

REPORT TO REDEVELOPMENT AGENCY

DATE: JULY 13, 2005

TO: HONORABLE CHAIR AND MEMBERS OF THE REDEVELOPMENT AGENCY

FROM: GREG RAMIREZ, EXECUTIVE DIRECTOR

BY: MIKE KAMINO, DIRECTOR OF PLANNING AND COMMUNITY DEVELOPMENT

SUBJECT: APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH MDG ASSOCIATES, INC., FOR SINGLE-FAMILY HOUSING REHABILITATION PROGRAM SERVICES

The purpose of this item is to seek Redevelopment Agency (RDA) approval for the City to enter into a Professional Services Agreement with MDG Associates, Inc., for consulting services to administer the Agency's Single-Family Housing Rehabilitation Program.

The Redevelopment Agency approved a one-year contract with MDG Associates, Inc., which expired on June 30, 2005, to administer the program with a \$200,000 budget. During the 2004-05 fiscal year, \$175,000 in housing rehabilitation loans were approved using Redevelopment Agency housing set-aside funds. Staff is requesting that the Redevelopment Agency approve another one-year contract with MDG Associates, Inc., for consulting services to administer the Single-Family Housing Rehabilitation Program. The approved budget for this program is \$250,000 and is to be allocated from the RDA housing set-aside fund. Of this amount, \$200,000 will be made available for housing rehabilitation loans and \$50,000 for program administration by MDG Associates, Inc. The Scope of Services includes application review, loan processing, property inspection, contract monitoring, document recordation and report preparation.

MDG Associates, Inc., has successfully administered the RDA Single-Family Housing Rehabilitation Program and is well qualified to administer the continuation of this program. In addition, MDG Associates, Inc., has also provided consulting services for the City in their administration of the Community Development Block Grant's Single-Family Housing Rehabilitation Program. Staff finds MDG Associates', Inc., quality of work regarding the housing rehabilitation program to be exceptional and recommends that the Council approve the one-year contract, which is not to exceed \$50,000 (20% of the program budget).

The proposed agreement has been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

Staff recommends that the Redevelopment Agency approve the attached Professional Services Agreement with MDG Associates, Inc., in the amount of \$50,000.

Attachments: Agreement
Proposal from MDG Associates, Inc.

