

Authorization to enter into a contract with MIG for the preparation of the 2021-2029 Housing Element Update

City Council
September 14, 2020





Request

Planning & Community Development Department

- Request to authorize a contract with MIG in the amount of \$374,655 for the preparation of the 2021-2029 Housing Element Update



Competitive Selection

Planning & Community Development Department

- **MIG is recommended for award through a competitive selection process**
 - > 1 proposal was submitted
 - > Scored based on the following criteria:
 - Approach and Scope of Work
 - Qualifications of Proposed Personnel
 - Experience of Firm
 - Fee
 - Schedule
 - Local Pasadena Preference
 - Small/Micro-Business Preference
 - > **MIG scored 88 points out of 100**



Contract

Planning & Community Development Department

- **Not to exceed amount of \$374,655**
 - > Includes a 5% contingency
- **Two Sources of Funding**
 - Local Early Action Planning (LEAP) Grant - \$240,000
 - Building Services Fund (GP Maintenance Fee) - \$134,655



Conclusion and Recommendation

Planning & Community Development Department

- The proposed action is an authorization to enter into a contract with MIG and is exempt from CEQA per Section 15061(b)(3) (General Rule).
- Authorize the City Manager to enter into a contract with MIG for an amount not to exceed \$374,655.

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