



MEMO TO: Members of the City Council

FROM: Mayor Angela Birney

DATE: February 18, 2020

SUBJECT: **Authorize the Mayor to Execute a Contract for Professional Services with ECONorthwest, in an Amount Not-to-Exceed \$100,000, for the Development of a Housing Action Plan**

I. RECOMMENDED ACTION

The City Council is required to approve contracts in excess of \$50,000. Staff requests the City Council to authorize the Mayor to execute a professional services contract, between the City of Redmond and ECONorthwest, to develop a Housing Action Plan for an amount not-to-exceed \$100,000 as approved by the Washington Department of Commerce.

II. 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
<i>Planning and Community Development</i>	

III. 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 (\$100,000) from the Department of Commerce (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*.

The City Council approved acceptance of the Commerce grant in November 2019. During the months of December 2019, and January 2020, the City solicited requests for proposals (RFPs) for the Development of a Housing Action Plan and received responses from four consultants.

- BERK Consulting
- Community Attributes Inc. (CAI)
- ECONorthwest
- Economic & Planning Systems, Inc. (EPS)

In January 2020, a staff subcommittee interviewed BERK Consulting, CAI, and ECONorthwest. Based on the evaluation criteria (e.g. project approach and experience), ECONorthwest has been selected.

IV. PREVIOUS DISCUSSIONS HELD

- November 12, 2019 – Staff provided an overview of Housing Action Plan grant at the Planning and Public Works Committee of the Whole
- November 19, 2019 – Council approved acceptance of grant funds from the Department of Commerce.
- February 4, 2020 – Staff provided an update on the consultant selection process and requested approval to authorize the Mayor to sign the consultant agreement.

V. IMPACT

A. Service/Delivery:

The project scope and deliverables are outlined in the draft Scope of Work. Upon approval, the City will finalize the professional services contract with ECONorthwest.

B. Fiscal Note:

Council approval is required for consulting agreements exceeding \$50,000.

VI. ALTERNATIVES TO STAFF RECOMMENDATION

Council may request further discussion of this item at a future meeting.

VII. TIME CONSTRAINTS

Timely approval is necessary in order to meet key project deadlines. Specifically, the grant requires Council adoption of the Housing Action Plan no later than April 2021.

VIII. LIST OF ATTACHMENTS

Attachment A: Draft Contract Scope of Work

Carol V. Helland

Carol Helland, Interim Director of Planning and Community Development

Angela E. Birney

Approved for Agenda _____
Angela Birney, Mayor