



Office of the City Manager

CONSENT CALENDAR  
April 27, 2021

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Jordan Klein, Interim Director, Planning and Development Department

Subject: Contract: Raimi + Associates for Professional Planning Services for the 2023–2031 Housing Element Update

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract and any amendments with Raimi + Associates to perform professional planning services for the 2023 - 2031 Housing Element Update in an amount not to exceed \$540,000 for the period of May 15, 2021 to May 15, 2023.

FISCAL IMPACTS OF RECOMMENDATION

Funding for this project comes from three sources: \$325,000 from a State of California Local Early Action Planning Grant, \$83,506 from a State of California Regional Early Action Planning Grant, and \$131,494 through an allocation from the Community Planning Fund (within the Permit Service Center Fund), for a total project budget of \$540,000. Funds will be expended from the One-Time Grant: No Capital Expenditures Fund and the Permit Service Center Fund.

CURRENT SITUATION AND ITS EFFECTS

The 2023 – 2031 Housing Element Update is a Strategic Plan Priority Project, advancing our goal to create affordable housing and housing support services for our most vulnerable community members. City Council approved issuance of a Request for Proposals (RFP) on October 13, 2020 in support of this project (see Attachment 2). In December 2020, the City released an RFP (Specification No. 21-11414-C) seeking a planning consultant to provide assistance with Berkeley’s Housing Element Update. The City held a pre-bid meeting on January 15, 2021 and accepted proposals through January 28, 2021.

BACKGROUND

The Planning Department is embarking on an update to the Housing Element of the General Plan, in compliance with State law. The Department will work with the community to develop effective and creative strategies for meeting community housing needs. The City is committed to conducting a robust and inclusive process that engages all segments of the population and results in a rich and substantive dialogue. The Housing Element update will include an assessment of housing, identification of

governmental and non-governmental constraints, and an assessment of vacant and underutilized sites. Berkeley's Housing Element update will also include rezoning that enables the community to meet the goals for 2023-2031 established in the Regional Housing Needs Allocation, and associated environmental review.

To accomplish this significant scope of work, the entire Land Use Planning Policy team will be focused on this project over the next 18 months. In addition, the City requires the help of a strong consultant team to expand capacity, provide expertise and ensure milestones are met.

#### ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with this report.

#### RATIONALE FOR RECOMMENDATION

State law requires the City of Berkeley to update its Housing Element every eight years. With the previous eight year cycle Housing Element (2014 - 2022) nearing an end, the City must now plan for the next cycle. Berkeley's 6<sup>th</sup> Cycle Housing Element must be adopted and certified by January 2023. Over the years, California has steadily increased the penalties for not having a legally compliant Housing Element. Repercussions can include reduced access to State funding, suspension of local control on housing development, court approval of housing projects, lawsuits and associated court fees.

Staff recommends selection of Raimi + Associates, a planning consultant with extensive experience in Berkeley and throughout the State. Raimi + Associates' team includes Veronica Tam & Associates, Rincon Consultants and InterEthnica, and has particular experience with Berkeley's Zoning Ordinance, California Housing Law, CEQA regulations and community engagement.

#### ALTERNATIVE ACTIONS CONSIDERED

The scope of the work and the level of effort required to complete the tasks addressed required to update the Housing Element as mandated by State law exceed the capacity of existing City staff. As such, the City did not consider managing and executing the project exclusively with staff resources.

#### CONTACT PERSON

Alene Pearson, Principal Planner, Planning and Development Department, (510) 981-7489

#### Attachments:

- 1: Resolution
- 2: Council Approval of RFP Issuance

RESOLUTION NO. ##,###-N.S.

CONTRACT: RAIMI + ASSOCIATES FOR PROFESSIONAL PLANNING  
SERVICES FOR THE 2023-2031 HOUSING ELEMENT UPDATE

WHEREAS, the California Department of Housing and Community Development determines the Bay Area Housing needs for an 8-year cycle; and

WHEREAS, the Association of Bay Area Governments allocates this need to local jurisdictions through the Regional Housing Needs Allocation (RHNA), which is then approved by the State; and

WHEREAS, local jurisdictions are required to update their Housing Elements on an 8-year cycle to accommodate RHNA numbers, and submit to the State for approval; and

WHEREAS, the previous 8-year Housing Element cycle (2014–2022) is nearing an end; and

WHEREAS, planning for the next 8-year Housing Element cycle (2023–2031) has begun; and

WHEREAS, the Planning and Development Department determined that consultant assistance is needed to complete the 2023–2031 Housing Element update; and

WHEREAS, in December 2020, the City of Berkeley released Request for Proposals Specification No. 21-11414-C for professional planning services; and

WHEREAS, in January 2021, Raimi + Associates submitted a proposal with a detailed scope of work and budget for the preparation of the 2023–2031 Housing Element; and

WHEREAS, funding will be expended from the One-Time Grant: No Capital Expenditures Fund and the Permit Service Center Fund.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract and any amendments with Raimi + Associates to perform professional planning services for the 2023–2031 Housing Element Update for an amount not to exceed \$540,000 for a period of May 15, 2021 to May 15, 2023. A record signature copy of said contract and any amendment to be on file in the City Clerk Department.



Office of the City Manager

CONSENT CALENDAR  
October 13, 2020

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: Henry Oyekanmi, Director, Finance  
 Subject: Formal Bid Solicitations and Request for Proposals Scheduled for Possible Issuance After Council Approval on October 13, 2020

RECOMMENDATION

Approve the request for proposals or invitation for bids (attached to staff report) that will be, or are planned to be, issued upon final approval by the requesting department or division. All contracts over the City Manager's threshold will be returned to Council for final approval.

FISCAL IMPACTS OF RECOMMENDATION

Total estimated cost of items included in this report is \$325,000

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Consultant Services for Berkeley's 6 <sup>th</sup> Cycle Housing Element Update	336	One-Time Grant	\$325,000
<b>Total:</b>			<b>\$325,000</b>

CURRENT SITUATION AND ITS EFFECTS

On May, 6, 2008, Council adopted Ordinance No. 7,035-N.S. effective June 6, 2008, which increased the City Manager's purchasing authority for services to \$50,000. As a result, this required report submitted by the City Manager to Council is now for those purchases in excess of \$100,000 for goods; and \$200,000 for playgrounds and construction; and \$50,000 for services. If Council does not object to these items being sent out for bid or proposal within one week of them appearing on the agenda, and upon final notice to proceed from the requesting department, the IFB (Invitation for Bid) or RFP (Request for Proposal) may be released to the public and notices sent to the potential bidder/respondent list.

ATTACHMENT 2  
Formal Bid Solicitations and Request for Proposals  
Scheduled for Possible Issuance After Council  
Approval on October 13, 2020

CONSENT CALENDAR  
October 13, 2020

BACKGROUND

On May 6, 2008, Council adopted Ordinance No. 7,035-N.S., amending the City Manager's purchasing authority for services.

ENVIRONMENTAL SUSTAINABILITY

The Finance Department reviews all formal bid and proposal solicitations to ensure that they include provisions for compliance with the City's environmental policies. For each contract that is subject to City Council authorization, staff will address environmental sustainability considerations in the associated staff report to City Council.

RATIONALE FOR RECOMMENDATION

Need for the services.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Darryl Sweet, General Services Manager, Finance, 510-981-7329

Attachments:

1: Formal Bid Solicitations and Request for Proposals Scheduled For Possible Issuance After Council Approval on October 13, 2020

a) Consultant Services for Berkeley's 6<sup>th</sup> Cycle Housing Element Update

Note: Original of this attachment with live signature of authorizing personnel is on file in General Services.

DATE SUBMITTED: October 13,2020

SPECIFICATION NO.	DESCRIPTION OF GOODS / SERVICES BEING PURCHASED	APPROX. RELEASE DATE	APPROX. BID OPENING DATE	INTENDED USE	ESTIMATED COST	BUDGET CODE TO BE CHARGED	DEPT. / DIVISION	CONTACT NAME & PHONE
21-11414-C	Consultant Services for Berkeley's 6th Cycle Housing Element Update	11/4/2020	12/17/2020	Consultant services to help prepare the City's 6th Cycle Housing Element Update, which will require community engagement, research, analysis, writing, potential updates to the Zoning Ordinance and General Plan, CEQA work. public hearings and adoption	\$325,000	336-53-584-622-0000-000-000-434110-	Planning and Development Department / Land Use Planning Division	Alene Pearson 981-7489
<b>DEPT. TOTAL</b>					<b>\$325,000</b>			
<b>GRAND TOTAL</b>					<b>\$325,000</b>			

