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
AGREEMENT FOR
COMPREHENSIVE HOUSING PROGRAM IMPLEMENTATION STUDY

THIS AGREEMENT ("Agreement") is made and entered into this 6th day of June, 2017, by and between the County of Mariposa, a political subdivision of the State of California, ("County"), and Nancy Lewis Associates, Inc. (NLA) ("Contractor"), pursuant to the following terms and conditions.

WITNESSETH:

1. TERM

PROJECT OPTION: The term of this Agreement shall commence on the date first hereinabove written, and shall continue until all authorized work is approved by the County or June 30, 2018 whichever is earlier.

2. SERVICES

Contractor shall perform a Comprehensive Housing Program Implementation Study as provided in General Plan Program 2.1 as described in Exhibit A, "Scope of Work" is attached hereto and incorporated herein by reference. Contractor shall provide all staffing and materials necessary to perform the Scope of Work.

3. COMPENSATION

Contractor shall be compensated for services performed in an amount not to exceed $125,000. The Contractor's hourly and per diem rates are listed in Exhibit B, "Cost Proposal and Budget". The Contractor shall bill monthly based on percentage completion of the tasks and travel expenses as described in Exhibit B, Budget and Cost Proposal, plus Additional Services, as applicable. The County shall pay Contractor within thirty (30) days of receipt of an approved invoice. In the event payments equal the "not to exceed" amount, Contractor shall complete all services required under this Agreement without further compensation or cost reimbursement.

4. INSURANCE

Contractor shall procure and maintain for the duration of the agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees.

A. MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

(1) Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than
$1,000,000 per occurrence and a general aggregate limit of $2,000,000. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.

(2) Automobile Liability: ISO Form Number CA 00 01 covering any auto, (Code 1), or if Contractor has no owned autos, hired (Code 8) and non-owned autos (Code 9), with limits no less than $1,000,000 per accident for bodily injury and property damage.

(3) Workers’ Compensation insurance as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than $1,000,000 per accident for bodily injury or disease.

B. OTHER INSURANCE PROVISIONS

The insurance policies are to contain, or be endorsed to contain, the following provision:

(1) Additional Insured Status: The County, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 forms if a later edition is used).

(2) Primary Coverage: For any claims related to this Agreement, the Contractor’s insurance coverage shall be primary insurance as respects the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.

(3) Notice of Cancellation: Each insurance policy required above shall state that coverage shall not be canceled, except with notice to the County.

(4) Waiver of Subrogation: Contractor hereby grants to County a waiver of any right to subrogation which any insurer of said Contractor may acquire against the County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.

(5) Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to and approved by the Entity. The Entity may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.
(6) Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best’s rating of no less than A: VII, unless otherwise acceptable to the County.

(7) Verification of Coverage: Contractor shall furnish the County with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the County before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. The County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

(8) Subcontractors: Contractor shall require and verify that all subcontractors performing in excess of 20% of the work maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors.

5. HOLD HARMLESS/INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall hold harmless, defend at its own expense, and indemnify Entity its officers, employees, agents, and volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney’s fees, arising from all acts or omissions to act of contractor or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages, or expenses arising from Entity’s sole negligence or willful acts.

6. INDEPENDENT CONTRACTOR

It is the expressed intention of the parties that Contractor is an independent contractor and not an employee, agent, joint venturer or partner of County. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between County and Contractor or any employee or agent of Contractor. Both parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall retain the right to perform services for others during the term of this Agreement.

7. PUBLIC EMPLOYEES RETIREMENT SYSTEM (CALPERS)

In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement is determined by a court of competent jurisdiction or the Public Employees Retirement System (CalPERS) to be eligible for enrollment in CalPERS as an employee of the County, Contractor shall indemnify, defend, and hold harmless County for the payment of any employee and/or employer contributions for CalPERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.
8. **STATE AND FEDERAL TAXES**

As Contractor is not County’s employee, Contractor is responsible for paying all required state and federal taxes. In particular:

a. County will not withhold FICA (Social Security) from Contractor’s payments;
b. County will not make state or federal unemployment insurance contributions on behalf of Contractor;
c. County will not withhold state or federal income tax from payment to Contractor;
d. County will not make disability insurance contributions on behalf of Contractor;
e. County will not obtain workers’ compensation insurance on behalf of Contractor.

9. **ASSIGNMENT**

It is understood and agreed that this Contract contemplates personal performance by the Contractor and is based upon a determination of its unique personal competence and experience and upon its specialized personal knowledge. Assignments of any or all rights, duties or obligations of the Contractor under this Contract will be permitted only with the express written consent of the County.

10. **NOTICE**

Any and all notices, reports or other communications to be given to County or Contractor shall be given to the persons representing the respective parties at the following addresses:

**CONTRACTOR:**  
Nancy Lewis Associates, Inc.  
3306 Club Drive  
Los Angeles, CA 90064  
Telephone: (310) 204-2358  
Facsimile: (310) 559-4670  
Email: nancy@nlahousing.com

**COUNTY:**  
Sarah Williams, Director  
County of Mariposa Planning Dept  
PO Box 2039  
Mariposa, CA 95338  
Fax: (209) 966-5151  
Email: swilliams@mariposacounty.org

11. **COMPLIANCE**

Contractor shall comply with all federal, state and local laws, codes, ordinance and regulations applicable to Contractor’s performance under this Agreement, including, but not limited to, laws related to prevailing wages. Specifically, Contractor shall not engage in unlawful employment discrimination, including, but not limited to, discrimination based upon a person’s race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship or sexual orientation, as prohibited by state or federal law. Prevailing Wage requirements shall not apply to services provided under this Agreement.
12. PUBLIC RECORDS ACT

Contractor is aware that this Agreement and any documents provided to the County may be subject to the California Public Records Act and may be disclosed to members of the public upon request. It is the responsibility of the Contractor to clearly identify information in those documents that it considers to be confidential under the California Public Records Act. To the extent that the County agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.

13. ENTIRE AGREEMENT AND MODIFICATION

This Agreement contains the entire agreement of the parties relating to the subject matter of this Agreement and supersedes all prior agreements and representations with respect to the subject matter hereof. This Agreement may only be modified by a written amendment hereto, executed by both parties; however, matters concerning the scope of services which do not affect the agreed price may be modified by mutual written consent of the Contractor and the Planning Director. If there are exhibits attached hereto, and a conflict exists between the terms of this Agreement and any exhibit, the terms of this Agreement shall control.

14. ENFORCEABILITY AND SEVERABILITY

The invalidity or enforceability of any term or provisions of this Agreement shall not, unless otherwise specified, affect the validity or enforceability of any other term or provision, which shall remain in full force and effect.

15. TERMINATION AND RIGHTS UPON TERMINATION

A. This Agreement may be terminated upon mutual written consent of the parties, or as a remedy available at law or in equity. In the event of the termination of this Agreement, Contractor shall immediately be paid all fees earned as of the effective date of termination.

B. Either party may terminate this Agreement for convenience upon Thirty (30) calendar days’ written notice to the other party. Upon termination for convenience, Contractor shall be entitled to compensation for services performed acceptably up to the effective date of termination, as set forth in Exhibit B.

C. Should Contractor default in the performance of this Agreement or materially breach any of its provisions, County, at its option, may terminate this Agreement by giving written notification to Contractor. The termination date shall be the effective date of the notice. For the purposes of this subsection, default or material breach of this Agreement shall include, but not be limited to, any of the following: failure to perform required services in a timely manner, willful destruction of County property, dishonesty, or theft.

D. If County terminates this Agreement for default or material breach, Contractor understands and agrees that County may, in County’s sole discretion, refuse to pay Contractor for that portion of Contractor’s services which were performed by Contractor prior to the termination date and which remain unacceptable to County as of the termination date.
16. NO WAIVER

The failure to exercise any right to enforce any remedy contained in this Agreement shall not operate as to be construed to be a waiver or relinquishment of the exercise of such right or remedy, or of any other right or remedy herein contained.

17. DISPUTES

Except for provisional remedies which are expressly reserved for the appropriate superior or federal courts having jurisdiction, any dispute arising out of or related to this Agreement will be resolved by binding arbitration before a single arbitrator in Los Angeles, California. The arbitrator shall apply California substantive law and shall have the power to award any legal and equitable remedy. Except as provided above, the arbitration will be conducted pursuant to Part 3, Title 9, of the California Code of Civil Procedure, §§1281 et seq. As additional damages, the arbitrator shall award costs and attorney’s fees to a prevailing party. The award of the arbitrator shall be final and may be submitted to any court having jurisdiction for the purpose of confirmation and enforcement. The parties hereto knowingly and willingly waive their right to a jury trial.

18. CAPTIONS

The captions of this Agreement are for convenience in reference only and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

19. NUMBER AND GENDER

In this Agreement, the neutral gender includes the feminine and masculine, the singular includes the plural, and the word “person” includes corporations, partnerships, firms or associations, wherever the context so requires.

20. MANDATORY AND PERMISSIVE

“Shall” is mandatory. “May” is permissive.

21. SUCCESSORS AND ASSIGNS

All representations, covenants and warranties specifically set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors and assigns.

22. COUNTERPARTS

This Agreement may be executed simultaneously and in several counterparts, each of which shall be deemed an original, but which together shall constitute one and the same instrument.
23. OTHER DOCUMENTS

The parties agree that they shall cooperate in good faith to accomplish the object of this Agreement and, to that end, agree to execute and deliver such other and further instruments and documents as may be necessary and convenient to the fulfillment of these purposes.

24. CONTROLLING LAW

The validity, interpretation and performance of this Agreement shall be controlled by and construed under the laws of the State of California.

25. AUTHORITY

Each party and each party's signatory warrant and represent that each has full authority and capacity to enter into this Agreement in accordance with all requirements of law. The parties also warrant that any signed amendment or modification to the agreement shall comply with all requirements of law, including capacity and authority to amend or modify the Agreement.

26. NEGOTIATED AGREEMENT

This Agreement has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this Agreement within the meaning of California Civil Code section 1654. Each party represents and warrants that in executing this Agreement it does so with full knowledge of the rights and duties it may have with respect to the other party. Each party also warrants and represents that it has received independent legal advice from its attorney with respect to the matters set forth in this Agreement and the rights and duties arising out of this Agreement, or that such party willingly foregoes any such consultation.

27. NO RELIANCE ON REPRESENTATIONS

Each party warrants and represents that it is not relying and has not relied upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this Agreement, have been independently verified. Each party further understands that it is responsible for verifying the representations of law or fact provided by the other party.

28. WARRANTY

County has relied upon the professional ability and training of Contractor as a material inducement to enter into this Agreement. Contractor hereby warrants that all work shall be performed in accordance with generally accepted professional practices and standards as well as the requirements of applicable federal, state and local laws, it being understood that acceptance of Contractor's work by County shall not operate as a waiver or release. County hereby acknowledges that nothing in this contract and nothing in Contractor's statements to County constitutes any promise or guarantee about the outcome of County’s matter or the subject of the consulting services.
29. FUNDING AVAILABILITY

It is mutually agreed that if the County budget of the current fiscal year and/or any subsequent fiscal years covered under this Agreement does not appropriate sufficient funds for this Agreement, this Agreement shall be of no further force and effect. In this event, the County shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement. Contractor’s assumption of risk of possible non-appropriation is part of the consideration for this Agreement. County budget decisions are subject to the discretion of the Board of Supervisors.

If funding for any fiscal year is reduced or deleted by the County budget for purposes of this Agreement, the County shall have the option to either cancel this Agreement with no liability occurring to the County, or offer an Agreement amendment to Contractor to reflect the reduced amount.

County shall notify contractor within ten (10) days of any budget decision by County which adversely affects this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first written above.

COUNTY OF MARIPA OA

Marshall Long, Chair
Board of Supervisors

CONTRACTOR

Nancy Lewis, Principal

ATTEST:

Rene LaRoche
Clerk of the Board

APPROVED AS TO FORM:

Steven W. Dahlem
County Counsel
EXHIBIT A
SCOPE OF WORK

Task 1. Housing Program and Housing Need Evaluation

To conduct the initial assessment of housing needs and programs, the Consultant will gather information through the following means:

A. Review the data and findings of the Mariposa County 2014-2019 Housing Element and work with County staff to conduct an inventory of actual and potential resources available to support production and preservation of the existing affordable housing supply. The inventory will include surplus land owned by the County (if any), regulatory incentives and obstacles, funding sources already committed to the County such as Sec 8 housing vouchers, as well as resources external to the jurisdiction, e.g. state and Federal funds that may be available.

B. Conduct an assessment

1. Identify how the responsibilities for the different housing programs are currently assigned within and outside of the County;

2. Identify the programmatic barriers to achieving the County’s housing objectives;

3. Analyze the revenue sources previously and currently available to fund housing administrator staff and programs;

4. Compare the current outcomes against the objectives to identify gaps in resources, services, staffing, and areas where the County can potentially augment its outcomes with existing resources; and

5. Peer Review - The Consultant shall gather information from surrounding counties (Tuolumne, Madera, Merced, Fresno, Stanislaus and Calaveras) to establish a background and comparative framework that captures the following within each county:

   a. housing program budget
   b. scope of housing program/s
   c. staffing level
   d. obstacles and opportunities in program implementation
   e. opportunities for collaboration, if any, among jurisdictions.

C. Prepare Evaluation Report (Deliverable)
Task 2. Conduct Outreach

A. Stakeholder Outreach

The Consultant will conduct phone interviews and direct survey questionnaires (as appropriate) with local chamber of commerce, housing advocates, housing developers, Habitat for Humanity, social service providers, Yosemite National Park Service administration, Yosemite National Park concessionaire, major employers, local realtor associations, and other stakeholders.

Interviews and surveys will be used to solicit feedback about housing programs needed in the County, prioritizing those needs, as well as identifying obstacles and opportunities for program implementation.

B. Community Outreach

To help prioritize the needs and resources, the Consultant will work with the Housing Programs Advisory Committee (HPAC) established by the County.

The Consultant will present its preliminary evaluation findings at a “town hall” style meeting, which is open to the general public and includes the County’s Advisory Committee.

The purpose of the meeting will be to:

1. present initial findings of the preliminary evaluation in task 1;
2. explain available housing program options;
3. solicit feedback about prioritizing needs;
4. solicit feedback about housing programs of interest to the public; and
5. identify obstacles and opportunities for implementing the potential Strategy.

The Consultant will be responsible for preparing a presentation (Deliverable) that summarizes the initial findings of Task 1, and structuring an interactive format for the meeting that can capture input from the public about implementing housing programs in the County, prioritizing needs, and identifying obstacles and opportunities.

Task 3. Synthesis of community outreach and stakeholder engagement

The findings from the community outreach and stakeholder engagement will be incorporated into a draft Implementation Plan (Deliverable) that will be presented to the County staff and the Housing Programs Advisory Committee for review and comment.

Task 4: Develop Recommendations for Implementation Strategy for Consideration by Board of Supervisors. The final report (Deliverable) prepared for the County will include a work plan with a schedule of activities and deadlines for external financing sources, and the following recommendations:
A. Specific policies, regulations and measures that the County will implement to improve the existing housing stock, increase the number of new affordable housing units and strengthen neighborhoods.

B. Housing programs the County will implement to address housing needs and quantified housing objectives for housing in Mariposa County;

C. Dedicated financial mechanisms (public and private) to implement programs designed to meet housing needs and increase the local County supply of affordable housing; and

D. Strategies for ongoing, permanent management and administration of housing programs including staff levels and mechanisms for financial support of such an ongoing program(s)

Assumptions and Exclusions

It is assumed that the Consultant will coordinate with a staff working group assembled by the County via monthly conference call. The Consultants’ proposal assumes a cap of four in-person meetings included in the fixed price. In-person meetings in excess of the cap will be billed on a per diem rate.

The County will be responsible for all public noticing for meeting as well as preparing minutes and meeting notes.

The proposed budget and schedule reflect the Consultant’s current understanding of the scope. Any deviations in scope may potentially change the budget and/or schedule.

Cost proposal assumes one round of consolidated comments from the County for the Final Implementation Strategy.

Consultant will be paid monthly on a percentage complete basis.

Subject to discussion and negotiation of a contract for services, the following meetings are anticipated:

(1) One Kick-Off meeting to review scope and methodology, introduce team members, agree on a schedule for future meetings, and complete a tour of the area.

(2) Advisory Committee to review findings to present preliminary findings of Task 1 and solicit feedback about establishing programs, and setting program priorities to address the most urgent housing needs.

(3) Town Hall meeting to present preliminary findings of Task 1 and solicit feedback about establishing programs, setting program priorities to address the most urgent housing needs.
(4) Advisory Committee—Review and Comment on Final Draft Recommendations for Implementation Strategy

SCHEDULE

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<th>Evaluate Housing Programs and Needs</th>
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<td>Review data and findings of 2014-2019 Housing Element</td>
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<td>Peer review of surrounding jurisdiction's housing administration structure, including Stanislaus, Tuolumne, Merced, Madera and Fresno.</td>
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<td>Task</td>
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<td>Work with County staff to identify stakeholders groups</td>
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<td>Prepare presentation materials and format for interactive Town Hall</td>
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<td>Conduct interviews with stakeholders by phone</td>
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<td>Synthesize evaluation of Housing Programs of Task 1 and findings from Task 2 Community Outreach into an Implementation Strategy.</td>
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## Exhibit B

### Cost Proposal and Budget

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Evaluate Housing Programs and Needs</td>
<td>$40,605</td>
</tr>
<tr>
<td></td>
<td>Review 2014-2019 Housing Element</td>
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<tr>
<td></td>
<td>Kick Off Meeting - Review scope, budget, identify working group, coordinate future meetings. Tour area and collect data.</td>
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<tr>
<td></td>
<td>Peer review of surrounding jurisdiction's housing administration structure, including Stanislaus, Tuolumne, Merced, Madera and Fresno,</td>
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<tr>
<td></td>
<td>Prepare inventory of actual and potential resources that support production and preservation: surplus land, local funding sources and state/Federal funding not yet committed, local regulations, etc.</td>
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<td></td>
<td>Identify how programmatic responsibilities are currently assigned</td>
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<tr>
<td></td>
<td>Identify programmatic barriers to achieving County's housing objectives</td>
<td></td>
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<tr>
<td></td>
<td>Identify and analyze revenues sources previously and currently available to fund staff and programs</td>
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<tr>
<td></td>
<td>Determine how much revenue is allocated to housing programs &amp; admin</td>
<td></td>
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<tr>
<td></td>
<td>Identify administrative responsibilities within/outside of County</td>
<td>$21,470</td>
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<tr>
<td></td>
<td>Compare current outcomes against objectives to identify gaps in resources, services, staffing</td>
<td></td>
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<tr>
<td></td>
<td>Correlate needs with outcomes from programs and budget resources; identify gaps</td>
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<tr>
<td></td>
<td>Identify external resources and eligibility criteria (Fed/State funding, private loans)</td>
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<tr>
<td></td>
<td>Draft and Refine Summary Report</td>
<td>$19,135</td>
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<tr>
<td></td>
<td>Deliverable: Housing Program Evaluation Summary Report</td>
<td></td>
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<tr>
<td>2</td>
<td>Community Outreach / Town Hall</td>
<td>$15,460</td>
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<td></td>
<td>Prepare presentation materials and format for interactive Town Hall</td>
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<tr>
<td></td>
<td>Attend Town Hall Meeting with general public and Advisory Committee</td>
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<tr>
<td></td>
<td>Deliverable: Presentation material for Town Hall</td>
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<tr>
<td>3</td>
<td>Stakeholder Engagement</td>
<td>$25,385</td>
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<tr>
<td></td>
<td>Work with County staff to identify stakeholders groups to include in Advisory Committee and coordinate Advisory Committee engagement</td>
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<td></td>
<td>As needed, conduct interviews with stakeholders by phone</td>
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<td></td>
<td>Prepare presentation materials for Advisory Committee</td>
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<tr>
<td></td>
<td>Attend Advisory Committee Meeting</td>
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</tbody>
</table>
Deliverable: Present of Draft Implementation Strategy for Advisory Committee

<table>
<thead>
<tr>
<th>Task</th>
<th>4</th>
<th>Develop implementation Strategy</th>
<th>$41,150</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Draft and Edit Implementation Strategy</td>
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<td></td>
<td></td>
<td>Submit Final Recommendations and Work Plan to County Board of Supervisors</td>
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<td></td>
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<td>Deliverable: Final Implementation Strategy</td>
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<tr>
<td>TOTAL WORKPLAN</td>
<td></td>
<td>$122,600</td>
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</table>

Travel Allowance $600/meeting (includes food, lodging, mileage, 2 consultants)

| TOTAL PROPOSAL | $125,000.00 |

<table>
<thead>
<tr>
<th>Billable Rates</th>
<th>Hourly Rate</th>
<th>Per Diem</th>
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<tbody>
<tr>
<td>Nancy Lewis</td>
<td>$175.00</td>
<td>$1,400</td>
</tr>
<tr>
<td>Yasmin Tong</td>
<td>$160.00</td>
<td>$1,280</td>
</tr>
<tr>
<td>Karin Pally</td>
<td>$150.00</td>
<td>$1,200</td>
</tr>
</tbody>
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