



Agenda Report

Fullerton City Council

MEETING DATE: SEPTEMBER 18, 2018

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: KENNETH A. DOMER, CITY MANAGER

PREPARED BY: TED WHITE, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH COMPREHENSIVE HOUSING SERVICES, INC. TO PROVIDE HOUSING PROGRAMS ADMINISTRATIVE SUPPORT SERVICES AND OVERSIGHT OF THE HOME IMPROVEMENT PROGRAM

SUMMARY

The Community Development Department, Housing and Neighborhood Services Division requests City Council authorization to enter into a professional services agreement with Comprehensive Housing Services, Inc. to provide administrative support for the Community Development Block Grant and HOME Investment Partnerships Programs and oversight of the Home Improvement program.

RECOMMENDATION

Authorize the City Manager to enter into a professional services agreement with Comprehensive Housing Services, Inc. to provide administrative support for the Community Development Block Grant (CDBG) and HOME Investment Partnerships Programs and oversight of the Home Improvement program in a form approved by the City Attorney.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement/s:

- Infrastructure and City Assets.

FISCAL IMPACT

There will be no fiscal impact to the City's General Fund as all activities are federally-funded through the CDBG and HOME programs. The proposed contract is not to

exceed \$276,000 for professional services to provide administrative support for the housing programs and oversight of the Home Improvement program over a two year period.

DISCUSSION

Recently, the Housing and Neighborhood Services Manager was designated as the City of Fullerton's Homeless Resources Manager. This new role requires the Housing and Neighborhood Services Manager and other Housing Division staff to coordinate City efforts relating to homelessness, including attending regional meetings, court proceedings and community education meetings.

The Housing and Neighborhood Development Division has utilized the services of an outside consulting firm for assistance in the administration of the City's CDBG and HOME programs for many years. In order to continue to provide a high level of service for these programs, as well as provide the additional services relating to homelessness, staff proposes to expand the current scope of services provided by a consulting firm. These additional administrative support activities would include preparation of a five year Consolidated Plan, Annual Action Plans and Consolidated Performance Evaluation Reports that are federal requirements for receiving CDBG and HOME funds. The additional oversight of the Home Improvement program would include applicant eligibility, Housing Quality Standards inspections, preparation of construction documents, contractor selection and construction oversight.

In April 2018, RFP notifications were sent to qualified consulting firms with experience administering CDBG and HOME funds. During the same timeframe, a second RFP notification was sent to qualified firms experienced in providing Home Improvement Program oversight. The due dates for both RFPs was the end of May. The City received responses from four consulting firms experienced in providing Home Improvement Program oversight and four responses from consulting firms with experience administering CDBG and HOME funds.

The consultants were rated on knowledge of CDBG and HOME funds and Home Improvement Program requirements, overall cost of delivery and the ability to meet or exceed requirements of the RFPs. Comprehensive Housing Services, Inc. (CHS), which has more than 27 years working with the City, was chosen as the top scoring firm for both RFPs due to its extensive experience providing professional services to the City of Fullerton at a reasonable cost. Therefore, the scopes of services for the two RFP processes have been combined into one proposed Professional Services Agreement (Attachment 1) with Comprehensive Housing Services, Inc.

Attachments:

- Attachment 1 - Professional Services Agreement
- Attachment 2 - Comprehensive Housing Services, Inc. Proposal