



CITY of CALABASAS
CITY COUNCIL AGENDA REPORT

DATE: NOVEMBER 2, 2020

TO: HONORABLE MAYOR AND COUNCILMEMBERS

FROM: JOHN BINGHAM, ADMINISTRATIVE SERVICES MANAGER
MICHAEL NEAL, CDBG CONSULTANT
MICHAEL KLEIN, SENIOR PLANNER

SUBJECT: RECOMMENDATION TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH MICHAEL BAKER INTERNATIONAL, INC. FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CONSULTING AND THE LOS ANGELES COUNTY RENTAL ASSISTANCE PROGRAM CONSULTING IN THE AMOUNT NOT-TO EXCEED \$100,000

MEETING
DATE: NOVEMBER 10, 2020

SUMMARY RECOMMENDATION:

Staff recommends that the City Council approve a Professional Services Agreement with Michael Baker International, Inc. (MBI), for the Los Angeles County Rent Relief Assistance Program (RAP) and the Community Development Block Grant (CDBG) for a total not-to-exceed the amount of \$100,000.

A new Professional Services Agreement is now required to add the Administrative Services Department's Los Angeles County Rent Relief Assistance Program (RAP) consulting for a not to exceed total of \$70,000 for RAP Consulting. MBI provides consulting services for each of these separate projects.

BACKGROUND:

The City Council previously approved a combined PSA with MBI, most recently on September 11, 2019, for the Lost Hills Interchange Design Support during construction for the project and the CDBG consulting for the Administrative Services Division. Since construction of the Lost Hills Interchange Project has been completed, the design support for that project is no longer required. The CDBG consulting is still ongoing and averages approximately \$20,000 per year through September 15, 2021. A new PSA will include one remaining year of consulting for an amount of not-to-exceed \$30,000. The scope of work for the CDBG consulting project remains the same as previously approved by the City Council.

As required by the Los Angeles County Development Authority (LACDA), which oversees the CDBG program, staff prepared a Request for Proposals and Qualifications for the City of Calabasas' 2016-17 CDBG Housing Rehabilitation Program Implementation and Management consulting. Two bids were received and MBI was selected based on its experience with the City and its competitive fees. LACDA guidelines allow a contract award of up to five years.

This is a new Professional Services Agreement superseding the current MBI contract which is required in order to accommodate the required CDBG Housing Rehabilitation consulting work and will update the scope of services and fee schedule, as well the contract related to the separate work performed for the Public Works Department.

The proposed new Professional Services Agreement will continue the Housing Rehabilitation projects such as new roofs, ADA handicapped accessibility modification, heating, air conditioning and ventilation systems replacements, energy efficient water heaters and windows for low and moderate income residents in Calabasas. This amendment does not represent an increase in cost and continues the popular CDBG Housing Rehabilitation program for the fifth consecutive year and twelfth year overall.

ANALYSIS:

The Professional Service Agreement not-to-exceed amount of \$100,000 is for staff and consultant time, not for the actual rent payments which LACDA pays. Planning staff will be processing 30 client applications and MBI will processing 70 applications. The RAP services low-moderate income qualified citizens some of whom are senior citizens. The RAP program end date is 12/30/2020.

The Los Angeles County Rent Relief Assistance Program (Program) provides rental assistance to income-eligible households financially impacted due to a loss of

household income and are unable to pay their rent due to the COVID-19 pandemic. Those who are most at need will be targeted with more assistance.

- Those who are currently at 30% of the median income may receive up to \$10,000.
- Those who are currently at 50% of the median income may receive up to \$7,500.
- Rent to be covered between March 1 and December 30, 2020 with no monthly maximum but cannot exceed monthly rent.

The City will administer the Program for the LACDA to meet the needs of tenants who have been unable to pay rent, or a portion thereof, due to the economic impacts caused by the COVID-19 pandemic. The duration and assistance amount will be designed to ensure households are provided with the maximum benefit possible under program limits. Emergency rental assistance shall be paid based on the current lease agreement and Agency program staff will verify cannot exceed monthly rent.

Upon receiving referrals from 211 LA, City will: 1) Contact applicants and obtain completed Tenant Application; 2) Review Tenant Application and ensure it is complete and accurate; 3) Obtain all necessary Program Documents to support Tenant Application and 4) Update client profile in 211 LA's system. Program Documents include:

- A copy of the Tenant's current residential lease agreement for the address in the Application. If this is not available, the Property Owner may furnish other documents that substantiate the monthly rental amounts that have paid and/or are to be paid by the Tenant.
- Tenant Notice to Property Owner of inability to pay rent due to COVID-19 emergency.
- A completed Vendor Registration, including W-9 form, from the Property Owner in order to proceed with payment of rent.
- A signed Program Participation-payment Acceptance Agreement from the Property Owner in order to proceed with payment of rent. Once documents are reviewed and eligibility of the applicant is determined, City will submit the Program Documents to the LACDA. Upon approval of the Program Documents, the LACDA will issue payments to the Property Owners on behalf of the applicants. City may use the funds for personnel, non-personnel and indirect costs. City is required to

use 211 LA County's CarelinQ system to update client data and comply with the Program Guidelines issued by the LACDA. The City must maintain payroll and time attendance records signed by the employee and approved by the supervisor. Time distribution records must reflect total work time on a daily basis by program and/or funding source, as applicable. The City shall maintain during the term of this Contract and for a period of five (5) years after the expiration of the contract complete and adequate financial records and accounts as considered necessary by the LACDA to assure proper accounting for all program funds and to support all program expenditures.

The City shall confirm that each applicant served resides within the contract service area; thereby ensuring benefits to residents of the SPA areas. The City shall verify tenant certification of low income status in Application to ensure that applicant is qualified for this program Subrecipient Agreement/Consultant Services - The City shall execute a professional services agreement with each consultant/contractor prior to incurring any costs or distributing any funds in compliance with deferral contractual requirements.

FISCAL IMPACT/SOURCE OF FUNDING:

The MBI consulting contract for CDBG program is funded from Fund 35 and is reimbursed to the City by the Federal Housing and Urban Development Department (HUD).

The MBI consulting contract for the RAP program is funded from Fund 35 and is reimbursed to the City by the Los Angeles County Development Authority.

REQUESTED ACTION:

Staff recommends that the City Council approve a Professional Services Agreement with Michael Baker International, Inc. for the Los Angeles County Rent Relief Assistance Program (RAP) and CDBG program consulting for a not-to-exceed total of \$100,000. MBI provides consulting services for each of these separate projects.

ATTACHMENTS:

Exhibit A: Scope of Services/ Fee Schedule: CDBG Consulting

Exhibit B: Scope of Services/ Fee Schedule: RAP Consulting

Exhibit C: Professional Services Agreement