RESOLUTION - ACTION REQUESTED 2017-356

MEETING: June 6, 2017

TO: The Board of Supervisors

FROM: Sarah Williams, Planning Director

RE: Approve a Professional Services Agreement with Nancy Lewis Associates

RECOMMENDATION AND JUSTIFICATION:
Approve a Professional Services Agreement with Nancy Lewis and Associates (NLA) to prepare a Comprehensive Housing Program Implementation Strategy referenced in Housing Element Policy 2.1; and Authorize the Board of Supervisors Chair to Sign the Agreement.

Program 2.1 requires the completion of a comprehensive study to: 1) identify housing programs meeting the County’s housing needs; and 2) develop a feasible plan to administer and manage such programs. The comprehensive study is scheduled to be completed during the first year following Housing Element approval. Implementation is scheduled to begin in 2018. A companion item is a resolution establishing the Housing Programs Advisory Committee (HPAC), also on this agenda.

Extensive and detailed knowledge of housing programs, funding strategies and sources, and administrative and management requirements is necessary to complete this study; therefore, consultant assistance is required to complete this study.

On March 3, 2017 staff issued a Request for Qualifications (Attachment A). Four consultant teams submitted Statements of Qualifications and preliminary work plans:

- CZB
- Michael Baker International
- Nancy Lewis Associates
- David Paul Rosen & Associates

Consultant qualifications were assessed relative to each firm’s experience and capability as follows:

1. Develop, initiate, manage and summarize a locally relevant public engagement strategy including identification of, and outreach to, partners, stakeholders and the concerned citizens and the ability to distinguish between these groups. This criteria would demonstrate that the consultant will be able to characterize our housing needs by accessing a variety of information resources both within and outside the community affecting formation and
encompasses all income levels, housing conditions and community needs (families, workforce, special and underserved populations).

2. Assist housing developers to package affordable housing development projects. This criteria would demonstrate that the consultant has a complete understanding of the dynamics of existing housing policy and programs and can recommend ways that the County can work with for-profit and non-profit housing developers to create projects targeting our unique needs. The criteria also demonstrates the consultants ability to employ an interdisciplinary approach to identify practical, workable solutions given our context.

3. Evaluate, recommend and assist local California government entities to establish programs. This criteria would involve experience in setting up sustainable programs representing a creative “best fit”, rather than off-the-shelf solutions. An in-depth, working knowledge of programs and how they are used is essential. A context sensitive (rural communities with small dispersed populations and few centers) approach to program development is essential.

4. Assess and recommend management and administrative support, including the ability to distinguish between stakeholders, partners, and entities that can provide management and administrative support. This criteria requires that the consultant will be able to take a practical and critical look at the County’s existing management and administrative culture, structure, and staffing and recommend solutions that are locally responsive and fiscally sustainable and resilient.

Planning and Human Services staff evaluated Statements of Qualification submitted in response to the RFQ and recommend that the Board of Supervisors select Nancy Lewis Associates (NLA) to conduct the study. Staff’s assessment is that the NLA team will best meet the County’s need for program identification, analysis and recommendations regarding management and administration, and public/private partnerships necessary to initiate and complete housing development projects.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board of Supervisors approved the 2014-2019 Housing Element on October 25, 2016 via Resolution 16-565.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Negative action will result in the inability to conduct the study and failure to demonstrate progress in meeting Mariposa County Housing needs.

FINANCIAL IMPACT:
$65,000 has been budgeted from the General Fund for fiscal year 2016-17, and $65,000 has been requested from the General Fund for FY 2017-18. Due to the short time period between initiation of the study and the end of FY 2016-17, staff anticipates carry over of unspent funds for this project to FY 2017-18.

ATTACHMENTS:
2.1 Housing Admin.Scope of Work (PDF)
CAO RECOMMENDATION
Requested Action Recommended

Dallin Kimble
Dallin Kimble, County Administrative Officer 5/31/2017

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Kevin Cann, District IV Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey