



# City of Culver City

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## Staff Report Details (With Text)

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**Title:** CC:HA - Authorization to Release Request for Proposals for Consultant Services to Prepare Affordable Housing Feasibility Studies for Temporary Seasonal Homeless Shelter(s), Motel Reuse and Manufactured/Modular Affordable Housing.

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**Attachments:** 1. 18-09-11 ATT No. 1 Housing Studies.pdf, 2. 18-09-11 ATT No. 2 housing studies RFP seasonal shelter.pdf, 3. 18-09-11 ATT No. 3 housing studies RFP motel reuse.pdf, 4. 18-09-11 ATT No. 4 housing studies RFP manufactured housing.pdf

| Date      | Ver. | Action By                   | Action | Result |
|-----------|------|-----------------------------|--------|--------|
| 9/11/2018 | 1    | City Council Meeting Agenda |        |        |

**CC:HA - Authorization to Release Request for Proposals for Consultant Services to Prepare Affordable Housing Feasibility Studies for Temporary Seasonal Homeless Shelter(s), Motel Reuse and Manufactured/Modular Affordable Housing.**

**Meeting Date:** September 11, 2018

**Contact Person/Dept:** Tevis Barnes/CDD-Housing  
**Phone Number:** Sol Blumenfeld/CDD

**Fiscal Impact:** Yes ☒ No ☐      **General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐      **Action Item:** ☒      **Attachments:** ☒

**Commission Action Required:** Yes ☐ No ☐      **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (09/04/18); St. Joseph Center (08/26/2018); Upward Bound House (08/26/2018); and Committee on Homelessness (08/26/2018).

**Department Approval:** Sol Blumenfeld, Community Development Director/Assistant Executive Director, Housing Authority (08/28/18)

### RECOMMENDATION:

Staff recommends the City Council and the Culver City Housing Authority (Housing Authority)

Board authorize the release of a Request for Proposals (RFP) for consultant services to prepare affordable housing feasibility studies for temporary seasonal homeless shelter(s), motel reuse and manufactured/modular affordable housing.

## **BACKGROUND:**

On March 12, 2018 the CCHA Board and City Council considered a variety of proposed affordable housing programs that were organized into five broad categories and ranged from market driven incentives to mandatory requirements.<sup>1</sup> The categories included:

1. Land Use Planning/Policies and Zoning
2. Alternative Housing Types
3. Taxation and Financial Incentives
4. Neighborhood Revitalization and Housing Preservation
5. Homeless Prevention
6. On-Going Programs

Twenty six affordable housing programs were presented that would allocate up to \$23 million over a six-year planning cycle serving approximately 3,100 households and creating 79 new affordable housing units. The City Council and Housing Authority Board recommended prioritizing the proposed programs. The first three priority programs consist of production of feasibility studies to develop homeless seasonal shelters, motel reuse and modular and manufactured affordable housing. The consulting services will include site identification, cost estimates, planning and implementation strategies. These studies will also address the goals and action recommendations in the updated Plan to Prevent and Combat Homeless which was jointly approved by the Culver City Council and Housing Authority Board on July 9, 2018.

## **DISCUSSION:**

The Affordable Housing Feasibility Studies will focus on:

Manufactured Housing, Modular, Housing Study- Study alternative housing types to create new affordable housing units. The study will be prepared over the next several months and look at alternative housing costs, siting potential and implementation measures for use of these alternative housing types.

Seasonal Homeless Sheltering Study - A study over several months investigating the use of temporary canopy tensile structures that can be installed on public land and/or open space and provide lower cost seasonal shelter protection. The project involves a collaboration of Westside cities to study potential locations to provide the temporary sheltering on a rotating basis and jointly share the cost to purchase, install, maintain and operate the structures annually.

Motel Reuse/Conversion Study- Study the potential to reuse underutilized motels for affordable housing over several months. The Upward Bound House provides one model for motel conversion and reuse.

## **Request for Proposals Review Process**

The proposals submitted in response to the RFP must be divided into two parts as fully described below. Part I must include establishing project management, public outreach and communications protocols, completion of citywide survey mapping of potential sites and summary of findings in a memorandum and related public presentation(s). Part II must include all project documentation and the production of the final feasibility study. Completion of Part II will be contingent upon whether there are a sufficient number of suitable sites identified in Part I to carry out the remainder of the project. Up to (2) two public presentations will be required in Part 1.

Each proposal will be evaluated based on the required content which must include:

**Part I**

1. Project management and coordination;
2. Public outreach; and
3. Citywide survey and mapping of potential sites.

**Part II**

1. Site opportunities and constraints;
2. Implementation timeline;
3. Preliminary cost estimates;
4. Implementation measure consideration; and
5. Presentation of findings and recommendations.

**Major Deliverables**

The RFP assumes all deliverables will be submitted in electronic format to staff by the specified submission date. No late submissions or late revisions or additions will be allowed. Hardcopies will also be required and will include:

1. Survey information in a digital format for City use to be made available for public access and an Esri GIS layer;
2. Minimum of two Power Point presentations (Part 1 and Part II) addressing the study findings;
3. Draft memorandum summarizing findings and related public presentation(s); and
4. Final documentation consisting of site surveys, cost estimates, implementation timeline, implementation considerations and findings and recommendation.

**Request for Proposals Release/Submission Schedule**

The RFP will be released on September 27, 2018. This schedule will afford staff the time to thoroughly review submitted proposals and interview respondents before recommending a preferred consultant to City Council and the dates will be staggered to consider national holidays toward the end of the year.

**Affordable Housing Feasibility Studies Request for Proposals:**

| <b>REQUEST FOR PROPOSALS</b> | <b>Temporary Seasonal Shelter Services for Targeted Populations</b>  | <b>Manufactured and Modular Affordable Housing</b>   | <b>Motel Reuse for Affordable Housing</b>   |
|------------------------------|--|--|---|
| <b>PURPOSE</b>               | Identification of potential shelter site(s), site planning standards and implementation measures to serve up to 50 homeless. Project includes mapping, site plans, cost estimates and planning standards to implement the program. | Identification of potential manufactured and modular housing sites for affordable housing on public and private property. The Study will identify planning criteria and cost estimates to redevelop the selected sites and provide related implementation recommendations. | The Study will identify potential motel reuse sites, planning criteria, cost estimates and related implementation measures. |
| <b>RELEASE DATE</b>          | September 27, 2018   | September 27, 2018   | September 27, 2018  |
| <b>SUBMISSION DEADLINE</b>   | November 1, 2018   | November 1, 2018   | November 1, 2018  |
| <b>NOTICE TO PROCEED</b>     | November 14, 2018  | December 17, 2018  | January 14, 2019  |
| <b>MAXIMUM GRANT AWARD</b>   | \$90,000   | \$90,000   | \$100,000   |

**FISCAL IMPACT:**

A total of \$320,000 was earmarked in the Fiscal Year 2018/2019 Housing Budget (47650780.619800) to support the affordable housing feasibility studies. These funds are allocated from the Low and Moderate Income Housing Asset Fund (LMIHAF) and will not impact the City General Fund. The maximum grant awards will range from \$90,000 to \$100,000 per RFP which includes a 10% contingency.

**ATTACHMENTS:**

1. Housing Program Matrix
2. Temporary Seasonal Shelter Services Feasibility Study Request for Proposals
3. Motel Reuse Feasibility Study Request for Proposals
4. Manufactured and Modular Housing Feasibility Study Request for Proposals

**MOTION:**

That the City Council and Housing Authority Board:

Authorize release of a Request for Proposals for consultant services to prepare affordable housing feasibility studies for temporary seasonal homeless shelter(s), motel reuse and manufactured/modular affordable housing.

### **NOTES:**

- As highlighted in the March 12<sup>th</sup>, 2018 discussion on New Affordable Housing and Incentives Programming, in Culver City a two bedroom unit rents from \$2,500 to \$3,000 per month, however the affordable rent as defined by both state and federal standards, for a low income household of four is \$935 per month and \$1,715 per month for a moderate income household of four persons (Footnote 1). These rents are consistent with Westside housing costs in general and make it increasingly difficult to afford to live in Culver City.

#### **2018 Los Angeles County Income Limits**

| Income               | 1 Person          | 2 Persons         | 3 Persons         | 4 Persons         | 5 Person          |
|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Extremely Low</b> | \$20,350          | \$23,250          | \$26,150          | \$29,050          | \$31,400          |
| <b>Very Low</b>      | \$33,950          | \$38,800          | \$43,650          | \$48,450          | \$52,350          |
| <b>Low</b>           | \$33,951-\$54,250 | \$38,810-\$62,000 | \$43,651-\$69,750 | \$48,451-\$77,500 | \$52,351-\$83,700 |
| <b>Moderate</b>      | \$54,251-\$58,200 | \$62,001-\$66,500 | \$69,751-\$74,850 | \$77,501-\$83,150 | \$83,701-\$89,800 |

#### **2018 Los Angeles County Affordable Rent Schedule**

|                             | Studio  | One Bedroom | Two Bedrooms | Three Bedrooms | Four Bedrooms |
|-----------------------------|---------|-------------|--------------|----------------|---------------|
| <b>Extremely Low Income</b> | \$364   | \$416       | \$468        | \$520          | \$561         |
| <b>Very Low Income</b>      | \$606   | \$693       | \$779        | \$866          | \$936         |
| <b>Low Income</b>           | \$728   | \$832       | \$935        | \$1,040        | \$1,123       |
| <b>Moderate Income</b>      | \$1,334 | \$1,525     | \$1,715      | \$1,906        | \$2,058       |