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June 8, 2023

Agenda Item 6 c.

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BAHFA Anti-displacement Pilot Project

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**Subject:**

Recommendation to authorize the Metropolitan Transportation Executive Director (“Executive Director”) to negotiate and enter into a contract with Centro Legal de la Raza (“Consultant”) in an amount not to exceed \$250,000, for eviction and legal services research services for the Bay Area Housing Finance Authority’s Anti-Displacement Pilot (“Project”)

**Background:**

The Bay Area Eviction and Legal Services Study will fill a critical gap in data and knowledge about evictions and the availability of housing legal services in the Bay Area to help inform future policies and programs throughout the region. The study will take place between July 2023 and October 2024.

The study will focus on the entire region, but there may be opportunities for deeper research and policy solutions that are focused on specific geographies depending on data availability (e.g., rent registry data, right to counsel program data, or other local data sources). In the sole discretion of BAHFA, as authorized by the Executive Director, the value of the Consultant’s contract may be increased beyond the initial contract value up to a maximum of \$250,000 to accommodate such opportunities. The results of the research will be compiled for internal staff and BAHFA will be responsible for finalizing content into a public-facing report.

**Contract Summary:**

BAHFA issued a Request for Proposals (RFP) on the agency website on March 23, 2023 for the project to begin on or after July 1, 2023 and to be completed no later than October 31, 2024. The RFP was emailed to 4,640 firms and individuals. BAHFA hosted a pre-submittal conference on Thursday, March 30, 2023, with 23 individuals from 18 different firms in attendance. BAHFA received questions from a couple firms, to which BAHFA provided responses on its procurement website on April 4, 2023. On April 20, 2023, BAHFA received one complete proposal. A panel of three BAHFA and ABAG staff evaluated the proposal, scoring based on the three evaluation criteria listed in the RFP: Work Plan, Qualifications and Price. Based on its review, the panel assigned an overall score of 104 points out of a possible 110 points. The panel unanimously recommended awarding the contract to Centro Legal de la Raza, a well-established legal services provider based in Alameda County, based on their demonstrated relevant experience, high quality proposal, and competitive cost. Centro Legal de la Raza is a certified Small Business Enterprise (SBE).

Centro Legal de la Raza submitted a bid of \$174,229, however BAHFA requests authorization of up to \$250,000 for this contract with the understanding that research projects often require additional funding due to the iterative nature of the work. In all, four phases of work are planned, as described below:

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- Task 1: Project Launch and Management. Task Cost: \$7,686.00
- Task 2: Quantify the scale, scope, and consequences of Bay Area evictions, including drafting findings at a mid-way point in the project to share with BAHFA staff. Task Cost: \$92,566.00
- Task 3: Assess the legal services landscape, including drafting findings at a mid-way point in the project to share with BAHFA staff. Task Cost: \$40,608.00
- Task 4: Research on informal evictions and the effects on undocumented Bay Area residents. Task Cost: \$33,369

<b>Summary of BAHFA Eviction and Legal Services Study Contract with Consultant</b>	
Task 1: Project Launch and Management	\$7,686
Task 2: Quantify the scale, scope, and consequences of Bay Area evictions	\$92,566
Task 3: Assess the legal services landscape	40,608
Task 4: Research on informal evictions and the effects on undocumented Bay Area residents.	\$33,369
<b>GRAND TOTAL</b>	<b>\$174,229</b>

Depending upon the results of the first four tasks, additional follow-up tasks may be added to the scope of work through contract amendments, which is why staff has requested authority that the contract not exceed \$250,000.

**Schedule**

This request for a recommendation of approval includes authorization for the Executive Director or his designated representative to negotiate and enter into the contract. The Project will begin upon contract execution, expected on or after July 1, 2023. Task 1 will be completed July-August 2023, and Tasks 2 and 3 will run from September 2023 through October 2024. BAHFA expects to receive an internal report of preliminary findings in approximately February 2024. Task 4 will run from March – October 2024, and the final internal report to BAHFA will be submitted by October 31, 2024.

**Issues:**

None

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**Recommended Action:**

The BAHFA Oversight Committee is requested to recommend Bay Area Housing Finance Authority authorization of the Executive Director, or his designee, to negotiate and enter into contract with Centro Legal de la Raza to conduct a regional Eviction and Housing Legal Services Study in an amount not to exceed \$250,000.

**Attachment:**

- A. Summary Approval

**Reviewed:**



Andrew Fremier