

CITY OF



ECONOMIC DEVELOPMENT

REDEVELOPMENT

NEIGHBORHOOD HOUSING

Date: October 22, 2008

To: N. Enrique Martinez, City Manager

From: Josefina Aguilar, Redevelopment Project Manager

Through: Daniel G. Hobbs, Redevelopment Director

Re: Execution of Contract for Consulting Services with LDM Associates Inc. for Preparation of the Five Year Consolidated Plan

This is a transmittal of the Contract for Consulting Services with LDM Associates Inc. Dan McHugh has approved the contract, and the Consultant has signed this original. It is ready for your signature.

BACKGROUND

The Five Year Consolidated Plan is the document submitted to the U.S. Department of Housing and Urban Development (HUD) that serves as the planning guide for entitlements funded under the Community Planning and Development (CPD) formula which includes the Community Development Block Grant (CDBG) program.

The Five Year Consolidated Plan provides an assessment of the housing and community development needs, a strategic plan for addressing the needs, and a specific one year Action Plan describing the use of grant funds. The One Year Action Plan is prepared to assist the prioritization of CDBG funding expenditures starting in 2009-2010. Submittal of this application to HUD is required to make the City's program a Federal Entitlement CDBG Program, allowing Redlands to receive CDBG funds directly from HUD. Currently, the County of San Bernardino is the administrative entity of the City's CDBG funds and they take approximately 40% of the total allocation for administrative services and county-based projects. The net funding allocated in FY2008-2009 is \$339,243. It is estimated that the change in status will increase the City's annual CDBG allocation by an approximate amount of \$250,000, increasing our total allocation to approximately \$590,000 for FY2009-2010. The Consolidated Plan and accompanying documents will be submitted to HUD by their deadline of May 2009.

DISCUSSION

Staff invited four consulting firms to submit Statements of Qualifications (SOQs) to complete the work scope for the Five Year Consolidated Plan and related documents required by the State's application process. (The work scope is shown as Attachment A to the Professional Services Agreement). SOQs were received by 3 of the 4 firms and reviewed for qualification by staff. The qualifying consultants were then invited to submit a bid for the work scope associated with the preparation of the Consolidated Plan and related documents. Proposals for the contract were received by 2 of the 4 firms. Please refer to the Table 1 below for a summary of this process.

TABLE 1

CONSULTANT BID SUMMARY		
Firm Name	Statement of Qualifications	Proposal Amount
TierraWest Advisors	Received	\$37,500
LDM Associates, Inc.	Received	\$38,000
Urban Futures, Inc.	Received	Declined to bid
Wiki Shaw & Associates	Declined to Submit	Declined to bid

Proposals were evaluated by staff who determined LDM's bid to be the most competitive in comparison to the other responders. This determination is based on a comparison of billing rates, availability of staff and capacity to perform all tasks and prepare all related documents. Even though Tierra West Advisors' proposal came in \$500 less than LDM's proposal, staff recommends awarding the contract to LDM based on the fact that staff has a continuous and positive working relationship with LDM, and they have a proven track record successfully administering the Agency's various Housing Rehabilitation loan and grant programs since FY2007-2008. The value of their institutional knowledge of the City's programs and objectives justifies selecting their proposal over the lower bid.

FISCAL IMPACT

No general funds are involved with this project. The cost for the Agreement with LDM is a non-exclusive, contingent agreement. This means that the Agency is not required to use LDM's services, may use the services of any other firm and its financial obligations are solely related to work actually performed by LDM. In addition, the Agreement may be terminated at any time upon 30 days notice and must be amended on a fiscal year basis if the Agency wishes to continue to use LDM's services during future fiscal years. Preparation of the City's Consolidated Plan (to include an Analysis of Impediments to Fair Housing and an Annual Action Plan) will not exceed \$38,00 and will be funded by the 80% Redevelopment Fund budget that is adequate to cover these costs.

Attachments:

1. LDM's Statement of Qualifications
2. Tierra West Advisors' Statement of Qualifications

REDEVELOPMENT DEPARTMENT
35 CAJON STREET, REDLANDS, CA 92373
(909) 335-4755 • FAX (909) 798-7503

**REDEVELOPMENT AGENCY OF THE CITY OF REDLANDS
PROFESSIONAL SERVICES AGREEMENT**

THIS PROFESSIONAL SERVICES AGREEMENT is made effective the 23rd day of October, 2008 by the Redevelopment Agency of the City of Redlands (hereinafter called the "Agency"), and LDM Associates, Inc., (hereinafter called the "Consultant").

WITNESSETH THAT:

WHEREAS, the Agency has been directed to move forward with the preparation of a Five Year Consolidated Plan, a One-year Action Plan and an Analysis of Impediments

WHEREAS, Submittal of the Consolidated Plan to HUD will make the City's program a Federal Entitlement CDBG Program; and

WHEREAS, the Consultant has bid competitively and is qualified and available to provide Agency the services described herein during fiscal year 2008-09; and

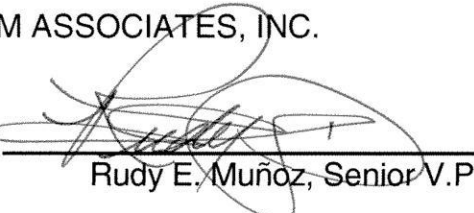
WHEREAS, the services provided pursuant to Professional Services Agreement shall include the period of July 1, 2008 through June 30, 2009.

NOW THEREFORE, in consideration of the mutual undertakings herein, the parties agree that said Agreement is as follows:

1. With respect only to services provided by Consultant during fiscal year 2008-09, Scope of Work and Timeline in its entirety is reflected on Attachment "A" to this Professional Services Agreement.
2. Services provided by Consultant during fiscal year 2008-09, shall be billed on a monthly basis and shall not exceed \$38,000 for the completion of the Five Year Consolidated Plan, 2009-2010 One Year Action Plan, and Analysis of Impediments.

IN WITNESS WHEREOF, the Agency and the Consultant, through their duly authorized officers, have executed this Second Amendment to Professional Services Agreement effective as of the date first above written.

LDM ASSOCIATES, INC.

By: 

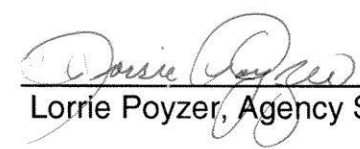
Rudy E. Muñoz, Senior V.P

REDEVELOPMENT AGENCY OF THE
CITY OF REDLANDS

By: 

N. Enrique Martínez, City Manager

ATTEST:

By: 

Lorrie Poyzer, Agency Secretary

TIMELINE FOR 2009-2014 CONSOLIDATED PLAN, 2009-2010 ONE-YEAR ACTION PLAN, AND ANALYSIS OF IMPEDIMENTS

Completion Date	Activity
January 15, 2008	City Council approves opting into the HUD Entitlement CDBG and State HOME program and delegates administration of both programs to the Redevelopment Agency starting July 1, 2008.
February 11, 2008	City notifies representatives of the County of San Bernardino, HUD Entitlement CDBG Program and the State HOME Investment Partnership Program of the City's decision to seek direct funding.
September 4, 2008	City enters in Agreement with a Housing Consultant to Prepare the CDBG Entitlement Program Required Analysis of Impediments, Consolidated Plan, and One-Year Action Plan.
September 4, 2008	Kick-off Meeting with Redevelopment Department Staff and Consultant to discuss a Needs Assessment Survey and Consolidated Plan Process.
September 10, 2008	Finalize Needs Assessment Survey and schedule Needs Assessment meeting.
September 11, 2008	Distribute Needs Assessment Survey at Public Facilities.
October 21, 2008	Hold Community Meeting regarding Analysis of Impediments and Community needs.
November 4, 2008	Compile Needs Assessment Surveys and tabulate results. Identify Community Needs.
January 5, 2008	Preliminary draft of Analysis of Impediments submitted to City for review.
November 7, 2008	Discussion of Draft Five-Year Goals with Redevelopment Staff.
November 21, 2008	Notice of Funds Availability (NOFA) issued to all City Departments.
November 21, 2008	Notice of Funds Availability (NOFA) issued to all Community Based Organizations (CBO's).
November 21, 2008	Notice calling for projects from the public published in local newspaper and posted in City bulletin boards
December 22, 2008	Deadline for submittal of applications by public service agencies.
January 8, 2009	Submit draft Five-Year Consolidated Plan for City Review.
February 2, 2009	City Ad-Hoc Committee reviews applications and makes recommendation to City Council.
February 28, 2009	Submit Draft Action Plan to City.
March 3, 2009	Publish Notice of Public Hearing for public input and consideration of Draft Five Year Consolidated Plan, One-Year Action Plan, and Analysis of Impediments and availability of Draft Plans
April 4, 2009	End of Citizens Comment Period.
April 21, 2009	City Council approves FY 2009-2014 Consolidated Plan, 2009-2010 One-Year Action Plan, and Analysis of Impediments
April 29, 2009	Consultant submits final Consolidated Plan and One-Year Action Plan to City.
May 15, 2009	Deadline for submitting Consolidated Plan and One-Year Action Plan to HUD.

The schedule reflects an estimated timeframe.

Rev. 10-15-08