



CITY OF POMONA

COUNCIL REPORT

November 16, 2020

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Anita D. Gutierrez, AICP, Development Services Director

SUBJECT: AWARD OF CONTRACT TO KIMLEY-HORN TO PREPARE THE CITY'S SIXTH CYCLE (2021-2029) HOUSING ELEMENT UPDATE

RECOMMENDATION: It is recommended that the City Council take the following actions:

- 1) Award a three-year agreement with two one-year renewal options with Kimley-Horn to assist the Development Services Department (Planning Division) with the preparation of the City's Housing Element for the Sixth Cycle (2021-2029).
- 2) Authorize the City Manager, or designee, to execute the agreement and any related amendments as needed.

EXECUTIVE SUMMARY: On March 10, 2020, the State of California Department of Housing and Community Development (HCD) issued an award of \$310,000 in grant funds to the City for use on housing policy development and implementation. A portion of this award is intended for updating the City's Housing Element, which is a chapter of the City's General Plan, and which is required by State law to be updated every eight years. The next update will establish housing policies and accommodate housing needs for the time period of 2021-2029, also known as the Sixth Cycle. The City issued a competitive Request for Proposals (RFP) for assistance with updating the Housing Element, and the most qualified and highest-scoring response was selected. The City intends to begin consultant engagement in December, and seek HCD Certification of the Housing Element by October 2021.

FISCAL IMPACT: The proposed action will encumber \$200,000 (account code 215-1712-XXXXX-58727) of the \$310,000 in grant funds awarded by HCD, which is being considered for acceptance, an increase in revenue estimates and appropriation by Council tonight in a concurrent Council Report.

PUBLIC NOTICING REQUIREMENTS:

In accordance with Section 2-993.1(4)a of the City's Purchasing Ordinance, a public notice inviting bids was issued on the City's electronic bidding platform (Planetbids) on Wednesday, August 19, 2020 and bids were due on Thursday, September 10, 2020.

PREVIOUS RELATED ACTION: None.

DISCUSSION: On August 19, 2020, a Request for Proposal (RFP) No.2020-30 “HOUSING ELEMENT (SIXTH CYCLE 2021-2029) AND COMPREHENSIVE UPDATE TO POMONA ZONING ORDINANCE AND SUBDIVISION CODE” was issued on the City’s electronic bidding platform. The solicitation notified 468 potential suppliers, of which 40 suppliers downloaded the RFP, resulting in the City receiving three proposals. All three proposals included two scopes: one for the Housing Element, and one for the Comprehensive Zoning Code Update. The Housing Element scope for each of the three proposals met minimum qualifications and were then evaluated on a 60-point scale based on Responsiveness and Compliance, Qualifications, Experience, Project Approach, Responsiveness to Tasks and Timeliness, and Price.

Combined Scores		
Housing Element (Sixth Cycle 2021-2029)		
RFP No: 2020-30		
Rank	Firm	RFP and Cost Proposal Scores
	<i>Total Possible Points</i>	<i>180 (60 x 3 evaluators)</i>
1	Kimley Horn	141
2	Lisa Wise	132
3	Rincon	118
NOTE: An evaluation committee was utilized to evaluate this RFP. Combined scores are referenced. The combined scores illustrated here reflect only the scope of work response related to the Housing Element, and does not reference the scope of work related to the Comprehensive Zoning Code Update. Complete scoresheets are on file that include comments regarding the proposals from each firm. Award of the scope related to the Comprehensive Zoning Code Update will be considered as a separate matter.		

Prepared by:

Ata Khan
Supervising Planner