

Agenda Report

April 25, 2022

TO: Honorable Mayor and City Council

FROM: Department of Housing

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH CITYWISE IN AN AMOUNT NOT TO EXCEED \$99,995 FOR CONSULTING SERVICES TO DEVELOP A HOMELESSNESS PLAN CONNECTED TO HOMELESS HOUSING, ASSISTANCE AND PREVENTION (HHAP) GRANT FUNDING

RECOMMENDATION:

It is recommended that the City Council:

- 1) Find that the recommended action is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b)(3), the "common sense" provision that CEQA only applies to projects that may have an effect on the environment;
- 2) Authorize the City Manager to enter into a contract and execute all related documents and amendments, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with CityWise for consulting services to develop a homelessness plan as required to receive state HHAP grant funding in an amount not to exceed \$99,995. Competitive price bidding is not required pursuant to City Charter Section 1002(F)(contracts for professional or unique services).

BACKGROUND:

On September 20, 2021, Council authorized the City to apply for Round 3 of Homeless Housing, Assistance and Prevention (HHAP-3) grant funding made available by the State of California Business, Consumer Services, and Housing Agency. The City is required to submit a funding application to the State by June 30, 2022 which will include a draft local homelessness action plan per state regulations as a condition to receive funding.

Request for Proposals

On February 24, 2022, the Department of Housing issued a Request for Proposals (RFP) and undertook a competitive selection process to procure a qualified firm to provide consulting services to develop a local homelessness plan. The RFP made up to \$100,000 available and was posted to Planet Bids, the City's vendor portal, for registered users. The RFP was also advertised to the Pasadena Partnership to End Homelessness, a coalition of over twenty agencies providing homeless services in the Pasadena area, and the Southern California Continuum of Care (CoC) Alliance, comprised of thirteen CoCs recognized by the U.S. Department of Housing and Urban Development (HUD) in Southern California.

Following advertising, two proposals were received by the March 24, 2022 due date:

Proposer	Amount
1. CityWise (Claremont, CA)	\$99,995
2. Public Works LLC (West Chester, PA)	\$99,700

On April 5, 2022 an Evaluation Panel comprised of two City staff and one non-City staff from United Way of Greater Los Angeles met to evaluate the proposals that were received and assigned each a score with a maximum of 100 points. Scores are summarized in Attachment A.

Funding Recommendation and Contract Term

It is recommended that a contract in the amount of \$99,995 be awarded to CityWise, a woman-owned policy, planning, and evaluation consulting firm focused on homeless services as a result of the competitive process.

The contract term for the consultant will be for one year from the date of approval by City Council. As specified in the RFP, there will be one optional one-year contract extension subject to the approval of the City Manager. A finalized homelessness plan will be approved by the Pasadena Continuum of Care Board.

COUNCIL POLICY CONSIDERATION:

This action is consistent with the City Council's goal to support and promote the quality of life and local economy. Approval of the proposed projects are in accordance with the Pasadena Continuum of Care system, General Plan Housing Element, Five-Year Consolidated Plan, and Five-Year Public Housing Authority Plan.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is exempt from the California Environmental Quality Act (CEQA), pursuant to State CEQA Guidelines Section 15061 (b)(3), the "common sense" provision of CEQA which applies to projects which may have the potential for causing a

significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Entering into a contract for consulting services to develop a homelessness plan will not have a significant effect on the environment and, hence, is not subject to CEQA.

FISCAL IMPACT:

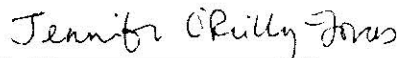
Approval of the recommended action will have no direct fiscal impact as the grant funds are currently included in the Department's Fiscal Year 2023 recommended Operating Budget.

Respectfully submitted,



WILLIAM K. HUANG
Director of Housing

Prepared by:



Jennifer O'Reilly-Jones
Program Coordinator III

Approved by:



CYNTHIA KURTZ
Interim City Manager

Attachment A: Evaluation Matrix