parties.

13. Amendments.

13.1 Any amendment to this Agreement must be in writing and signed by both parties.

14. Agreement Binding; Assignment of Agreement.

14.1 This Agreement shall be binding upon and inure to the benefit of the parties. No assignment or attempted assignment of this Agreement or of any rights hereunder shall be effective without the prior written consent of the HRA.

15. Execution Authority.

15.1 Each of the undersigned parties warrants it has the full authority to execute this Agreement.

16. HRA Members Not Personally Liable.

16.1 No officer, agent or employee of the HRA shall be personally liable to [Business Name], or any successor in interest, in the event of any default or breach by the HRA on any obligation or term of this Agreement.

17. Relationship of Parties.

17.1 [Business Name] acknowledges that nothing contained in this Agreement nor any act by the HRA or [Business Name] shall be deemed or construed by [Business Name] or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the HRA and [Business Name].

18. Execution in Counterparts.

18.1 This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

19. Governing Law and Venue.
- 19.1 This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.
20. Compliance With Laws.
- 20.1 [Business Name] warrants that all work performed pursuant to this Agreement shall be in compliance with all federal, state and local laws, ordinances, regulations, rules, and standards, as well as all specifications of the HRA.
21. Entire Agreement.
- 21.1 This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire Agreement between the HRA and [Business Name], and supersedes any other written or oral agreements between and HRA and [Business Name].
22. Validity of Agreement Provisions.
- 22.1 In the event that any one or more of the provisions of this Agreement, or any application thereof, shall be found to be invalid, illegal or otherwise unenforceable, the validity, legality, and enforceability of the remaining provisions in any application thereof shall not in any way be affected or impaired thereby.
23. Enforcement of Agreement Provisions.
- 23.1 No failure by any party to insist upon the strict performance of any covenant, duty, agreement, or condition of this Agreement or to exercise any right or remedy consequent upon a breach thereof, shall constitute a waiver of any such breach of any other covenant, agreement, term, or condition, nor does it imply that such covenant, agreement, term or condition may be waived again.
24. Data Practices Compliance.
- 24.1 Any and all data created, collected, received, stored, used, maintained, or disseminated by [Business Name] pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and [Business Name] must comply with these requirements as if it were a government entity. This paragraph does not create a duty on the part of [Business Name] to provide access to public data to the public if the public data are available from the HRA, except as required by the terms of this Agreement.

**HOUSING AND REDEVELOPMENT
AUTHORITY OF FARIBAULT**

[BUSINESS NAME]

BY: _____
Executive Director

BY: _____
[Name of Authorized Official]
[Title]

By: _____
Chairperson

THIS DOCUMENT WAS DRAFTED BY:
City of Faribault
208 NW 1st Avenue
Faribault, MN 55021

**LAWN MOWING AND SNOW REMOVAL
REQUEST FOR PROPOSALS
Faribault Housing and Redevelopment Authority**

The Faribault Housing and Redevelopment Authority (HRA) is requesting proposals for lawn mowing, snow/ice removal, and sanding services at the following rental housing properties for the calendar years 2023-2024. The specific services required will vary with each property as noted herein. The City of Faribault's Community Development Department provides administrative and programmatic support to the Faribault HRA. Upon execution of the contract, the HRA's primary contact will be Kim Clausen, Community Development Coordinator.

The properties covered by this RFP are:

Market-Rate Housing:	16 SE 1 st Street (single-family house)
Project-Based Section 8:	Robinwood Manor Apartments, 1324 Prairie Avenue (51 units)
Public Housing:	1518 – 1536 Western Avenue (2 five plexes)
	1806 – 1818 Shumway Avenue (4 duplexes)
	910-920 SW 1 st Street (1 six plex)
	20 NE 14 th Street (single-family house)
	404-412 13 th Street (1 duplex and a single-family house)
	1319 – 1323 NW 7 th Street (1 duplex)
	621 Hulett Avenue (single-family house)
	519 – 527 Lincoln Avenue (1 fourplex)
	1225 NW 2 nd Street (single-family house)
	725 Willow Street (single-family house)
	830 SW 9 th Avenue (single-family house)
	523 W Division Street (single-family house)
	900 – 904 Spring Road (5 duplexes)

CONTRACT REQUIREMENTS

The following documents are required before the execution of a contract for services:

1. Completed Proposal Form
2. Proof of Insurance
3. List of 3 References

GENERAL REQUIREMENTS

The firm will be required to:

1. Provide all necessary equipment and materials, which shall be stored off-site except where permitted at Robinwood Manor Apartments.
2. Perform duties in a professional and workmanlike manner.

REQUIRED INSURANCE

The selected firm must provide proof of the following insurance coverage. Liability coverage for all work covered under the RFP and naming the HRA as an additional insured in at least the amount of \$500,000 per claimant and \$2,000,000 for each incident.

1. Commercial General Liability
2. Product Liability including Completed Operations
3. Auto Owners, Hired or Leased
4. Worker's Compensation

MINIMUM PREVAILING WAGE REQUIREMENTS

Services for the Public Housing units are subject to minimum prevailing wage requirements under HUD and DOL Labor Relations requirements. Employees performing services at the Public Housing units must be paid the minimum prevailing wage and overtime for any hours worked over 40 per week. Current maintenance wage rates are as follows:

Grounds Maintenance: \$14.87/hour

Be advised that HUD will amend these figures in **December 2022 for the year 2023**, and the selected contractor must be able to pay employees at the updated rate. In addition, contractors must submit certified payroll records for all employees who perform services at the Public Housing units. **The completed payroll forms must be submitted and accepted before the release of payment for services.**

SNOW/ICE REMOVAL AND SANDING

Listed properties shall have snow removed whenever a snowfall of one or more inches occurs. Snow and ice shall be removed within four hours after the snowfall or precipitation ceases or when snowfall totals reach 1 inch or more, whichever occurs first. **Snow accumulations shall never be permitted to be at or above 1 inch. Ice shall not accumulate on parking lots, driveways, stairs, landings or sidewalks. Sidewalks, driveways, steps, stairs, ramps, landings and parking lots shall be sanded as needed, with particular attention paid to Robinwood Manor Apartments. Sidewalks include both adjacent public sidewalks and private sidewalks leading to individual units.** If snow must be hauled off-site, contractor must have an approved place to deposit the snow.

Estimated Cost Per Site

Snow Removal

Sanding

Scattered Sites

The scattered sites properties include driveways, sidewalks and steps leading to unit entrances and public sidewalks adjacent to the lot frontage.

16 SE 1st Street

Driveway and Sidewalks

\$ _____

\$ _____

Robinwood Manor Apartments

This property includes the parking lot, sidewalks leading to the front entrance, the sidewalk on the east side of the parking lot leading to Prairie Avenue, landings for all building entrances, emergency exits, the smoking patio, and the rear patio.

Parking Lot	\$ _____	\$ _____
Sidewalks, Entrances, Emergency Exits and Patios	\$ _____	\$ _____

Public Housing

Public Housing includes parking lots, driveways, sidewalks, steps and landings leading to unit entrances and any public sidewalks adjacent to Public Housing lot frontage.

Estimated Cost Per Site (Per Occurrence)	Snow Removal	Sanding
1518-1536 Western Avenue		
Parking Lot	\$ _____	\$ _____
Sidewalks/Steps	\$ _____	\$ _____
1806-1820 Shumway Avenue		
Driveways and Sidewalks/Steps (includes sidewalk along 14 th Street NE)	\$ _____	\$ _____
910-920 SW 1 st Street		
Parking Lot	\$ _____	\$ _____
Sidewalks/Steps	\$ _____	\$ _____
20 NE 14 th Street		
Driveway and Sidewalks	\$ _____	\$ _____
404-408 NW 13 th Street		
Driveways and Sidewalks	\$ _____	\$ _____
1319-1323 NW 7 th Street		
Driveways and Sidewalks	\$ _____	\$ _____
621 Hulet Avenue		
Driveway and Sidewalks	\$ _____	\$ _____
519-527 Lincoln Avenue		
Driveways and Sidewalks	\$ _____	\$ _____
1225 NW 2 nd Street		
Driveway and Sidewalks	\$ _____	\$ _____
725 Willow Street		
Driveway and Sidewalks	\$ _____	\$ _____
830 SW 9 th Avenue		
Driveway and Sidewalks	\$ _____	\$ _____
523 W Division Street		
Driveway and Sidewalks	\$ _____	\$ _____
900-902 Spring Road		
Driveway and Sidewalks (Includes sidewalk along 9 th Ave SW)	\$ _____	\$ _____
904 Spring Road		
Parking Lot	\$ _____	\$ _____
Driveways and Sidewalks	\$ _____	\$ _____

LAWN MOWING AND GROUNDS CLEANUP

The grounds for the following properties shall be regularly mowed between May and December as needed to ensure that the grass and other ground coverings do not reach a height of five inches (5"). **Before mowing, all gutter extensions/downspouts and sump pump hoses shall be moved out of the way. Upon completion of mowing, all gutter extensions/downspouts and sump pump hoses shall be stretched back out and directed away from the units.** The grounds shall be edged along all paved surfaces a minimum of once a year. This contract also includes fall and spring yard cleanup. All fallen leaves, branches, litter, and debris on the grounds shall be removed and disposed of appropriately in the spring before May 1 and in the fall before the first snowfall.

Estimated Cost Per Site	Mowing	Spring Cleanup	Fall Cleanup
<u>Scattered Sites</u>			
16 SE 1 st Street	\$_____	\$_____	\$_____
<u>Robinwood Manor Apartments</u>			
1324 Prairie Avenue	\$_____	\$_____	\$_____
<u>Public Housing</u>			
1518-1536 Western Avenue	\$_____	\$_____	\$_____
1806-1820 Shumway Avenue	\$_____	\$_____	\$_____
910-920 SW 1 st Street	\$_____	\$_____	\$_____
20 NE 14 th Street	\$_____	\$_____	\$_____
404-408 NW 13 th Street	\$_____	\$_____	\$_____
1319-1323 NW 7 th Street	\$_____	\$_____	\$_____
621 Hulet Avenue	\$_____	\$_____	\$_____
*519-527 Lincoln Avenue	\$_____	\$_____	\$_____
1225 NW 2 nd Street	\$_____	\$_____	\$_____
725 Willow Street	\$_____	\$_____	\$_____
830 SW 9 th Avenue	\$_____	\$_____	\$_____
523 W Division Street	\$_____	\$_____	\$_____
900-904 Spring Road	\$_____	\$_____	\$_____

*See attached map for dimensions of Lincoln Avenue property.

COMPANY INFORMATION AND REQUIRED ATTACHMENTS

Name of Firm: _____

Contact Person: _____

Signature: _____

Mailing Address: _____

Telephone Number: () _____ Fax Number: () _____

E-mail Address: _____

Date: _____

Required Attachments: Proof of Required Insurance
 3 References
 Section 3 Certification

DUE DATE: Proposals are due to the Faribault Housing and Redevelopment Authority Office no later than 3:00 p.m. on **Friday, December 2, 2022**. Proposals should be sent to:

HRA Executive Director
City of Faribault
208 1st Ave NW
Faribault, MN 55021

Faxed and emailed proposals will not be accepted.



DESCRIPTION OF WORK REQUESTED AND CONDITIONS APPLIANCE REPAIR AND/OR REPLACEMENT SERVICES

1. PURPOSE

The U.S. Department of Housing and Urban Development (HUD) and the Department of Labor are requiring that federally funded projects pay employees and contractors in compliance with minimum maintenance wage requirements and to execute contracts for all such services. The Faribault Housing and Redevelopment Authority wishes to enter into two-year contracts with vendors in order to provide continuity in services. The purpose of this work description is to contract appliance repair and/or replacement services, INCLUDING ON-CALL 24-HOUR EMERGENCY SERVICES at the following locations in Faribault, MN (total of 101 units):

Market-Rate Housing:	16 SE 1 st Street (single-family house)
Project-Based Section 8:	Robinwood Manor Apartments, 1324 Prairie Avenue (51 units)
Public Housing:	1518 – 1536 Western Avenue (2 five plexes)
	1806 – 1818 Shumway Avenue (4 duplexes)
	910-920 SW 1 st Street (1 six plex)
	20 NE 14 th Street (single-family house)
	404-412 13 th Street (1 duplex and a single-family house)
	1319 – 1323 NW 7 th Street (1 duplex)
	621 Hulett Avenue (single-family house)
	519 – 527 Lincoln Avenue (1 fourplex)
	1225 NW 2 nd Street (single-family house)
	725 Willow Street (single-family house)
	830 SW 9 th Avenue (single-family house)
	523 W Division Street (single-family house)
	900 – 904 Spring Road (5 duplexes)

REQUIRED INSURANCE

The selected firm must provide proof of the following insurance coverage. Liability coverage for all work covered under the RFP and naming the HRA as an additional insured in at least the amount of \$500,000 per claimant and \$2,000,000 for each incident.

1. Commercial General Liability
2. Product Liability including Completed Operations
3. Auto Owners, Hired or Leased
4. Worker's Compensation

MINIMUM PREVAILING WAGE REQUIREMENTS

Services for the Public Housing units are subject to minimum prevailing wage requirements pursuant to HUD and DOL Labor Relations requirements. Employees performing services at the Public Housing units must be paid the minimum prevailing wage and overtime for any hours worked over 40 per week. Current maintenance wage rates are as follows:

Maintenance Specialist: \$21.20

Be advised that HUD will amend these figures in December 2022 for the year 2023, and the selected contractor must be able to pay employees at the updated rate. In addition, contractors must submit certified payroll records for all employees who perform services at the Public Housing units. The completed payroll forms must be submitted and accepted before the release of payment for services.

2. **SCOPE OF WORK**

- A. Examining appliances and identifying the cause of appliance breakdowns.
- B. Performing maintenance work on appliances.
- C. Providing estimates on how much it would cost to repair damaged or malfunctioning appliances.
- D. Repairing or replacing defective or damaged appliance components upon approval from FHRA.
- E. Advising customers on how to use appliances correctly.
- F. Installing various large appliances, such as washers, wall ovens, and stoves.
- G. Maintaining an accurate record of all items/parts used to repair, replace, or maintain appliances.
- H. Respond to service calls during the day, evening hours, weekends, or holidays as requested.
- I. **Must respond to emergency calls within two hours. If you are unable or unwilling to meet this requirement please do not submit a proposal.**
- J. Replacement of fixtures and appliances. Special projects may require.
- K. Additional procurement procedures, such as numerous estimates or competitive bids.
- L. Repairs and replacements of all electrical parts shall be of equal or greater quality as original equipment.
- M. Contracts will run for two years.

3. **TOTAL COST OF SERVICES**

*TOTAL HOURLY RATE (8:00 a.m. to 5:00 p.m.)	\$ _____
*TOTAL HOURLY RATE (5:00 p.m. to 8:00 a.m.)	\$ _____
*TOTAL HOURLY RATE (Holidays)	\$ _____
*Rate shall include all charges	

4. **SUBMISSION**

Required Attachments: Proof of Required Insurance
 3 References
 Section 3 Certification

DUE DATE: Proposals are due to the Faribault Housing and Redevelopment Authority Office no later than 3:00 p.m. on **Friday, December 2, 2022.** Proposals should be sent to:

HRA Executive Director
City of Faribault
208 1st Ave NW
Faribault, MN 55021

Faxed and emailed proposals will not be accepted.

CONTRACTOR: _____

SIGNATURE: _____

ADDRESS: _____

PHONE NUMBER: _____ **DATE:** _____

E-MAIL ADDRES: _____

DESCRIPTION OF WORK REQUESTED AND CONDITIONS PLUMBING SERVICES

1. PURPOSE

The U.S. Department of Housing and Urban Development (HUD) and the Department of Labor are requiring that federally funded projects pay employees and contractors in compliance with minimum maintenance wage requirements and to execute contracts for all such services. The Faribault Housing and Redevelopment Authority wishes to enter into two-year contracts with vendors to provide continuity in services. The purpose of this work description is to contract plumbing services at the following locations in Faribault, MN:

Market-Rate Housing:	16 SE 1 st Street (single-family house)
Project-Based Section 8:	Robinwood Manor Apartments, 1324 Prairie Avenue (51 units)
Public Housing:	1518 – 1536 Western Avenue (2 five plexes)
	1806 – 1818 Shumway Avenue (4 duplexes)
	910-920 SW 1 st Street (1 sixplex)
	20 NE 14 th Street (single-family house)
	404-412 13 th Street (1 duplex and a single-family house)
	1319 – 1323 NW 7 th Street (1 duplex)
	621 Hulett Avenue (single-family house)
	519 – 527 Lincoln Avenue (1 fourplex)
	1225 NW 2 nd Street (single-family house)
	725 Willow Street (single-family house)
	830 SW 9 th Avenue (single-family house)
	523 W Division Street (single-family house)
	900 – 904 Spring Road (5 duplexes)

REQUIRED INSURANCE

The selected firm must provide proof of the following insurance coverage. Liability coverage for all work covered under the RFP and naming the HRA as an additional insured in at least the amount of \$500,000 per claimant and \$2,000,000 for each incident.

1. Commercial General Liability
2. Product Liability including Completed Operations
3. Auto Owners, Hired or Leased
4. Worker's Compensation

MINIMUM PREVAILING WAGE REQUIREMENTS

Services for the Public Housing units are subject to minimum prevailing wage requirements under HUD and DOL Labor Relations requirements. Employees performing services at the Public Housing units must be paid the minimum prevailing wage and overtime for any hours worked over 40 per week. Current maintenance wage rates are as follows: **Plumber: \$15.70/hour**

Be advised that HUD will amend these figures in **December 2022 for the year 2023**, and the selected contractor must be able to pay employees at the updated rate. In addition, contractors are required to submit certified payroll records for all employees that perform services at the Public Housing units. The completed payroll forms must be submitted and accepted prior to release of payment for services.

2. **SCOPE OF WORK**

- A. Service hot water boilers and hot water heaters as requested by FHRA staff.
- B. Service plumbing fixtures and lines, including tubs, toilets, sinks, and hot water heaters. FHRA maintenance staff will do minor work as defined/allowed by the city code.
- C. Respond to service calls during the day, evening hours, weekends, or holidays as requested.
- D. Must respond to emergency calls within two hours. If you are unable or unwilling to respond to emergency calls as requested please do not submit a proposal.**
- E. Replacement of fixtures and appliances and special preventive maintenance projects may require competitive bids.
- F. Repairs and replacements of all plumbing parts shall be of equal or greater quality as original equipment.
- G. Responsive contractors must be either:
 - Plumbing Contractor, a person who may contract to perform or offer to perform plumbing work in all areas of the state provided the contractor has at all times a licensed master plumber as a responsible individual and maintains compliance with the required bond, general liability insurance and workers' compensation insurance requirements found in Minnesota Statute 326B.46.; or
 - Licensed Master Plumber; or
 - Licensed Journeyman Plumber

Proof of compliance with this requirement must be submitted with the proposal submission.

3. **TOTAL COST OF SERVICES**

*TOTAL HOURLY RATE (8:00 a.m. to 5:00 p.m.) \$ _____
*TOTAL HOURLY RATE (5:00 p.m. to 8:00 a.m.) \$ _____
*TOTAL HOURLY RATE (Holidays) \$ _____
*Rate shall include all charges

Estimate how much time to do the following:

- Install new kitchen sink and new standard faucet in new countertop _____
- Install new standard bathroom bath faucet on new vanity top _____
- Install a standard bathroom toilet using existing plumbing pipes _____

4. **SUBMISSION**

COMPANY INFORMATION AND REQUIRED ATTACHMENTS

Name of Firm: _____

Contact Person: _____

Signature: _____

Mailing Address: _____

Telephone Number: (____) _____ Fax Number: (____) _____

E-mail Address: _____

Date: _____

Required Attachments: Proof of Required Insurance
 3 References
 Section 3 Certification

DUE DATE: Proposals are due to the Faribault Housing and Redevelopment Authority Office no later than 3:00 p.m. on **Friday, December 2, 2022**. Proposals should be sent to:

HRA Executive Director
208 1st Ave NW
Faribault, MN 55021

Faxed and emailed proposals will not be accepted.

DESCRIPTION OF WORK REQUESTED AND CONDITIONS

LVP, SHEET VINYL AND CARPET

1. PURPOSE

The U.S. Department of Housing and Urban Development (HUD) and the Department of Labor are requiring that federally funded projects pay employees and contractors in compliance with minimum maintenance wage requirements and to execute contracts for all such services. The Faribault Housing and Redevelopment Authority wishes to enter into two-year contracts with vendors to provide continuity in services. The purpose of this work description is to contract carpet, luxury vinyl plank (LVP), and sheet vinyl flooring services, primarily for unit turnovers.

Units at Robinwood Manor have berber carpet in the bedroom, living room and hallway areas; sheet vinyl is used in the kitchens and bathrooms.

Public Housing units will use LVP in the bedrooms, living room, kitchen, and dining room areas; sheet vinyl is used in the bathrooms; carpet is used on the stairways.

Market-Rate Housing:	16 SE 1 st Street (single-family house)
Project-Based Section 8:	Robinwood Manor Apartments, 1324 Prairie Avenue (51 units)
Public Housing:	1518 – 1536 Western Avenue (2 five plexes)
	1806 – 1818 Shumway Avenue (4 duplexes)
	910-920 SW 1 st Street (1 sixplex)
	20 NE 14 th Street (single-family house)
	404-412 13 th Street (1 duplex and a single-family house)
	1319 – 1323 NW 7 th Street (1 duplex)
	621 Hulett Avenue (single-family house)
	519 – 527 Lincoln Avenue (1 fourplex)
	1225 NW 2 nd Street (single-family house)
	725 Willow Street (single-family house)
	830 SW 9 th Avenue (single-family house)
	523 W Division Street (single-family house)
	900 – 904 Spring Road (5 duplexes)

REQUIRED INSURANCE

The selected firm must provide proof of the following insurance coverage. Liability coverage for all work covered under the RFP and naming the HRA as an additional insured in at least the amount of \$500,000 per claimant and \$2,000,000 for each incident.

1. Commercial General Liability
2. Product Liability including Completed Operations
3. Auto Owners, Hired or Leased
4. Worker's Compensation

MINIMUM PREVAILING WAGE REQUIREMENTS

Services for the Public Housing units are subject to minimum prevailing wage requirements pursuant to HUD and DOL Labor Relations requirements. Employees performing services at the

Public Housing units must be paid the minimum prevailing wage and overtime for any hours worked over 40 per week. Current maintenance wage rates are as follows:

Carpet Installers:	\$28.71/hour
LVP/Sheet Vinyl Installers:	\$20.57/hour

Be advised that HUD will amend these figures in December 2020 for the year 2021, and the selected contractor must be able to pay employees at the updated rate. In addition, contractors must submit certified payroll records for all employees who perform services at the Public Housing units. The completed payroll forms must be submitted and accepted before the release of payment for services.

2. **SCOPE OF WORK**

- A. Contractor shall provide all labor and materials to replace flooring, as ordered.
- B. Quality as well as the timeliness of contracted flooring services is of utmost importance.
- C. Contractor shall take proper precautions to protect all surfaces adjacent to the flooring areas.
- D. Contractors must specify in this proposal availability, that is, the hours of the day and week, which the FHRA can rely on the availability of services. Any limitations upon availability must be clearly identified, e.g.: will not work Sundays or holidays. Any premium rates for services outside "normal" hours specified must be clearly identified in this proposal. It is essential that the FHRA be able to rely upon contractor's availability at the time when a unit is vacated. Any delays in installation causing undue hardship will be grounds for termination by FHRA of contractor's services on written 30-day notice. It is of particular importance that the FHRA can rely on timely contractor performance and not have its work set aside in favor of a conflict with any competing job. Floor replacement may occur during evening hours, weekends or holidays. It is important that the flooring contractor be able to coordinate a schedule with the FHRA staff.
- E. Contractor will be made aware of upcoming units as soon as possible but the definite date to perform the work may not be known until possibly two or three days before needed. **The contractor must complete the job within 5 calendar days after notification of the job.**
- F. The vacancies occur sporadically; some months may need two or three units to be re-floored and the following month zero.

3. **INSTALLATION SPECIFICATIONS – Luxury Vinyl Plank**

- A. Contractor shall remove and dispose of existing flooring material as instructed.
- B. Contractor shall prepare the floor according to the manufacturer's installation specifications.
- C. Product to be Luxury Vinyl Plank (LVP), 7" x 48" planks, 3.0mm thick. Earthwerks Brighton or similar products.
- D. Planks shall be installed using adhesives according to manufacturers' specifications.
- E. Four-inch vinyl wall base shall be installed upon completion to match existing rooms. The base shall be 1/8" thickness, Johnsonite Vinyl Wall base, or similar product.
- F. A minimum 1/4" underlayment shall be installed if installation is over the wood floor base. Underlayment products shall be exterior glued and have a warranty against the core void, delaminations, and discoloring for at least fifteen years after installation.

- G. Portland Patch concrete leveler shall be used if installation is over the concrete floor base.
- H. If necessary, a metal transition piece shall be installed so that the threshold is flush with existing rooms.
- I. Underlayment can be installed over the top of the existing floor provided that all rooms on the same level are being replaced and there are no more than a total of two layers on the floor. If the floor already has two layers, one layer will be required to be removed and installation of underlayment can go over the bottom layer.
- J. Underlayment shall be installed according to manufacturer specifications. The contractor shall be responsible for moving the stove and refrigerator.
- K. Contractor shall be responsible for cutting doors as necessary.
- L. All installations shall meet manufacturer installation instructions.

4. **INSTALLATION SPECIFICATIONS – Sheet Vinyl**

- A. Contractor shall remove and dispose of existing flooring material.
- B. Contractor shall prepare the floor according to manufacturer's installation specifications.
- C. Product gauge shall have an overall thickness of 55 mils, with a wear layer thickness of 10 mils with a minimum 5-year warranty. The product should be Armstrong Initiator or a similar product.
- D. Sheet vinyl shall be installed according to manufacturers' specifications.

INSTALLATION SPECIFICATIONS – Robinwood Manor Carpet

- A. Contractor shall remove and dispose of existing flooring material.
- B. Contractor shall prepare floor for carpet, according to manufacturers' specifications.
- C. Carpet should be level loop olefin, pile weight of 26 oz. The product should be Mohawk Endless Wonder or a similar product.
- D. The carpet shall be installed according to the manufacturer's specifications.

INSTALLATION SPECIFICATIONS – Public Housing Stair Carpet

- E. Contractor shall remove and dispose of existing flooring material.
- F. Contractor shall prepare floor for carpet, according to manufacturers' specifications.
- G. Carpet should be scroll loop olefin, pile weight of 28 oz. The product should be Mohawk Camden Creek or a similar product.
- H. Carpet shall be installed according to manufacturers' specifications.

5. **EXTRAS**

- A. "Extras" must be itemized and priced with each job proposal at rates taken from the bid price agreement.

6. **BIDDING STRUCTURE**

- A. FHRA reserves the right to award numerous contracts for each flooring type if it would be in the best interest of the FHRA.

7. **TOTAL COST OF SERVICES - Materials and Labor**

- Luxury Vinyl Plank – Price per square feet installed \$ _____
- Carpet – Price per square feet installed \$ _____
- Sheet Vinyl – Price per square feet installed \$ _____
- Vinyl Baseboard – price per lineal feet installed \$ _____
- Carpet pad – price per square feet installed \$ _____

- Underlayment - price per square feet installed \$ _____
- Cost of tear up and disposal \$ _____

The cost stated will include any “waste” factor and measurements will be exact.

WORK AVAILABILITY: _____

COMPANY INFORMATION AND REQUIRED ATTACHMENTS

Name of Firm: _____

Contact Person: _____

Signature: _____

Mailing Address: _____

Telephone Number: (____) _____ Fax Number: (____) _____

E-mail Address: _____

Date: _____

Required Attachments:

- Proof of Required Insurance
- Proof of Required Licenses/Certifications
- List of 3 references
- Section 3 Certification

DUE DATE: Proposals are due to the Faribault Housing and Redevelopment Authority Office no later than 3:00 p.m. on Friday, December 2, 2022. Proposals should be sent to:

HRA Executive Director
City of Faribault
208 1st Ave NW
Faribault, MN 55021

Faxed and emailed proposals will not be accepted.

DESCRIPTION OF WORK REQUESTED AND CONDITIONS FLOOR POLISHING/REFINISHING AND CARPET CLEANING

1. PURPOSE

The U.S. Department of Housing and Urban Development (HUD) and the Department of Labor are requiring that federally funded projects pay employees and contractors in compliance with minimum maintenance wage requirements and to execute contracts for all such services. The Faribault Housing and Redevelopment Authority wishes to enter into two-year contracts with vendors to provide continuity in services. The purpose of this work description is to contract for floor polishing/refinishing services and carpet cleaning services.

Robinwood Manor Apartments: 1324 Prairie Avenue

Public Housing Units:	1518 Western Ave	1520 Western Ave
	1522 Western Ave	1524 Western Ave
	1526 Western Ave	1528 Western Ave
	1530 Western Ave	1532 Western Ave
	1534 Western Ave	1536 Western Ave
	1806 Shumway Ave	1808 Shumway Ave
	1810 Shumway Ave	1812 Shumway Ave
	1814 Shumway Ave	1816 Shumway Ave
	1818 Shumway Ave	1820 Shumway Ave
	910 SW 1 st St	912 SW 1 st St
	914 SW 1 st St	916 SW 1 st St
	918 SW 1 st St	920 SW 1 st St
	20 NE 14 th St	1225 NW 2 nd St
	830 SW 9 th Ave	621 Hulet Ave
	725 Willow St	404 NW 13 th Street
	408 NW 13 th St	412 NW 13 th St
	1319 NW 7 th St	1323 NW 7 th St
	519 Lincoln Ave	521 Lincoln Ave
	523 Lincoln Ave	527 Lincoln Ave
	900 A Spring Rd	900 B Spring Rd
	900 C Spring Rd	900 D Spring Rd
	902 A Spring Rd	902 B Spring Rd
	904 A Spring Rd	904 B Spring Rd
	904 C Spring Rd	904 D Spring Rd
	523 W Division St	

Market-Rate Scattered Site Units: 16 SE 1st St

2. **SCOPE OF WORK**

- A. Contractor shall provide all labor and materials to refinish flooring, as ordered.
- B. Quality as well as the timeliness of contracted flooring services is of utmost importance.
- C. Contractor shall take proper precautions to protect all surfaces adjacent to the flooring areas.
- D. Contractor will be made aware of upcoming units as soon as possible but the definite date to perform the work may not be known until possibly two or three days before needed. **The contractor must complete the job within 5 days after notification of the job.**
- D. The vacancies occur sporadically; some months may need two or three units to be re-finished and the following month zero.
- E. The contract term shall run for two years.

3. **CAPRET CLEANING SPECIFICATIONS**

- A. Apply a carpet pre-treatment to help loosen all soil and oil buildups.
- B. Thoroughly clean and rinse the carpet using a commercial cleaning unit and rotary jet extraction.
- C. Provide extra attention to removing difficult spots, gum, etc.

4. **VCT CLEANING AND WAXING SPECIFICATIONS**

- A. Vacuum all floor areas to remove all loose soil
- B. Apply appropriate cleaning solutions for cleaning or removal of wax on floors
- C. Thoroughly scrub floors to clean or remove all unwanted wax
- D. Razor scrape edges or scrub by hand
- E. Mop all areas
- F. Apply sealer if needed
- G. Apply 2-3 coats of wax as needed

5. **TOTAL COST OF SERVICES – Material and Labor**

Carpet Cleaning - Price per square feet \$ _____

VCT Cleaning and Waxing – Price per square feet \$ _____

6. **SUBMISSION DEADLINE**

Responses to this request for services must be submitted to the following address no later than 3:00 p.m., **Friday, December 2, 2022.**

HRA Executive Director
208 1st Ave NW
Faribault, MN 55021

Contractor agrees that it has read and will comply with all of the terms and conditions contained in the following documents:

Sample Contract

Description of Work Requested

Labor Relations Letter 2004-01

Maintenance Wage Rate Determination, HUD 52158

CONTRACTOR: _____

SIGNATURE: _____

ADDRESS: _____

PHONE NUMBER: _____

DATE: _____

RENTAL PROPERTY GENERAL MAINTENANCE REQUEST FOR PROPOSALS

**Faribault Housing and Redevelopment Authority
January 1, 2025 – December 31, 2027**

The Faribault Housing and Redevelopment Authority is requesting proposals for the completion of routine maintenance services as requested in the absence of the City of Faribault's on-staff maintenance persons or as workload dictates. The specific services required will vary with each property as noted herein. The City of Faribault's Community Development Department provides administrative and programmatic support to the Faribault HRA. Upon execution of the contract, the HRA's primary contact will be the HRA Executive Director.

The properties covered by this RFP (101 units) are:

Market-Rate Housing:	16 SE 1 st Street (single-family house)
Project-Based Section 8:	Robinwood Manor Apartments, 1324 Prairie Avenue (51 one-bedroom units)
Public Housing:	1518 – 1536 Western Avenue (2 five-plexes) 1806 – 1818 Shumway Avenue (4 duplexes) 910-920 SW 1 st Street (1 six-plex) 20 NE 14 th Street (single-family house) 404-412 13 th Street (1 duplex and a single-family house) 1319 – 1323 NW 7 th Street (1 duplex) 621 Hulett Avenue (single-family house) 519 – 527 Lincoln Avenue (1 fourplex) 1225 NW 2 nd Street (single-family house) 725 Willow Street (single-family house) 830 SW 9 th Avenue (single-family house) 523 W Division Street (single-family house) 900 – 904 Spring Road (5 duplexes) (8 two-bedroom units, 34 three-bedroom units and 7 four-bedroom units)

CONTRACT REQUIREMENTS

The following documents are required before execution of a contract for services:

1. Completed Proposal Form
2. Proof of Insurance
3. List of three references

GENERAL REQUIREMENTS

The firm will be required to:

1. Assist, as requested, with routine work orders or in cases where the workload necessitates additional maintenance staff.
2. Complete requests for routine work orders within five working days of receipt of work order.

3. Perform services in a professional and workmanlike manner.

REQUIRED INSURANCE

The selected firm must provide proof of the following insurance coverage. Liability coverage for all work covered under the RFP and naming the HRA as an additional insured in at least the amount of \$500,000 per claimant and \$2,000,000 for each incident.

1. Commercial General Liability
2. Product Liability including Completed Operations
3. Auto Owners, Hired or Leased
4. Worker's Compensation

MINIMUM PREVAILING WAGE REQUIREMENTS

Services for the Public Housing units are subject to minimum prevailing wage requirements pursuant to HUD and DOL Labor Relations requirements. Employees performing services at the Public Housing units must be paid the minimum prevailing wage and overtime for any hours worked over 40 per week. Current maintenance wage rates are as follows:

General Laborer:	\$19.91/hour
Painter:	\$16.73/hour
Maintenance Carpenter:	\$22.29/hour
Grounds Maintenance:	\$14.87/hour
Cleaning:	\$10.61/hour
Carpet Installer	\$28.71/hour
Floor Layer	\$20.57/hour

Be advised that HUD will amend these figures in December 2022 for the year 2023, and the selected contractor must be able to pay employees at the updated rate. In addition, contractors must submit certified payroll records for all employees who perform services at the Public Housing units. The completed payroll forms must be submitted and accepted before the release of payment for services.

General Maintenance

General Maintenance \$ _____ per hour

Requested repairs must be completed in a timely, workmanlike, cost effective manner with the least amount of disturbance to the tenant and damage to the property. The work area must be cleaned upon completion of the requested repair. All work shall be completed to the satisfaction of city staff.

The following listing of common maintenance requests is offered for illustrative purposes only. The selected firm may be requested by City staff to provide additional maintenance services not specifically identified.

- Plumbing Repair or replacement of faucets
 Repair or replacement of toilets

- Caulking of faucets, sinks, tubs, etc.
 - Snaking plugged drains
 - Flush water heaters
- Electrical
 - Replacement of missing or damaged outlets/switch plate covers
 - Replacement of light globes
- Appliances
 - Clean dryer vents
 - Clean coils, vent fans
- Doors/Windows
 - Touch-up painting (interior and exterior)
 - Repair or replacement of interior and exterior doors
 - Replacement of broken glass and screens
 - Repair or replacement of broken or missing hardware
 - Repair or replacement of window shades and blinds
 - Installation of weather stripping around doors and windows
 - Lubricate locks and hinges
- Carpentry
 - Repair of roofs and siding
 - Cleaning and repair of gutters
 - Replacement of linoleum floor tiles
 - Repair of walls and ceilings
 - Installation/repair of handrails
 - Repair of damaged wood
- General
 - Unit turnovers, including painting, general repairs
 - Replace smoke detectors/batteries
 - Priming/painting/staining of various services

Vacant Unit Turnovers

Vacant units shall be painted and all required repairs and preventive maintenance tasks completed within three working days of vacancy or notice of vacancy unless otherwise authorized by City staff. Required cleaning, maintenance and painting must be completed in a timely, workmanlike, cost effective manner with the least amount of duplication of effort and damage to the property.

Painting of Vacant Units

	Wall Prep	Paint or Prime Walls	Prime or Paint Flat Ceilings	Prime or Paint Textured Ceilings
Cost per square foot (per coat):	_____/s.f.	_____/s.f.	_____/s.f.	_____/s.f.

All cracks, holes, and scratches shall be filled or patched before priming or painting. All such repairs shall be lightly sanded to blend with the surrounding wall or ceiling area. All surfaces shall be completely dry, clean, and free of any foreign materials before priming or repainting.

Interior latex satin wall paint and latex flat ceiling paint or their comparable shall be used. The color of the paint shall be approved by City staff before priming and painting.

The work area shall be cleaned upon completion of the requested painting.

All painting shall be completed to the satisfaction of City staff.

COMPANY INFORMATION AND REQUIRED ATTACHMENTS

Name of Firm: _____

Contact Person: _____

Signature: _____

Mailing Address: _____

Telephone Number: () _____ Fax Number: () _____

E-mail Address: _____

Date: _____

Required Attachments: Proof of Required Insurance
 3 References
 Section 3 Certification

DUE DATE: Proposals are due to the Faribault Housing and Redevelopment Authority Office no later than 3:00 p.m. on _____. Proposals should be sent to:

HRA Executive Director
City of Faribault
208 1st Ave NW
Faribault, MN 55021

Faxed and emailed proposals will not be accepted.

DESCRIPTION OF WORK REQUESTED AND CONDITIONS ELECTRICAL SERVICES

1. **PURPOSE**

The U.S. Department of Housing and Urban Development (HUD) and the Department of Labor are requiring that federally funded projects pay employees and contractors in compliance with minimum maintenance wage requirements and to execute contracts for all such services. The Faribault Housing and Redevelopment Authority wishes to enter into two-year contracts with vendors in order to provide continuity in services. The purpose of this work description is to contract electrical services at the following locations in Faribault, MN:

Robinwood Manor Apartments: 1324 Prairie Avenue

Public Housing Units:	1518 Western Ave	1520 Western Ave
	1522 Western Ave	1524 Western Ave
	1526 Western Ave	1528 Western Ave
	1530 Western Ave	1532 Western Ave
	1534 Western Ave	1536 Western Ave
	1806 Shumway Ave	1808 Shumway Ave
	1810 Shumway Ave	1812 Shumway Ave
	1814 Shumway Ave	1816 Shumway Ave
	1818 Shumway Ave	1820 Shumway Ave
	910 SW 1 st St	912 SW 1 st St
	914 SW 1 st St	916 SW 1 st St
	918 SW 1 st St	920 SW 1 st St
	20 NE 14 th St	1225 NW 2 nd St
	830 SW 9 th Ave	621 Hulet Ave
	725 Willow St	404 NW 13 th Street
	408 NW 13 th St	412 NW 13 th St
	1319 NW 7 th St	1323 NW 7 th St
	519 Lincoln Ave	521 Lincoln Ave
	523 Lincoln Ave	527 Lincoln Ave
	900 A Spring Rd	900 B Spring Rd
	900 C Spring Rd	900 D Spring Rd
	902 A Spring Rd	902 B Spring Rd
	904 A Spring Rd	904 B Spring Rd
	904 C Spring Rd	904 D Spring Rd
	523 W Division St	

Market-Rate Scattered Site Unit: 16 SE 1st St

2. **SCOPE OF WORK**

- A. Replace outlets and fixtures, install GFIs as requested by FHRA staff. FHRA maintenance staff will do minor work as defined/allowed by city code (e.g. resetting circuit breakers, replacing outlet covers, replacing light bulbs and globes).
- B. Repair/troubleshoot electrical services as requested by FHRA staff.
- C. Respond to service calls during the day, evening hours, weekends, or holidays as requested.
- D. Must respond to emergency calls within two hours.
- E. Replacement of fixtures and appliances and special preventive maintenance projects may require additional procurement procedures, such as numerous estimates or competitive bids.
- F. Repairs and replacements of all electrical parts shall be of equal or greater quality as original equipment.
- G. Contracts will run for two years.

3. **TOTAL COST OF SERVICES**

*TOTAL HOURLY RATE (8:00 a.m. to 5:00 p.m.) \$ _____
*TOTAL HOURLY RATE (5:00 p.m. to 8:00 a.m.) \$ _____
*TOTAL HOURLY RATE (Holidays) \$ _____
*Rate shall include all charges

4. **SUBMISSION DEADLINE**

Responses to this request for services must be submitted to the following address no later than 3:00 p.m., Friday, December 2, 2022.

Rebecca Rand, Housing Coordinator
Community Development Department
208 1st Ave NW
Faribault, MN 55021
rrand@ci.faribault.mn.us

Contractor agrees that it has read and will comply with all of the terms and conditions contained in the following documents:

Sample Contract
Description of Work Requested
Labor Relations Letter 2004-01
Maintenance Wage Rate Determination, HUD 52158

CONTRACTOR: _____

SIGNATURE: _____

ADDRESS: _____

PHONE NUMBER: _____ **DATE:** _____

DESCRIPTION OF WORK REQUESTED AND CONDITIONS PEST CONTROL SERVICES

1. PURPOSE

The U.S. Department of Housing and Urban Development (HUD) and the Department of Labor are requiring that federally funded projects pay employees and contractors in compliance with minimum maintenance wage requirements and to execute contracts for all such services. The Faribault Housing and Redevelopment Authority wishes to enter into two-year contracts with vendors in order to provide continuity in services. The purpose of this work description is to contract exterminating services for the following locations (101 units) in Faribault, Minnesota:

Market-Rate Housing:	16 SE 1 st Street (single-family house)
Project-Based Section 8:	Robinwood Manor Apartments, 1324 Prairie Avenue (51 units)
Public Housing:	1518 – 1536 Western Avenue (2 fiveplexes)
	1806 – 1818 Shumway Avenue (4 duplexes)
	910-920 SW 1 st Street (1 sixplex)
	20 NE 14 th Street (single-family house)
	404-412 13 th Street (1 duplex and a single-family house)
	1319 – 1323 NW 7 th Street (1 duplex)
	621 Hulett Avenue (single-family house)
	519 – 527 Lincoln Avenue (1 fourplex)
	1225 NW 2 nd Street (single-family house)
	725 Willow Street (single-family house)
	830 SW 9 th Avenue (single-family house)
	523 W Division Street (single-family house)
	900 – 904 Spring Road (5 duplexes)

2. SCOPE OF WORK

- A. Annually inspect all units.
- B. Insect and rodent control shall meet the following specifications:
 - 1. Preventive treatment of the interior and/or exterior of each apartment listed above with approved substances to eradicate and prevent infestation of roaches, ants, silver fish, crickets, bees, wasps, spiders, rats and mice and all other crawling insects except termites and bedbugs, three times per year.
 - 2. Material used and manner in which applied shall conform to Federal, State, and Local laws without damage to any surfaces.
 - 3. Strictly follow all instructions pertaining to the application and use of toxic materials to minimize exposure to humans and pets.
- C. It may be necessary for the Contractor to provide an "extra treatment" between services, if conditions warrant. Extra Treatments shall be completed with 48 hours of notice to contractor by FHRA. Extra Treatments will be requested when FHRA staff locates an infestation in a unit. The Extra Treatment must also include providing treatment to each adjacent unit to the infested unit.

3. MINIMUM PREVAILING WAGE REQUIREMENTS

Services for the Public Housing units are subject to minimum prevailing wage requirements pursuant to HUD and DOL Labor Relations requirements. Employees performing services at the Public Housing units must be paid the minimum prevailing wage and overtime for any hours worked over 40 per week. Current maintenance wage rates are as follows:

Pest Control: **\$16.53/hour**

Be advised that HUD will amend these figures in December **2020** for the year **2021**, and the selected contractor must be able to pay employees at the updated rate. In addition, contractors must submit certified payroll records for all employees who perform services at the Public Housing units. The completed payroll forms must be submitted and accepted before the release of payment for services.

3. **TOTAL COST OF SERVICES**

A. The cost of the services described shall be as follows for the 101 units:

\$ _____/year for routine
treatments/inspections

B. Cost for "extra treatments" between regularly scheduled treatments. If there is no extra charge, please state "NONE".

\$ _____/treatment

C. Cost for bedbug treatments:

\$ _____/heat treatment

\$ _____/chemical treatment

4. **SUBMISSION**

COMPANY INFORMATION AND REQUIRED ATTACHMENTS

Name of Firm: _____

Contact Person: _____

Signature: _____

Mailing Address: _____

Telephone Number:(_____) _____ Fax Number: (_____) _____

E-mail Address: _____

Date: _____

Required Attachments: Proof of Required Insurance
 3 References

DUE DATE: Proposals are due to the Faribault Housing and Redevelopment Authority Office no later than 3:00 p.m. on Friday, December 2, 2022. Proposals should be sent to:

Rebecca Rand
Community Development Coordinator
City of Faribault
208 1st Ave NW
Faribault, MN 55021

Faxed and emailed proposals will not be accepted.

DESCRIPTION OF WORK REQUESTED AND CONDITIONS GENERAL CLEANING SERVICES AND FLOOR CLEANING SERVICES

1. PURPOSE

The U.S. Department of Housing and Urban Development (HUD) and the Department of Labor are requiring that federally funded projects pay employees and contractors in compliance with minimum maintenance wage requirements and to execute contracts for all such services. The Faribault Housing and Redevelopment Authority wishes to enter into two-year contracts with vendors to provide continuity in services. The purpose of this work description is to contract general cleaning services and floor cleaning services for the following locations (101 units) in Faribault, Minnesota:

Market-Rate Housing:	16 SE 1 st Street (single-family house)
Project-Based Section 8:	Robinwood Manor Apartments, 1324 Prairie Ave (51 units)
Public Housing:	1518 – 1536 Western Avenue (2 five plexes)
	1806 – 1818 Shumway Avenue (4 duplexes)
	910-920 SW 1 st Street (1 six plex)
	20 NE 14 th Street (single-family house)
	404-412 13 th Street (1 duplex and a single-family house)
	1319 – 1323 NW 7 th Street (1 duplex)
	621 Hulett Avenue (single-family house)
	519 – 527 Lincoln Avenue (1 fourplex)
	1225 NW 2 nd Street (single-family house)
	725 Willow Street (single-family house)
	830 SW 9 th Avenue (single-family house)
	523 W Division Street (single-family house)
	900 – 904 Spring Road (5 duplexes)

REQUIRED INSURANCE

The selected firm must provide proof of the following insurance coverage. Liability coverage for all work covered under the RFP and naming the HRA as an additional insured in at least the amount of \$500,000 per claimant and \$2,000,000 for each incident.

1. Commercial General Liability
2. Product Liability including Completed Operations
3. Auto Owners, Hired or Leased
4. Worker's Compensation

MINIMUM PREVAILING WAGE REQUIREMENTS

Services for the Public Housing units are subject to minimum prevailing wage requirements pursuant to HUD and DOL Labor Relations requirements. Employees performing services at the Public Housing units must be paid the minimum prevailing wage and overtime for any hours worked over 40 per week. Current maintenance wage rates are as follows:

Cleaning: \$10.61/hour

Be advised that HUD will amend these figures in December 2022 for the year 2023, and the selected contractor must be able to pay employees at the updated rate. In addition, contractors must submit certified payroll records for all employees who perform services at the Public Housing units. The completed payroll forms must be submitted and accepted before the release of payment for services.

2. **SCOPE OF WORK – GENERAL CLEANING**

- A. Contractor shall provide all material and services to clean, as ordered, every dwelling unit at each project from which a resident has recently vacated. This includes but is not limited to, cabinets, countertops, appliances, behind appliances, drawers, windows, window wells, walls, sinks, bathtubs, showers, shower surrounds, millwork, doors, closets, shelves, etc.
- B. Contractor shall provide all materials and services to clean, as directed, the interior common areas of Robinwood Manor at least 3 times per week.
- C. Cleaning is to be done in compliance with the attached checklists.
- D. Scope of work also includes weekly exterior litter removal from the grounds, parking lots, and landscaping at the following sites:
 - 1518-1536 Western Avenue
 - 904 A – 904 D Spring Road
 - 910-920 SW 1st Street
- D. Contractor must specify in this proposal availability (hours of the day and week which the FHRA can rely on the services). Any limitations upon availability must be clearly identified, e.g., will not work Sundays or Holidays. Any premium rates for services outside of "normal" hours specified must be identified in this proposal. It is essential that the FHRA be able to rely upon the contractor's availability at the time when a unit is vacated and available for cleaning. Any delays in cleaning causing undue hardship will be grounds for termination by FHRA of the contractor's services on written 30-day notice. It is of particular importance that the FHRA can rely on timely contractor performance and not have its work set aside in favor of a conflict with any competing job. The contractor will be made aware of upcoming units as soon as possible but the definite date to clean may not be known until possibly two or three days before needed. Cleaning may occur during evening hours, weekends, or holidays. It is important the cleaning contractor be able to coordinate a schedule with the painting contractor and/or FHRA staff.
- E. It should be anticipated that while some units will require extra time to clean that also some apartments will require minimal time.
- F. The vacancies occur sporadically; some months may need two to three units to be cleaned and the following month zero. The contractor must be able to complete work within three business days of notification that the unit is ready to be cleaned.

3. **TOTAL COST OF SERVICES**

\$ _____ per hour

WORK AVAILABILITY:

4. **SCOPE OF WORK – FLOOR CLEANING**

- A. Contractor shall provide all labor and materials to refinish flooring, as ordered.
- B. Quality as well as the timeliness of contracted flooring services is of utmost importance.
- C. Contractor shall take proper precautions to protect all surfaces adjacent to the flooring areas.
- D. Contractor will be made aware of upcoming units as soon as possible but the definite date to perform the work may not be known until possibly two or three days before needed. **The contractor must complete the job within 3 days after notification of the job.**
- E. The vacancies occur sporadically; some months may need two or three units to be re-finished and the following month zero.
- F. The contract term shall run for two years.

5. **CARPET CLEANING SPECIFICATIONS**

- A. Apply a carpet pre-treatment to help loosen all soil and oil buildups.
- B. Thoroughly clean and rinse the carpet using a commercial cleaning unit and rotary jet extraction.
- C. Provide extra attention to removing difficult spots, gum, etc.

6. **VCT/LVT/LVP CLEANING AND WAXING SPECIFICATIONS**

- A. Vacuum all floor areas to remove all loose soil
- B. Apply appropriate cleaning solutions for cleaning or removal of wax on floors – excess amounts of water shall not be allowed to sit on the floor or cause damage
- C. Thoroughly scrub floors to clean or remove all unwanted wax
- D. Razor scrape edges or scrub by hand
- E. Mop all areas
- F. Apply sealer if needed
- G. Apply 2-3 coats of wax as needed

7. **TOTAL COST OF SERVICES – Material and Labor**

Carpet Cleaning - Price per square feet \$ _____

VCT/LVT/LVP Cleaning and Waxing – Price per square feet \$ _____

8. **SUBMISSION**

COMPANY INFORMATION AND REQUIRED ATTACHMENTS

Name of Firm: _____

Contact Person: _____

Signature: _____

Mailing Address: _____

Telephone Number: (____) _____ Fax Number: (____) _____

E-mail Address: _____

Date: _____

Required Attachments: Proof of Required Insurance
 Proof of Required Licenses/Certifications
 List of 3 references
 Section 3 Certification

DUE DATE: Proposals are due to the Faribault Housing and Redevelopment Authority Office no later than 3:00 p.m. on Friday, December 2, 2022. Faxed and emailed proposals will not be accepted.

Proposals should be sent to:

HRA Executive Director
City of Faribault
208 1st Ave NW
Faribault, MN 55021

DESCRIPTION OF WORK REQUESTED AND CONDITIONS HVAC SERVICES

1. PURPOSE

The U.S. Department of Housing and Urban Development (HUD) and the Department of Labor are requiring that federally funded projects pay employees and contractors in compliance with minimum maintenance wage requirements and to execute contracts for all such services. The Faribault Housing and Redevelopment Authority wishes to enter into two-year contracts with vendors to provide continuity in services. The purpose of this work description is to contract heating/ventilation and air conditioning (HVAC) repair services at the following locations (101 units) in Faribault, MN:

Market-Rate Housing:	16 SE 1 st Street (single-family house)
Project-Based Section 8:	Robinwood Manor Apartments, 1324 Prairie Avenue (51 units)
Public Housing:	1518 – 1536 Western Avenue (2 five plexes)
	1806 – 1818 Shumway Avenue (4 duplexes)
	910-920 SW 1 st Street (1 six plex)
	20 NE 14 th Street (single-family house)
	404-412 13 th Street (1 duplex and a single-family house)
	1319 – 1323 NW 7 th Street (1 duplex)
	621 Hulett Avenue (single-family house)
	519 – 527 Lincoln Avenue (1 fourplex)
	1225 NW 2 nd Street (single-family house)
	725 Willow Street (single-family house)
	830 SW 9 th Avenue (single-family house)
	523 W Division Street (single-family house)
	900 – 904 Spring Road (5 duplexes)

REQUIRED INSURANCE

The selected firm must provide proof of the following insurance coverage. Liability coverage for all work covered under the RFP and naming the HRA as an additional insured in at least the amount of \$500,000 per claimant and \$2,000,000 for each incident.

1. Commercial General Liability
2. Product Liability including Completed Operations
3. Auto Owners, Hired or Leased
4. Worker's Compensation

MINIMUM PREVAILING WAGE REQUIREMENTS

Services for the Public Housing units are subject to minimum prevailing wage requirements pursuant to HUD and DOL Labor Relations requirements. Employees performing services at the Public Housing units must be paid the minimum prevailing wage and overtime for any hours worked over 40 per week. Current maintenance wage rates are as follows: **HVAC Technician: \$15.70/hour**

Be advised that HUD will amend these figures in December **2022 for the year 2023**, and the selected contractor must be able to pay employees at the updated rate. In addition, contractors must submit certified payroll records for all employees who perform services at the Public Housing units. The completed payroll forms must be submitted and accepted before the release of payment for services.

2. **SCOPE OF WORK**

- A. Service boilers, forced air furnaces, air exchangers, and through-wall heating/cooling equipment as requested by FHRA staff.
- B. Respond to service calls during the day, evening hours, weekends, or holidays.
- C. Must respond to emergency calls within two hours. If you are unable or unwilling to respond accordingly, please do not submit a proposal.**
- D. Replacement of fixtures and appliances and large preventive maintenance projects may require multiple estimates or competitive bids.
- E. Repairs and replacements of all parts shall be of equal or greater quality than original equipment.
- F. Contracts will be for two-year terms.
- G. Mechanical Contractor must be bonded by Minnesota Statute 326.992 and provide proof of compliance with proposal submission.

3. **TOTAL COST OF SERVICES**

*TOTAL HOURLY RATE (8:00 a.m. to 5:00 p.m.) \$ _____
*TOTAL HOURLY RATE (5:00 p.m. to 8:00 a.m.) \$ _____
*TOTAL HOURLY RATE (Holidays) \$ _____
*Rate shall include all charges

4. **SUBMISSION**

COMPANY INFORMATION AND REQUIRED ATTACHMENTS

Name of Firm: _____

Contact Person: _____

Signature: _____

Mailing Address: _____

Telephone Number: (____) _____ Fax Number: (____) _____

E-mail Address: _____

Date: _____

Required Attachments: Proof of Required Insurance
 3 References
 Section 3 Certification

DUE DATE: Proposals are due to the Faribault Housing and Redevelopment Authority Office no later than 3:00 p.m. on Friday, December 2, 2022. Proposals should be sent to:

HRA Executive Director
City of Faribault
208 1st Ave NW
Faribault, MN 55021

Faxed and emailed proposals will not be accepted.



Request for Action

TO: Faribault Housing & Redevelopment Authority

FROM: David Wanberg, Community and Economic Development Director

THROUGH: David Wanberg, Director of Community and Economic Development

MEETING DATE: October 14, 2024

SUBJECT: Authorize the Translation of the HRA's Housekeeping Rules into Somali and Spanish

BACKGROUND:

Cornerstone Management requests approval to have Minnesota Translator and Interpreter Cooperative translate the HRA's Housekeeping Rules into Spanish and Somali. Staff contacted Minnesota Translator and Interpreter Cooperative and were quoted \$0.24/word. The Housekeeping Rules have roughly 610 words. So the proposed translation of the Housekeeping Rules into Somali and Spanish is approximately \$292.80.

REQUESTED ACTION:

Authorize a roughly \$292.80 expenditure to translate the HRA's Housekeeping Rules into Somali and Spanish.

ATTACHMENTS:

1. Rate Sheet for Out of Court Services - Sep 2024
2. Housekeeping Standards

Rates For Government and Out of Court Services

Thank you for your interest in hiring MNTIC for your language services needs. Please see below for rate details for our translation, in-person and virtual interpretation services. We look forward to working with you.

Interpretation (spoken)

In-person

The in-person rate for interpretation is \$115 per hour for all languages with a two hour minimum, plus travel time, plus parking when applicable.

Travel time

A one hour flat fee applies to all in-person assignments within a 20 mile radius of MNTIC's Minneapolis office. This flat fee simplifies costs by eliminating variations due to interpreter location, weather and traffic conditions, allowing our clients to know the travel costs up front. (Travel outside of the 20 mile radius will be calculated at the corresponding hourly rate.)

Virtual/remote

\$2.50 per minute, one hour minimum.

Two interpreters may be required for events lasting over one hour.

Equipment usage for simultaneous interpreting: The fee for each interpreter transmitter and each receiver for the participants listening to the interpretation is \$5 per piece.

Translation (written) rates for Spanish (rates for other languages may be higher)

Straight text with no special formatting is 24 cents per word.

Technical text is 28 cents per word.

There is a minimum translation fee of \$120.

Transcription and translation of recorded materials are also billed at \$120 per hour.

Translation of marriage and birth certificates and other similar documents under two pages in length costs \$150. Certificates that are 2 pages long cost \$200, and each page thereafter costs \$150. This price includes a certificate of translation.

Formatting of translated documents, when required, is billed at \$110 per hour.



There is a 20% rush fee for work that requires overnight or weekend work.

Additional Fees

We provide one half hour of consulting per event at no additional cost. Further consulting will be billed at \$100 per hour.

Cancellation Policy

A 24-hour cancellation policy applies to all contractor work. The full rate will be charged for cancellations made without at least 24 hours notice.

Payment

Payment is due upon receipt of the invoice, no later than 30 days after the invoice date. A late fee of 5% will be applied to all late payments.

FARIBAULT HOUSING AND REDEVELOPMENT AUTHORITY PUBLIC HOUSING HOUSEKEEPING STANDARDS

Interior Housekeeping Standards:

- a. General:
 - i. Walls: should be clean, free of dirt, grease, holes, cobwebs, stickers, writing and fingerprints.
 - ii. Floors: should be clean, clear, dry and free of accumulations of hazards, including clothing, papers, toys, food, dishes, diapers and other items.
 - iii. Ceiling: should be clean and free of cobwebs.
 - iv. Windows: should be clean and not nailed shut. Shades or blinds should be intact. Glass should be free of cracks or holes. Bunk beds, headboards or other furniture shall not be placed in front of bedroom windows such that it impedes the ability of persons to exit or rescue personnel to enter, in an emergency.
 - v. Woodwork: should be clean and free of dust, gouges or scratches.
 - vi. Doors: should be clean, free of grease, holes, stickers and fingerprints.
Doorstops should be present and locks should work.
 - vii. Heating units: should be dusted and access uncluttered. Items should be stored at least three feet away from heating units.
 - viii. Trash: shall be disposed of or recycled properly and not left in the unit;
 - ix. Entire unit should be free of rodent or insect infestation.
- b. Kitchen:
 - i. Stovetop/Oven: should be clean and free of food and grease. Items such as papers, appliances, clothing, towels, etc., shall not be stored on the stovetop or in the oven.
 - ii. Refrigerator: should be clean and free of outdated or rotten food. Doors should close properly.
 - iii. Cabinets: should be clean and neat. Cabinet surfaces and countertop should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs. Heavy pots and pans should not be stored under the sink.
 - iv. Exhaust fan: should be free of grease and dust;
 - v. Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
 - vi. Food storage areas: should be neat and clean without spilled food.
 - vii. Trash/garbage: should be stored in a covered container until removed to the disposal area.
- c. Bathroom:
 - i. Toilet and tank: should be clean and odor free;
 - ii. Tub and shower: Should be clean and free of mildew and mold. Where applicable, shower curtains should be in place and of adequate length.
 - iii. Lavatory: should be clean.
 - iv. Exhaust fans: should be free of dust;
 - v. Floor: should be clean and dry.
- d. Basement, Garage and Closets:
 - i. Closets: should be neat and clean;

- ii. Garage: no oil spots or other stains from improperly maintained vehicles;
- iii. No highly volatile or flammable materials should be stored in the unit;
- iv. Should be clean, neat and free of hazards.
- v. The garage should be clean and free of storage such that one vehicle can be parked in the garage at all times.

Exterior Housekeeping Standards:

- a. Yards: should be free of debris, litter, trash and abandoned cars. Toys not in use should be stored in dwelling unit or garage. Exterior walls should be free of graffiti. Furniture not intended for exterior use shall not be used or stored outside the unit.
- b. Porches and Patios: should be clean and free of debris, litter, trash or other hazards. Any items stored on the porch or patio shall not impede access to the unit.
- c. Steps and Sidewalks: should be clean and free of debris, litter, trash or other hazards;
- d. Storm doors: should be clean, with glass, closers and screens intact.
- e. Parking lot: should be free of inoperable, unlicensed or abandoned cars. There should be no car repairs in the lots.



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: October 14, 2024
SUBJECT: Review and Approve the City's Application for Use of the Event and Convention Center at 306 Central

BACKGROUND:

In 2019, the HRA provided funds to repair 306 Central Avenue (the Event and Convention Center). The funding agreement between the HRA and the property owner allows the HRA, the City of Faribault, the Faribault Area Chamber of Commerce, and their associated board, commissions, and committees to use the Event and Convention Center free of charge, four (4) times per year, for ten years.

The HRA has a policy to review and approve applications to use the Event Convention Center per the funding agreement terms. Recently, the City of Faribault requested HRA approval to use the Center for a City Board and Commission Appreciation Dinner on December 12, 2024. This is the only request the HRA received in 2024 related to the use of the Center.

REQUESTED ACTION:

Review and approve the City's request to use the Center at 306 Central for a City Board and Commission appreciation dinner on December 12, 2024.

ATTACHMENTS:

1. COF -- Application for Space Use at 306 Central for 12-12-2024



Faribault HRA

208 1st Ave NW

Faribault, MN 55021

(507) 334-0100

communitydevelopment@ci.faribault.mn.us

Application Form for Event/Meeting at 306 Central Avenue

Please complete the following application in full & submit to the City of Faribault's Community & Economic Development Office.

BASIC INFORMATION		
Applicant/Commission/Organization City of Faribault		
Primary Contact Person Heather Slechta		
Address City Hall-208 1 st Ave NW	City Faribault	Zip 55021
	Phone 507.333.0353	Cell
Email hslechta@ci.faribault.mn.us		Fax
Event/Meeting		
Name of Event/Meeting Board and Commission Appreciation Dinner		Requested Event/Meeting Date and Time (Must be Sunday – Thursday) Thursday, December 12, 2024 5:30-7:30pm.
Meeting/Event Description (include nature of the event, expected number of people, room setup, public purpose served by the event, etc.) 100 people – Dinner and presentation. Appreciation dinner for Boards and Commission members.		

Event/Meeting Needs	
Do you need the bar?	☒ Yes ☐ No
Will you have food catered in?	☒ Yes ☐ No
Do you have audio/visual needs?	☐ Yes ☒ No
Do you want to use the rooftop patio?	☐ Yes ☒ No
CERTIFICATION	
I certify that by signing this application that the information stated above is true and correct to the best of my knowledge. I realize that by submitting this information, my event is not automatically approved. You will be notified within 30 days if your event is approved.	
Heather Slechta	September 4, 2024
Signature of Applicant	Date

Application Form for Event/Meeting at 306 Central Avenue

TO BE COMPLETED BY HRA EXECUTIVE DIRECTOR: *(as of 8/8/2022 – HRA Executive Director approved to review applications and approve if the application meets the criteria)*

☐ Application Approved: _____ (date) Signed: _____

☐ Application Denied: _____ (date and denial reasoning)

If denied - Application Appeal to HRA: YES / NO

Date of HRA Meeting: _____

HRA Approve / HRA Deny *(circle one)*

Application approval # _____ of 4 for year 202____

Faribault Housing and Redevelopment Authority

Policy for Meetings/Events at 306 Central Avenue Under the Loan Agreement with Faribault Event and Convention Center

Purpose: In 2019 the Faribault Housing and Redevelopment Authority (HRA) provided \$50,000 in funding to the owners of the property at 306 Central Avenue (Faribault Event and Convention Center) for repairs to the building. As part of the Agreement, the building owner will allow the HRA, City and/or the Faribault Area Chamber of Commerce, and its associated boards, commissions and committees, to use, free of charge, the meeting facilities at 306 Central Avenue four (4) times per year. This agreement lasts 10 years.

To ensure fair access to the building, the HRA has developed the following policy for meeting/event requests:

1. The HRA shall have priority in scheduling meetings and events in the space.
2. Applications will be reviewed on a first-come/first-served basis.
3. All events are subject to approval by the building owner, who has agreed to make a good-faith effort to accommodate requests.
4. Events/meetings must be held Sunday – Thursday.
5. Events/meetings must be open to the public at no charge.
6. Preference is given to events that serve a public purpose and provide the greatest opportunity for attendance by the public.
7. Applicants will be notified within 30 days if their event/meeting request has been approved.
8. The HRA will notify the City of Faribault Department Heads and the Chamber of Commerce about the space availability and application process at least once per year.
9. The HRA will stop taking applications when commitments have been made for four events for the calendar year.
10. The HRA reserves the right to make exceptions to this policy.



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: October 14, 2024
SUBJECT: Resolution 2024-18 Appoint Executive Director for the Housing and Redevelopment Authority of Faribault, Minnesota

BACKGROUND:

David Wanberg, Community and Economic Development Director, is currently the HRA Executive Director. The City and HRA intend to have Tom Furman serve as the Executive Director, effective October 21, 2024. At a future meeting, Staff will suggest minor revisions to the HRA's bylaws related to the Executive Director position.

REQUESTED ACTION:

Approve Resolution 2024-18.

ATTACHMENTS:

1. Resolution 2024-18

**HOUSING AND REDEVELOPMENT AUTHORITY OF
FARIBAULT, MINNESOTA**

**RESOLUTION 2024-18
APPOINT AN EXECUTIVE DIRECTOR FOR THE HOUSING AND REDEVELOPMENT
AUTHORITY OF FARIBAULT, MINNESOTA**

WHEREAS, the City of Faribault hired Thomas Furman to serve as the Executive Director of the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA"); and

WHEREAS, Thomas Furman will start his employment with the City of Faribault on October 21, 2024; and

WHEREAS, the HRA must approve the appointment of its Executive Director.

NOW, THEREFORE, BE IT RESOLVED that the Housing and Redevelopment Authority of Faribault, Minnesota hereby appoints Thomas Furman as the Executive Director of the Housing and Redevelopment Authority of Faribault, Minnesota, effective October 21, 2024.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Housing and Redevelopment Authority of Faribault, Minnesota, directs City Staff to recommend refinements to the HRA's bylaws related to the Executive Director position.

ADOPTED: October 14, 2024

Loni Ahlers, Chairperson

ATTEST:

Travis McColley, Vice Chair



Request for Action

TO: Faribault Housing & Redevelopment Authority
FROM: David Wanberg, Community and Economic Development Director
THROUGH: David Wanberg, Director of Community and Economic Development
MEETING DATE: October 14, 2024
SUBJECT: Resolution 2024-17 Approve the Assignment of an Additional Investor related to 311 Central Avenue

BACKGROUND:

Faribo Downtown Central ("FDC") and the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA"), entered into loan agreements related to the property at 311 Central Avenue. FDC has proposed the inclusion of an additional investor to the loan agreement. FDC would continue to be an owner of the property. The attached resolution approves the inclusion of an additional investor in the property. Any additional changes to the ownership per the terms of the loan agreement would require additional HRA action.

REQUESTED ACTION:

Approve Resolution 2024-17.

ATTACHMENTS:

1. Resolution 2024-17

**HOUSING AND REDEVELOPMENT AUTHORITY OF FARIBAULT,
MINNESOTA**

RESOLUTION 2024-17

**APPROVE THE ASSIGNMENT OF AN ADDITIONAL INVESTOR,
RESTRUCTURING OF THE OWNERSHIP ENTITY, AND MORTGAGE
SUBORDINATION RELATED TO PROPERTY AT 311 CENTRAL AVENUE**

WHEREAS, Faribo Downtown Central, LLC ("FDC") is the current owner of the property located at 311 Central Avenue, Faribault, Minnesota (the "Property"); and

WHEREAS, FDC and the Housing and Redevelopment Authority of Faribault, Minnesota (the "HRA") entered into loan agreements, including all accompanying documents (Note, Mortgage, Security Agreement) dated December 27, 2022, and June 20, 2024, for the Property (the "Loan Agreements"); and

WHEREAS, FDC has proposed the inclusion of an additional investor to the Loan Agreement and the Property along with FDC, with the ownership of the Property being restructured under a new entity, Pipho Partners, LLC; and

WHEREAS, the HRA recognizes that the restructuring of the ownership and the assignment of the Loan Agreements and the Property to Pipho Partners, LLC will facilitate further development and investment in downtown Faribault, consistent with the HRA's goals; and

WHEREAS, upon the restructuring of the ownership of the Property, FDC has requested that the Property be exempted from the terms of the Loan Agreements – for this transaction - previously entered into with the HRA preventing the sale, transfer, or conveyance of the Property per the terms of the Loan Agreements; and

WHEREAS, FDC has also requested approval of the subordination of its mortgage on the Property to the State Bank of Faribault to secure financing necessary for the ongoing development of the Property; and

WHEREAS, the HRA has reviewed the request and determined that approving the inclusion of an additional investor, the restructuring of ownership and assignment to Pipho Partners, LLC, the exemption from sale, transfer, or conveyance of the Property under the original Loan Agreements, and the mortgage subordination aligns with the HRA's goals to support the redevelopment of downtown Faribault.

NOW, THEREFORE, BE IT RESOLVED by the Housing and Redevelopment Authority of Faribault, Minnesota, as follows:

1. The HRA hereby approves the inclusion of an additional investor, the restructuring of the ownership of the Property located at 311 Central Avenue, and assignment of the Loan Agreements referenced in the above recitals to Pipho Partners, LLC.
2. The Property located at 311 Central Avenue is hereby exempted from the terms of the Loan Agreements entered into by the HRA and FDC as to the sale, transfer, or conveyance of the Property for this transaction only.
3. The HRA further approves the subordination of the mortgage on the Property to the State Bank of Faribault to facilitate necessary financing for the ongoing development of the Property.
4. HRA staff and legal counsel are authorized to draft and revise all necessary Loan Agreement documents to accomplish the intent of this Resolution.
5. The recitals in the preamble of this Resolution and the exhibits attached to this Resolution, if any, are incorporated into this Resolution as if fully set forth herein.
6. The Chair, Vice Chair, City Staff, and City Consultants, are hereby authorized and directed to take any and all additional steps and actions necessary or convenient to accomplish the intent of this Resolution.

ADOPTED: October 14, 2024.

Loni Ahlers, Chair

ATTEST:

Travis McColley, Vice Chair