



CITY OF SANTA BARBARA

COUNCIL AGENDA REPORT

AGENDA DATE: August 5, 2014

TO: Mayor and Councilmembers

FROM: Administration, Housing and Human Services Division, Community Development Department

SUBJECT: Contract For Development Of City's Five-Year Consolidated Plan

RECOMMENDATION:

That Council authorize the Community Development Director to execute a Professional Services contract with Karen Warner and Associates, Inc., in the amount of \$33,895 for the preparation and submittal of the City's Five-Year Consolidated Plan for Program Years 2015 through 2019.

DISCUSSION:

In order for the City to receive annual Community Development Block Grant (CDBG) entitlement and HOME Investment Partnership Program (HOME) funds from the U.S Department of Housing and Urban Development (HUD), a Consolidated Plan (ConPlan) must be prepared. The document identifies the City's housing and community development needs, and details the City's five-year strategy and goals to address those needs using federal funds. The City is in the final year of the current five-year ConPlan period. The next ConPlan is due to HUD by May 15, 2015, and it will cover the five-year period from July 1, 2015 to June 30, 2020.

The ConPlan requires significant research, analysis, and consultation with stakeholders and the public, as well as the development of strategies and goals for the five-year period. In addition, the report must be submitted electronically using HUD's new eCon Planning Suite. In order to ensure timely and efficient ConPlan preparation that will not significantly impact current day-to-day CDBG program responsibilities, staff recommends procuring services from a qualified professional to perform this task.

On May 21, 2014 staff issued a Request for Proposals (RFP) for the development of the ConPlan. Invitations and a copy of the RFP were sent to ten qualified firms. The RFP was advertised on the Santa Barbara News Press, on the American Planning Association's website, and on the City Website.

Two (2) consultants submitted sealed proposals by the deadline of June 23, 2014:

- The Ramsay Group (TRG) - \$25,365; and
- Karen Warner Associates (KWA) - \$33,895.

Both proposals were evaluated and scored by City CDBG and Housing programs' staff, using the following criteria: Qualifications, Background and Experience; Experience with the eCon Suite; Proposed Scope of Work; Consultant's Reference Evaluation; and Cost.

While TRG's proposal was the lower of the two, staff found numerous errors in the proposal which significantly lowered staff's confidence in the proposer's ability to deliver a satisfactory product. Thus, staff did not select this contractor.

Evaluation of KWA's proposal demonstrated experience developing ConPlans and related documents. Their proposal was clear, well presented, and demonstrated that they had researched the City of Santa Barbara. In addition, staff received excellent feedback from KWA's references.

KWA is comprised of the following:

- Karen Warner, AICP, who has more than 25 years of experience as a consultant to government agencies and has authored more than 100 Housing Elements, 25 Consolidated Plans and 15 Analyses of Impediments to Fair Housing Choice.
- Lorraine Mendez, who has 12 years in local and state government experience, including extensive experience administering CDBG and HOME programs.

BUDGET/FINANCIAL INFORMATION:

KWA has submitted a fixed-price budget of \$33,895 which will be paid out of CDBG and HOME administrative funds. Sufficient appropriations exist within these two funds to cover the costs. A copy of the agreement is available in the City Clerk's office for public review.

PREPARED BY: Elizabeth Stotts, Community Development Programs Specialist
DR

SUBMITTED BY: George Buell, Community Development Director

APPROVED BY: City Administrator's Office