

Sole Source Contract

In summer 2017, the CASA Co-Chairs requested consultant support from a trusted facilitator to guide the CASA process. In May 2017, the Co-Chairs recommended MTC recruit Jennifer LeSar of ELPA to serve this role, based on her extensive work on a similar effort in San Diego, and her experience working with both non-profit and for-profit housing developers. Based on this recommendation, in June 2017, MTC entered into a sole source, deliverables-based contract with ELPA for \$175,000, to support the CASA process between June and October 2017.

In November 2017, MTC extended ELPA's contract by another two months under the Executive Director's authority, with an additional budget of \$25,000 to take the contract through to the end of the calendar year.

Based on the consultant's performance over the last six months, CASA Co-Chairs have recommended extending ELPA's contract through the end of the project, anticipated to be December 2018, with an additional budget of \$250,000. The Administrative Committee must approve this contract amendment since the Executive Director's authority to approve contracts is limited to \$200,000. If approved, ELPA's total budget for providing facilitation services to CASA between June 2017 and December 2018 would increase to \$450,000. This is obviously not a small sum, but we have been impressed with the high caliber of this consultant's work given the extreme sensitivity and high profile of the CASA effort.

Recommendation

Staff recommends that this Administration Committee authorize the Executive Director or his designee to negotiate and enter into a contract amendment with ELPA, in an amount not to exceed \$250,000 to provide facilitation services for CASA.



Steve Heminger

AB:vs/kk

Attachments

J:\COMMITTEE\Administration\2017 by Month\12 Dec'2017_Administration Committee\2f_Contract_ELPA_Memo.docx

Attachment A

		DBE* Firm			SBE** Firm			
Firm Name		Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
Prime Contractor	Estolano LeSar Perez Advisors	Project Lead	X	42483		X	2002042	
Subcontractor	n/a	n/a						

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.

REQUEST FOR COMMITTEE APPROVAL
Summary of Proposed Consultant Contract

Work Item No.: 1615

Consultant: Estolano LeSar Perez Advisors, San Diego, CA

Work Project Title: Facilitation Services for the Committee for Housing the Bay Area (CASA)

Purpose of Project: CASA brings together leaders from across the Bay Area to build an actionable political consensus around increasing housing production at all levels of affordability, preserving existing affordable housing and protecting vulnerable populations from housing instability and displacement.

Brief Scope of Work: Deliverables-based assistance in facilitating the CASA process, including planning for and moderating the Steering Committee and Technical Committee meetings; providing support, as needed, to the three CASA co-chairs and four working group moderators; providing guidance on research and analysis; providing expertise on developing strategic housing initiatives and shaping the “grand bargain”; supporting the community outreach and engagement activities; and supporting MTC staff in managing and coordinating the overall process.

Total contract before this amendment: \$200,000

This amendment: \$250,000

Total contract after this amendment: \$450,000

Funding Source: General Funds, SB 1 Formula Grant 2017-18, SB 1 Formula Grant 2018-19

Fiscal Impact: \$125,000 is included in the MTC FY 2017-18 budget, and \$125,000 is subject to inclusion in the MTC FY 2018-19 budget.

Motion by Committee: That the Executive Director or his designee is authorized to negotiate and enter into a contract amendment with Estolano LeSar Perez Advisors, to provide consulting services for CASA as described above and in the Executive Director’s memorandum dated December 6, 2017, and the Chief Financial Officer is directed to set aside \$250,000 for such contract, with funding for future years subject to inclusion in the agency budget, as specified above.

Administration Committee: _____
Federal D. Glover, Chair

Approved: Date: December 13, 2017