



# CITY OF CARSON

## Legislation Text

File #: 2020-401, Version: 1

## Report to Housing Authority

Tuesday, July 07, 2020

Consent

### SUBJECT:

**CONSIDER APPROVAL OF AN AGREEMENT WITH RSG, INC. TO PROVIDE AFFORDABLE HOUSING COMPLIANCE MONITORING SERVICES (HOUSING AUTHORITY)**

### I. SUMMARY

The Carson Housing Authority (Authority) has entered into agreements for the services of several consultants to implement the goals of the Authority. Due to the need for specialized expertise, reliance on consultants to assist the Authority with project implementation is necessary. One such consultant provides affordable housing compliance monitoring services for the Authority. After conducting a Request for Proposals (RFP) and reviewing responses to the RFP, it was determined that RSG, Inc., the Authority's current consultant, was the most qualified consultant to provide those services. It is the recommendation of staff that the Authority approve a contract services agreement with RSG, Inc. to provide affordable housing compliance monitoring services for the Authority.

### II. RECOMMENDATION

TAKE the following actions:

1. APPROVE the contract services agreement with RSG, Inc. to provide affordable housing compliance monitoring services to the Carson Housing Authority for three-years, through June 30, 2023, for an amount not-to-exceed \$65,420.
2. AUTHORIZE the Authority Chairman to execute the agreement, following approval as to form by the Authority Counsel.

### III. ALTERNATIVES

TAKE any other action the Authority deems appropriate.

#### **IV. BACKGROUND**

The Authority has authorized the preparation of agreements with an approved list of consultants to implement the housing work plan. The specialty services of these consultants will be available to staff on an as-needed basis. One such service is affordable housing compliance monitoring for the Authority.

On May 7, 2020 RFP No. 20-008 was issued to solicit proposals from qualified vendors to provide rent review and housing compliance monitoring service to the City and the Authority (Exhibit No. 1). At the conclusion of the RFP, proposals had been received from three consultants (Exhibit No. 2). After review of the proposals that had been received, it was determined that RSG, Inc. (RSG) had the most directly-applicable experience to meet the needs of the Authority. In consideration of the current pandemic, RSG also provided a discounted rate for the first year. The proposed cost for the first year of the agreement is \$20,380; the cost for the second and third years of the agreement is \$22,520 per year.

Affordable housing compliance monitoring services for the Authority include rental increase requests, residual receipt payments, agreement analysis, and any other requests by the Authority, for the properties including the 61-unit Carson Terrace, 91-unit Avalon Courtyard, 149-unit Villagio I and II, 40-unit Arbor Green, 85-unit Gateway and 105-unit Via 425 Phase I and II apartments. Services also include compliance pursuant to related state and federal regulations, as well as project funding sources and the agreements for each project.

RSG has provided excellent service for affordable housing compliance monitoring for the Authority and their staff are recognized experts in housing compliance monitoring in the state of California. Staff recommends that the agreement for contract services with RSG be approved and executed.

#### **V. FISCAL IMPACT**

The fiscal impact for FY 2020/21 is a not-to-exceed amount of \$20,380. Funds for these services have been included in the adopted Carson Housing Authority budget for FY 2020/21.

#### **VI. EXHIBITS**

1. RFP No. 20-008. (pgs. 3-38)
2. Bid register for RFP No. 20-008. (pg. 39)

3. Proposed agreement with RSG for Compliance Monitoring. (pgs. 40-69)

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