



**MEMO TO:** Parks and Human Services Committee of the Whole

**FROM:** Brooke Buckingham

**DATE:** February 4, 2020

**SUBJECT:** Housing Action Plan Consultant Approval

**I. PURPOSE**  For Info Only  Potential Agenda Item  Scheduled for Council Action

**II. RECOMMENDATION**

Authorize the Mayor to execute a professional services contract between the City of Redmond and the professional consulting firm selected to develop a Housing Action Plan for an amount not to exceed \$100,000 as approved by the Washington Department of Commerce.

**III. DEPARTMENT CONTACTS**

Carol Helland, Interim Director	425-556-2107
Beverly Mesa-Zendt, LR & Human Services Manager	425-556-2423
Sarah Stiteler, Senior Housing Planner	425-556-2469
Brooke Buckingham, Senior Human Services Planner	425-556-2416

*Planning and Community Development*

**IV. DESCRIPTION/BACKGROUND**

In September 2019, the City of Redmond applied for grant funding through the Department of Commerce. This grant opportunity became available due to the adoption of Engrossed Second Substitute House Bill (E2SHB) 1923, which encourages all cities planning under the Growth Management Act (GMA) to adopt actions to increase residential building capacity. The City requested \$100,000 to support the development of a Housing Action Plan.

In October 2019, the City was notified that it had received funding from the Department of Commerce to produce a Housing Action Plan. This grant enables the City to work with expert consultants to develop an in-depth analysis of existing and projected housing demands, conduct a robust community engagement program, and develop actionable strategies to meet current and future housing needs. The Housing Action Plan also supports many of the housing objectives identified in the *Community Strategic Plan – Housing Choices Strategy*.

<b>Project Timeline and Previous Council Actions</b>	
November 2019	<ul style="list-style-type: none"> <li>• Staff shared an overview of Housing Action Plan project at Public Works and Planning Committee of the Whole.</li> <li>• Council authorized approval to accept grant funds and enter into an agreement with Department of Commerce on November 19, 2019.</li> </ul>
December 2019 – January 2020	<p>The City solicited requests for proposals (RFPs) and received responses from four consultants.</p> <ul style="list-style-type: none"> <li>• BERK Consulting</li> <li>• Community Attributes Inc. (CAI)</li> <li>• ECONorthwest</li> <li>• Economic &amp; Planning Systems, Inc. (EPS)</li> </ul> <p>A staff subcommittee interviewed BERK Consulting, CAI, and ECONorthwest. Based on the evaluation criteria (e.g. project approach and experience), ECONorthwest has been selected.</p>
January 2020	The City executed an agreement with Department of Commerce for completion of the attached scope of work.
February 19, 2020	Requesting Council approval to authorize Mayor to sign consultant agreement.
February 2020 – April 2021	Housing Action Plan Development and Adoption (see Attachment A for more details).

#### **A. Analysis**

Council approval is needed to authorize the Mayor to sign contracts for amounts exceeding \$50,000. Staff is seeking authorization for the Mayor to execute a contract with ECONorthwest to develop a Housing Action Plan for the City of Redmond.

#### **V. TIME CONSTRAINTS**

In order to ensure timely completion of the grant milestones and compliance with the approved Department of Commerce timeline, the following dates are proposed.

- February 4, 2020 Parks and Human Services Committee of the Whole – Share an overview of the project and request authorization to place item on the Council consent agenda.
- February 18, 2020 Regular Council Meeting – Consent agenda item authorizing Mayor to sign contract.
- February 19, 2020 – Route consultant agreement for approval.
- April 2021 – Council adopts Housing Action Plan.

#### **VI. LIST OF ATTACHMENTS**

[Attachment A: Scope and Timeline](#)