



## Legislation Text

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**File #:** 21-1553, **Version:** 1

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### **CITY MANAGER AUTHORITY PROCUREMENT AWARDS**

#### **ACTION REQUESTED:**

Approve the award of Change Order #1 to Contract 21-054, Inclusionary Zoning Ordinance Advisory Services, to SB Friedman for an amount not to exceed \$30,000 and a total award of \$70,000.

**DEPARTMENT:** Transportation, Engineering and Development

**SUBMITTED BY:** William J. Novack, Director

#### **BACKGROUND:**

The City Council awarded Contract 21-054 to SB Friedman on February 16, 2021 for an amount not to exceed \$40,000. The purpose of this contract was to undertake research and create an Inclusionary Zoning Ordinance (IZO).

#### **DISCUSSION:**

The City Council held a workshop in June 2021 at which SB Friedman presented a potential inclusionary zoning ordinance framework. Based on City Council feedback and direction at this workshop, SB Friedman was required to undertake additional research to develop an alternative program which was then discussed with the Council through virtual 2 x 2 meetings and later presented at a November 2021 City Council meeting. The additional work was not anticipated in the original contract, thereby resulting in the expenditure of all remaining contract funds prior to completion of the actual affordable housing program. This change order is requested to finalize the creation of the voluntary affordable housing program, as directed by the City Council, including financial modeling and the development of an ordinance for presentation to two boards and commissions, as detailed below:

TASK		SB Friedman		Duncan
		SVP	Assoc	Principal
	<b>TOTAL</b>	<b>\$280</b>	<b>\$170</b>	<b>\$205</b>
1	Conduct coordination calls (City and consultant team)	6	6	6
2	Refine Financial Analysis	4	8	
3	Discuss Program with Up To 4 Developers	4	6	4
4	Complete Draft Ordinance	2	2	16
5	Refine Council PPT for Additional Meetings	2	4	2
6	Present at Human Rights & Fair Housing Commission	4	4	4
7	Attend/Present at Planning & Zoning Commission Public Hearing	4	4	4
8	Revise Draft Ordinance	1	1	9
9	Attend City Council - Ordinance Introduction	4		4
10	Finalize Ordinance	1		2
11	Attend City Council - Ordinance Approval	4		4
<b>Total Hours</b>		<b>126</b>	<b>36</b>	<b>55</b>
<b>Total Professional Fees</b>		<b>\$27,305</b>	<b>\$10,080</b>	<b>\$5,950</b>
Contingency (~10%)		\$2,695		
<b>Total Additional Authorization</b>		<b>\$30,000</b>		

**FISCAL IMPACT:**

CIP #: N/A

Inclusionary Zoning Ordinance Advisory Services are budgeted to the Other Professional Services account listed below. A total of \$25,000 was budgeted for this expense in 2021, with the remaining being covered by developer contributions towards affordable housing efforts. The requested award is within the budgeted amount for this expense.

Account Number	Fund Description	Total Budget Amount
30271100-531309	General Fund	\$135,000