



COUNCIL REPORT

DATE: June 14, 2022
CATEGORY: Consent
DEPT.: Community Development
TITLE: **Amendment to Agreement with Seifel Consulting, Inc.**

RECOMMENDATION

Authorize the City Manager or designee to execute an amendment to increase an existing professional services contract by \$50,000, for a total contract amount not to exceed \$150,000, with Seifel Consulting, Inc., for consultant services associated with the analysis and evaluation of affordable housing projects and to extend the term to December 31, 2022.

BACKGROUND AND ANALYSIS

The City has an existing agreement with Seifel Consulting, Inc., in the amount of \$100,000 to provide consultant services for affordable housing projects.

The Community Development Department continues to require additional outside consultant services to support staff in the analysis and evaluation of large, complex projects and issues, including the following:

- Affordable Housing Due Diligence (evaluate 100% affordable housing projects), including four developments that will soon go to the Notice of Funding Availability (NOFA) Committee.
- Below-Market-Rate Program Review.
- Notice of Funding Availability underwriting guidelines, policies, and procedures.
- Evelyn/VTA Lot Request for Qualifications and Request for Proposals process.
- Other affordable housing evaluations and additional services.

The consultant services associated with the analysis and evaluation of affordable housing projects is estimated to be \$150,000 for Fiscal Year 2021-22 and the beginning of Fiscal Year 2022-23. This would bring the maximum compensation under the Seifel Consulting, Inc.

agreement to a not to exceed amount of \$150,000. City Council Policy A-10 requires City Council authorization for compensation in excess of \$100,000. Staff requests Council authorization for the increased contract amount.

FISCAL IMPACT

The additional funding will come from salary savings of \$30,000 from the below-market-rate developer fee fund and \$20,000 that is already set aside for the Evelyn/VTA Lot development project.

ALTERNATIVES

1. Do not authorize the expenditures requested.
2. Provide other direction to staff.

Prepared by:

Grace Montgomery
Analyst

Micaela Hellman-Tincher
Housing and Neighborhoods
Service Manager

Approved by:

Aarti Shrivastava
Assistant City Manager/
Community Development Director

Audrey Seymour Ramberg
Assistant City Manager/
Chief Operating Officer

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