

METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center 375 Beale Street San Francisco, CA 94105 TEL 415.778.6700 WEB www.mtc.ca.gov

Memorandum

TO: Administration Committee DATE: December 6, 2017

FR: Executive Director WI: 1615

RE: Contract Amendment – Facilitation Services for the Committee for Housing the Bay Area

(CASA): Estolano LeSar Perez Advisors (\$250,000)

This memorandum requests Administration Committee approval to negotiate and enter into a contract amendment with Estolano LeSar Perez Advisors (ELPA), in an amount not to exceed \$250,000 to provide facilitation services for the Committee for Housing the Bay Area (CASA).

Background

CASA was convened by MTC following the release of Plan Bay Area 2040, the region's long-range transportation and land use plan, which projects the region will see 2.4 million more people, 820,000 new households and 1.3 million new jobs by the year 2040. The plan makes aggressive assumptions about policy interventions and strategies to help accommodate this growth, but falls short on a number of key performance measures including affordable housing, access to jobs, displacement risk, and housing and transportation affordability.

Project Overview

CASA includes leaders from across the Bay Area who will be working to build an actionable political consensus around (1) increasing housing production at all levels of affordability, (2) preserving existing affordable housing, and (3) protecting vulnerable populations from housing instability and displacement. CASA is led by three Co-Chairs: Fred Blackwell (The San Francisco Foundation), Leslye Corsiglia (Silicon Valley at Home) and Michael Covarrubias (TMG Partners). It is structured around a Steering Committee and Technical Committee composed of elected officials, thought leaders and policy experts from across the region. The CASA effort is supported and staffed by MTC and a team of consultants.

From summer 2017 through the end of 2018 the Co-Chairs and Committees will develop a suite of integrated legislative, financial, policy and regulatory recommendations that together will form a Regional Housing Implementation Strategy. The plan is expected to include innovative financing strategies, state and local legislation, and recommendations to address the current regulatory environment, with a final report slated for release in late 2018.

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 Haminger

AB:vs/kk Attachments

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Attachment A

Prime Contractor Subcontractor

		DBE* Firm			SBE** Firm			
	Firm Name	Role on Project	Yes	If Yes, List #	No	Yes	If Yes, List #	No
	Estolano LeSar Perez Advisors	Project Lead	X	42483		X	2002042	
•	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