



**SACRAMENTO
HOUSING AND REDEVELOPMENT
AGENCY**



9

June 11 , 1991

Budget & Finance Committee
of the City Council
Sacramento, CA

Honorable Members in Session:

SUBJECT: Amendment to Consultant Contract with Mundie & Associates


SUMMARY

The attached report is submitted to you for review and recommendation prior to consideration by the City Council and Redevelopment Agency of the City of Sacramento.

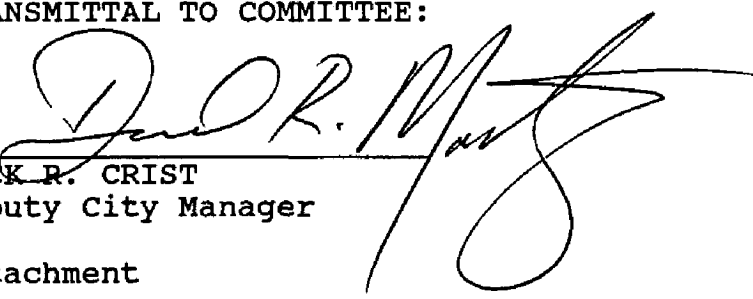
RECOMMENDATION

The staff recommends approval of the attached resolutions approving the contract amendment.

Respectfully submitted,


for JOHN E. MOLLOY
Executive Director

TRANSMITTAL TO COMMITTEE:


for JACK R. CRIST
Deputy City Manager

Attachment



SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY



June 18, 1991

City Council and
Redevelopment Agency of the
City of Sacramento

Honorable Members in Session

SUBJECT: Amendment to Consultant Contract with Mundie & Associates

SUMMARY

This report recommends that the City Council and Redevelopment Agency approve an amendment of the Contract for Consultant Services with Mundie & Associates for the preparation of the Central City Housing Strategy. Specifically, the amendment would increase the Contract amount by \$20,380 to \$170,380 to pay for additional services and to extend the contract completion time to September 30, 1991. Also, it is recommended that the existing Individual Participation Agreement, which calls for the City and SHRA to share, equally, the cost of the consultant and the environmental review, be amended to reflect the contract amendment. (See Amendment # 1 attached as Exhibit "A").

BACKGROUND

In October 1990 the City Council approved a Contract with Mundie & Associates to prepare the Central City Housing Strategy. The original Scope of Services called for a housing conditions survey, two public workshops, and expiration of the Contract by July 9, 1991.

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Staff proposes that the Contract be amended in order to secure an expanded housing conditions survey data base. The original Contract envisioned a limited housing survey of existing Central City housing stock. Mundie & Associates retained Rural California Housing Corporation to perform this task. However, during the course of the work, staff and consultant determined that a more comprehensive housing conditions survey is required to accurately assess amount of rehabilitation that is needed for the existing 19,000 Central City housing units.

The City Planning & Development Department and SHRA can utilize the data from the housing survey for future planning and revitalization efforts. Significant cost savings can be realized for future planning/revitalization studies if the data from the subject survey can be provided at the present time. Thus, staff recommends that the Mundie contract be augmented to enable Rural California Housing Corporation to be paid an additional \$8,000 to provide the more comprehensive housing conditions survey in the desired data base form.

In addition, pursuant to the original contract, Mundie & Associates with assistance from their subconsultant, Freedman, Tung and Bottomley, conducted two successful public workshops. Over two hundred people representing various Central City constituencies attended these workshops and provided valuable input to the preparation of the Central City Housing Strategy. Due to the interests in the study, its scope and magnitude, staff recommends that Mundie and their subconsultant present two additional workshops: one for a joint session of the City Planning Commission and Housing and Redevelopment Agency, and one for the City Council. The additional cost for these workshops would be \$12,380. The joint workshop will enable both Commissions to hear and comment on the report, prior to convening separate public review sessions and making recommendations to the Council. This joint workshop will enable cost savings that otherwise might not have occurred.

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Finally, the scheduling of additional workshops and public hearings related to the approval process requires that the Mundie Contract be extended from July 9, 1991 to September 31, 1991. This will allow the Consultants representation at the Joint Commission and public hearings.

FINANCIAL DATA

The funding for this Contract Amendment, (\$20,380) is included in the total \$200,000 originally allocated by the City Council for the preparation of the Central City Housing Strategy and associated environmental documents. This cost was apportioned 50/50 between SHRA and City Planning & Development Department. The original Mundie & Associates Contract total amount was \$150,000, with an additional \$50,000 of budget authority set-aside for possible costs of environmental documentation. Because the Housing Strategy will be an advisory, policy report, and not an implementation report, the original cost estimate for the environmental assessment can be lowered between \$20,000 to \$30,000.

As agreed by a separate Individual Participation Agreement (IPA), (see attached Exhibit "B"), the City and Agency will share the cost (50/50) of the additional Contract amount. The Agency will retain Contract management responsibilities.

ENVIRONMENTAL

CEQA: Not a project per CEQA Section 15378 (b)(3)
NEPA: Not applicable - no federal funding involved.

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MBE/WBE REQUIREMENTS

The consultant will be required to adhere to the City and Agency minority business enterprise and women's business enterprise (MBE/WBE) requirements in subcontracting activity. It should be noted that Mundie & Associates is a one-hundred percent woman-owned enterprise.

POLICY IMPLICATIONS

The proposed Contract amendment will not, by itself, result in any new policies for the City nor the Agency. Of course, the consultant study will probably result in several new policy initiatives. Among them will likely be recommendations on housing and commercial development, land use, density, and a variety of housing development funding issues.

VOTE AND RECOMMENDATION OF COMMISSION

At its regular meeting of June 5, 1991, the Sacramento Housing and Redevelopment Commission adopted a motion recommending approval of the attached resolutions. The votes were as follows:

AYES: Amundson, Pernell, Simon, Simpson, Williams, Wooley

NOES: Yew, Strong

NONE: None

ABSENT: Cespedes, Diepenbrock, Moose

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RECOMMENDATIONS

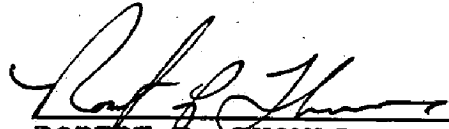
The staff recommends approval of the attached resolutions which:

1. Authorize the Executive Director of the Agency to amend the contract with Mundie & Associates to expand the scope of services and increase the contract amount from a total of \$ 150,000 to a \$170,380;
2. Authorize the Executive Director and the City Manager (or designee) to amend the Individual Participation Agreement to reflect the contract amendment; and
3. Reallocate the Agency share of the total \$100,000 of 1990 Tax Allocation Bond funds for the Central City Housing Strategy and related environmental documentation to \$85,190 for the Mundie contract and \$14, 810 for future environmental review expenses.

Respectively submitted,



JOHN E. MOLLOY
Executive Director
Sacramento Housing &
Redevelopment Agency



ROBERT P. THOMAS
Acting Director
City Planning and
Development Department

TRANSMITTAL TO COUNCIL:

WALTER J. SLIPE

Contact Person:

Thomas V. Lee, Director
Community Development Department
(916) 440-1357

RESOLUTION NO.

ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO

ON DATE OF _____

AMENDMENT OF CONTRACT FOR CONSULTANT SERVICES FOR COMPLETION OF THE CENTRAL CITY HOUSING STRATEGY

BE IT RESOLVED BY THE REDEVELOPMENT AGENCY OF THE CITY OF
SACRAMENTO:

Section 1: The amount of \$100,000, originally allocated (Resolution No. 90-030) from the 1990 Tax Allocation Bond (TAB) issue, shall be allocated for the consultant costs for preparation of the Central City Housing Strategy ("Strategy") (approximately \$85,190) and related environmental review costs (approximately \$14,810).

Section 2: The Executive Director is authorized to amend the Individual Participation Agreement with the City of Sacramento concerning cost sharing for preparation of the Strategy and related environmental documentation.

Section 3: The Executive Director is hereby authorized to execute the attached Amendment #1 to the Contract for Professional Services with Mundie & Associates for preparation of the Central City Housing Strategy to expand the scope of services; to increase the total compensation, by the amount of Twenty-Thousand Three Hundred Eighty Dollars (\$20,380) for a total contract amount not to exceed of One Hundred Seventy Thousand Three Hundred Eighty Dollars (\$170,380); and to extend the contract through September 31, 1991.

CHAIR

ATTEST:

ACTING SECRETARY

FOR CITY CLERK USE ONLY

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RESOLUTION NO.: _____

DATE ADOPTED: _____

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

APPROVING AMENDMENT TO CONSULTANT CONTRACT FOR THE CENTRAL CITY HOUSING STRATEGY

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF
SACRAMENTO:

Section 1: The City Manager or his designee is authorized to amend the Individual Participation Agreement with the Sacramento Housing and Redevelopment Agency for the Central City Housing Strategy to permit the Agency to increase the total contract amount provided that the total costs to the City under the amended Agreement shall not exceed \$100,000.

MAYOR

ATTEST:

CITY CLERK

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FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

AMENDMENT #1

TO CONTRACT FOR PROFESSIONAL SERVICES
MUNDIE & ASSOCIATES

This Amendment Number 1 between the REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO ("Agency") and MUNDIE & ASSOCIATES, a CALIFORNIA CORPORATION, ("Contractor") amends the contract ("Contract") between the parties and dated October 10, 1990.

The parties agree that the Contract is amended, as follows:

1. Scope of Services

In addition to the Scope of Services required under the Contract, the Scope of Services shall be increased to include the following:

Consultant shall do the following:

- A. Provide to the Agency an updated data base of the housing conditions survey prepared by Rural California Housing Corporation, a subconsultant of Mundie & Associates for the subject Contract shall be in written report form and as a dBase III+ file on 5 1/4" floppy disks.
- B. Make two public presentations with the assistance of Freedman, Tung and Bottomley, a subconsultant of Mundie & Associates under the Contract, at the following meetings:
 - 1) A joint session of the City of Sacramento Planning Commission and the Housing Redevelopment Commission; and
 - 2) The City of Sacramento City Council or subcommittee.

2. Time of Performance

The term of the Contract shall be extended to September 31, 1991.

3. Contract/Amount

Pursuant to this AMENDMENT #1, the total contract amount shall be increased by \$20,380 for a total contract amount not to exceed \$170,380. The amended amount shall be expended substantially as follows:

A.	Updated housing conditions survey data base (Rural California Housing Corporation)	\$8,000
B.	Two public workshop presentations:	
-	Mundie & Associates	\$4,000
-	Freedman, Tung and Bottomley	8,380
	Amended Amount	<u>\$20,380</u>
	Current Contract Amount	\$150,000
	Total Amount	<u><u>\$170,380</u></u>

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

APPROVED AS TO FORM:

REDEVELOPMENT AGENCY OF
CITY OF SACRAMENTO

Agency Counsel

JOHN E. MOLLOY
Executive Director

APPROVED:

CONSULTANT

Finance Department

ROBERTA MUNDIE
Mundie & Associates
3452 Sacramento St.
San Francisco, CA 94118
(415) 441-9640

Organization

Organization Code: 6300
Account Code: 4222
Cost Center: A03319

Federal Tax I. D.: #94-2473882

CONTACT PERSON:
John Warner (916) 440-1328, x368

AMENDMENT #1

INDIVIDUAL PROJECT AGREEMENT

THIS AGREEMENT amends the Individual Project Agreement ("IPA") entered into as of October 10, 1990, by and between the REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO ("Agency"), and the CITY OF SACRAMENTO ("City").

The City and Agency agree as follows:

1. The following facts are acknowledged:
 - A. The Agency has entered into and managed the Contract for services for preparation of the Central City Housing Strategy with Mundie & Associates ("Contract"), as lead consultant, for a total of \$150,000;
 - B. The Agency and the City entered into the IPA for sharing of costs related to the preparation of the Central City Housing Strategy;
2. The Agency shall amend the Contract as set out in Attachment 1 Amendment #1 to Contract for professional services, Mundie & Associates.
3. Upon execution of the Contract amendment with the consultant, Agency shall submit to the City periodic reimbursement requests for one-half of the amounts actually expended by the Agency under the Contract.
4. Upon receipt of such requests and copies of contracts, the City shall reimburse the Agency in the amount of such requests provided that the total amount payable by the City shall not exceed a total amount of \$100,000.
5. The Agency shall deliver the invoice for reimbursement to the Director of the Planning and Community Development Department.
6. If, for any reason, Agency fails to expend all or any part of funds provided by the City under this IPA to the Agency, the Agency shall immediately refund to the City such unexpended amount.
7. All information and documents that result from this Agreement shall be available to the City for its use.

IN WITNESS WHEREOF, the parties hereto have executed this amended Agreement as of the date first written above.

APPROVED AS TO FORM:

REDEVELOPMENT AGENCY OF THE
CITY OF SACRAMENTO

General Counsel

Executive Director

CITY OF SACRAMENTO

Finance Department

BY _____
City Manager

ATTEST:

Organization Approval

City Clerk

Organization: 9133
Account: 3159

CONTACT PERSON:
John Warner (916) 440-1328, x368