



City of Culver City

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Staff Report

File #: 19-614, **Version:** 1

Item #: C-16.

CC:HA - Approval of Professional Services Agreements with: (1) Lesar Development Consults for a Temporary Seasonal Homeless Shelter Feasibility Study in an Amount Not-to-Exceed \$90,000; (2) John Kaliski Architects for a Motel Reuse Feasibility Study in an Amount Not to Exceed \$49,867; and (3) Lorcan O'Herlihy Architects for a Manufactured and Modular Housing Feasibility Study in an Amount Not-to-Exceed \$106,300.

Meeting Date: December 10, 2016

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

Phone Number: (310) 253-5700
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Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☐ No ☒

Public Hearing: ☐ **Action Item:** ☒ **Attachments:** Yes ☒ No ☐

Commission Action Required: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas - City Council (12/05/18); and Affordable Housing Feasibility Studies Respondents (12/04/2018)

Department Approval: Sol Blumenfeld, Community Development Director (12/03/18)

RECOMMENDATION

Staff recommends the City Council and the Culver City Housing Authority (CCHA) Board approve professional service agreements with the following consulting firms:

1. LeSar Development Consultants (LDC) for a Feasibility Study for Site Identification, Planning, Cost Estimates and Implementation to Provide Homeless Temporary Seasonal Shelter Services for a term up to eight months in an amount not-to-exceed \$90,000; and
2. John Kaliski Architects for a Motel Reuse Feasibility Study for the Development of Affordable Housing Including Site Identification, Planning, Cost Estimates and Implementation for a term of seven months in an amount not-to-exceed \$49,867; and

3. Lorcan O’Herlihy Architects (LOHA) for a Manufactured and Modular Housing Feasibility Study for the Development of Affordable Housing Including Site Identification, Planning, Cost Estimates and Implementation for a term of four months in an amount not-to-exceed \$106,300.

BACKGROUND

On March 12, 2018 the City Council and CCHA Board jointly considered a variety of proposed affordable housing programs that were organized into five broad categories and ranged from market driven incentives to mandatory requirements.

The first programs recommended as immediate action items involve feasibility studies to assess development of homeless seasonal shelters, motel reuse for affordable housing and modular and manufactured affordable housing. These studies involve consulting services that include site identification, cost estimates, planning and implementation strategies. On September 11th, 2016, the City Council and CCHA Board jointly approved issuing Request for Proposals (RFPs) for consultant services to prepare these studies. The RFPs were released on September 27th, 2018 with a due date of November 1st, 2018.

DISCUSSION

The City published a Notice Inviting proposals for RFP #1916 - Temporary Seasonal Homeless Shelter, RFP #1917 - Motel Reuse and RFP #1918 - Manufactured and Modular Housing), in accordance with City specifications. A total of 11 proposals were received from the following firms:

FIRM/AGENCY

RFP NO./ DESCRIPTION

LeSar Development Consultants 1916 Temp. Seasonal Homeless Shelter

Lorcan O’Herlihy Architects 1916 - Temp. Seasonal Homeless Shelter

Office42 Architecture 1916 - 1916 - Temp. Seasonal Homeless Shelter

John Kaliski Architects 1917 1917 - Motel Reuse

BAE Urban Economics 1917 - Motel Reuse

Egan/Simon Architecture 1917 - Motel Reuse

Lorcan O’Herlihy Architects 1917 - Motel Reuse

Office42 Architecture 1917 - Motel Reuse

Lorcan O’Herlihy Architects 1918 - Manufactured/Modular Housing

Office42 Architecture	1918 - Manufactured/Modular Housing
Torti Gallas + Partners	1918 - Manufactured/Modular Housing

In the evaluation process, emphasis was placed on the respondents' implementation schedule, budget, and the ability to carry out both the surveying/mapping (Phase 1), and the remainder of the Feasibility Study (Phase 2). Evaluation criteria included: community outreach experience working with affordable housing programs and the homeless, and experience working with municipal governments. **LDC (RFP #1916 - Temporary Seasonal Homeless Shelter), JKA (RFP #1917 - Motel Reuse) and LOHA (RFP #1918 - Manufacture/Modular Housing)** were rated most highly based upon the above criteria

If the City Council and CCHA Board approve entering into an agreements with **LeSar Development Consultants, JKA and LOHA**, staff requests authority to make minor and insubstantial modifications to the agreements as deemed necessary, provided that such modifications do not increase more than the City Manager's/Executive Director's contract authority. The Notice to Proceed for the Temporary Seasonal Homeless Shelter will be effective December 12, 2018. The Notice to Proceed for Manufactured and Modular Housing will be effective December 17, 2018. The Notice to Proceed for the Motel Reuse will be effective January 14, 2019.

FISCAL ANALYSIS

The Fiscal Year 2018/2019 Housing Budget included \$320,000 earmarked from the Low and Moderate Income Housing Asset Fund (LMIHAF) to prepare feasibility studies to investigate options for the creation of affordable housing and homeless seasonal shelters. The total proposed costs for the three feasibility studies is \$246,167 or \$73,000 below the approved budgeted amount. (See below Fee Summary for Recommended Firms.)

The CCHA submitted an application under the Measure H Cities' Homeless Planning Implementation RFP in the amount of \$180,000 to support the Motel Reuse and Manufactured/Modular Housing Feasibility Studies. If funded, the CCHA would only expend \$90,000 from the LMIHAF. The Measure H funds cannot support the Temporary Seasonal Shelter because only permanent housing activity was eligible for funding.

Fee Summary for Recommended Firms

<u>Feasibility</u>	<u>Study Selected Firm</u>	<u>Fees/Pricing</u>
Temporary Seasonal Shelter	LeSar Development Consultants	\$90,000
Motel Reuse	John Kaliski Architects	\$49,867
Manufactured/Modular Housing	LOHA	\$106,300
TOTAL		\$246,167

MOTIONS

That the City Council and CCHA Board:

1. Approve professional services agreements with:
 - LeSar Development Consultants for a Feasibility Study for Site Identification, Planning, Cost Estimates and Implementation to Provide Homeless Temporary Seasonal Shelter Services for a term up to eight months in an amount not-to-exceed \$90,000; and
 - John Kaliski Architects for a Motel Reuse Feasibility Study for the Development of Affordable Housing Including Site Identification, Planning, Cost Estimates and Implementation for a term of seven months in an amount not-to-exceed \$49,867; and
 - Lorcan O'Herlihy Architects for a Manufactured and Modular Housing Feasibility Study for the Development of Affordable Housing Including Site Identification, Planning, Cost Estimates and Implementation for a term of four months in an amount not-to-exceed \$106,300.
2. If City Council/CCHA Board approve the agreements with LeSar Development Consultants, John Kaliski Architects and Lorcan O'Herlihy Architects, authorize staff to negotiate the final terms of the agreements, provided the final contract price does not increase more than the City Manager's contract authority; and,
3. Authorize the City Attorney/CCHA General Counsel to review/prepare the necessary documents; and,
4. Authorize the City Manager/Executive Director to execute such documents on behalf of the City.