

MEMORANDUM



City of Campbell

To: Mayor Resnikoff and City Council Members **Date:** May 19, 2022
From: Rob Eastwood, Community Development Director
Via: Brian Loventhal, City Manager
Subject: Hiring of a consultant to audit Campbell's Housing Program

This memorandum is intended to inform the Council on the status of the procurement process to hire a consultant to audit Campbell's Housing Program

At the March 15, 2022, Council meeting, the Council accepted a report identifying a list of recommended improvements to Campbell's Below Market Rate (BMR) Housing program. The report identified both a list of short-term improvement actions and a longer-term strategy of hiring a consultant to conduct a comprehensive audit of Campbell's Housing program. This audit would consider the anticipated growth in the BMR Housing Program in association with implementation of Campbell's 2023-2031 Housing Element ("Campbell's Plan for Housing") that will plan for the development of over 3,000 housing units, of which at least 1,685 units are planned to be BMR units that would enroll into the City's Housing Program. The audit would identify strategies for programmatic improvements to enhance the management capacity and fiscally sustainability of the program.

As part of the Fiscal Year 2022 Mid-Year Budget, the Council authorized new funding of \$200,000 in the Community Development Department budget to support the hiring of a consultant to conduct the Housing Program audit. Consistent with the procurement procedures in Campbell's Municipal Code, the release of a Request for Proposals (RFP) for this work, in this amount, would be reviewed by the City Council.

In late April 2022, staff began to refine the RFP for the Housing Audit and contact eligible consultants and individuals who could perform the work and respond to the RFP. Based on feedback from the consultants contacted and refinements to the RFP, staff now anticipates that the total cost for the Housing Program audit services would not exceed \$50,000. Per the procurement procedures in the Campbell Municipal Code, the distribution of an RFP and hiring of a consultant in this amount would be conducted by staff.

On May 13, 2022, Staff published the RFP (link below) to solicit a consultant to conduct the Housing Program audit. The RFP was distributed to several known qualified

consultants that staff had previously contacted and through trade websites (American Planning Association) and on LinkedIn. Based on initial interest, staff anticipates the City will at minimum receive several proposals.

It is anticipated that once the consultant is selected the audit would be conducted over a 4-6 month period and will include a thorough review of the housing program's fiscal and management model, the identification of programmatic improvements based on industry standards and exemplary models from other jurisdictions, and a recommended implementation plan.

Once reviewed by staff, these results will be presented to the City Council, anticipated to occur in the Winter of 2022 / 2023. This timing coincides with the adoption and start of implementation of the Housing Element, and thus will better inform the City on programmatic improvements needed to manage the associated housing growth over the next eight years.

Housing Program Audit RFP -

<https://www.campbellca.gov/DocumentCenter/View/19067/Request-for-Proposals---Housing-Program-Audit-Final>