



Legislation Text

File #: 20-319, Version: 1

Memorandum

Date: April 7, 2020

To: The Honorable Moke Simon, Chair, Lake County Board of Supervisors

From: Scott De Leon, Interim Community Development Department Director

Subject: Approve 6th Cycle (2019-2027) Housing Element Update Contract with EMC Planning Group for \$51,960 and authorize Chair to sign.

Executive Summary: (include fiscal and staffing impact narrative):

Community Development Department - Planning Division released a Request for Proposals (RFP) for an update to the 6th Cycle (2019-2027) Housing Element on January 31, 2020 with a deadline to respond on March 12, 2020.

The scope of work involves reviewing the draft Housing Element Update (2019-2027), Lake County General Plan, and the California Department of Housing and Community Development (HCD) letter dated January 7, 2020 and revise the draft Housing Element Update to reflect current conditions, County policies, emerging issues and changes needed to comply with the housing requirements as mandated by the HCD. Most state and federal grants and loans require a certified housing element in order to be eligible to apply and receive funds.

The scope of work also includes a grant submittal to the Housing and Community Development Local Early Action Planning Grant that Lake County is eligible for up to \$150,000 in a non-competitive grant program. EMC plans to submit grant within 10 days of contract execution.

County conducted a competitive procurement process which included 1) publishing the ad once in the Record-Bee and Lake County News, 2) posting the ad on the County of Lake Website, the American Planning Association Website and the American Environmental Planning Website and 3) directly emailing 7 qualified planning consultants in the Northern California region.

County received one proposal which was found qualified and responsive.

EMC Planning Group has 41 years of experience in providing land use, planning, and environmental consulting services to public agencies throughout California. The firm has recently completed several housing element updates that were certified by the California Department of Housing and Community Development.

Staff does not anticipate additional administrative or staff costs and recommends approving a consulting services contract with the EMC Planning Group for an amount not to exceed \$51,960.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|---|--|---|---|
| <input checked="" type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input checked="" type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> County Workforce | <input type="checkbox"/> <i>Technology Upgrades</i> |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> <i>Revenue Generation</i> |
| | | | <input type="checkbox"/> <i>Cost Savings</i> |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?

How long has Agreement been in place?

When was purchase last rebid?

Reason for request to waive bid?

Recommended Action: Staff recommends approving the 6th Cycle (2019-2027) Housing Element Update contract with EMC Planning Group for \$51,960 and authorize Chair to sign.