



**CITY OF HAWAIIAN GARDENS
CITY COUNCIL
STAFF REPORT**

Agenda Item #{{section.number}}11

DATE: June 22, 2021

TO: Honorable Mayor and Members of the City Council

FROM: Linda Hollinsworth, Interim City Manager

BY: Kevin Nguyen, Associate Planner

RECOMMENDATION:

RECOMMENDATION TO ADOPT RESOLUTION NO. 018-2021, REQUESTING APPROVAL OF A CONTRACT AGREEMENT BETWEEN THE CITY OF HAWAIIAN GARDENS AND WILLDAN ENGINEERING FOR CONSULTING SERVICES ON UPDATING THE 2021-2029 HOUSING ELEMENT OF THE CITY'S GENERAL PLAN

SUMMARY

On April 27, 2021, the City Council authorized staff to solicit proposals to update the Housing Element of the General Plan. An advertisement for the Request for Proposals (RFPs) was placed in the Los Cerritos Community News and posted on the City's website. In addition, 26 professional consultants were notified of the services needed. The deadline to submit proposals was on June 11, 2021. Only two (2) have replied as follows:

· Willdan Engineering	\$ 95,670.00
· Infrastructure Engineers	\$ 125,636.00

In reviewing the proposals, Willdan Engineering was found to be the lowest bidder and responsive to the advertised Request for Proposals. Consultant will be required to complete all tasks by late September 2021 in order to submit to the State for review. We anticipate on receiving HCD certification by the statutory deadline of October 15, 2021. The scope of work also includes providing all necessary environmental review and Zoning Code adoptions.

FISCAL IMPACT

The Planning Division was awarded \$65,0000 from HCD's Local Early Action Planning (LEAP) Grants Program in 2020. All services rendered under the Housing Element Update are reimbursable through the LEAP Grant.

By approving the agreement with Willdan Engineering for \$95,670.00, the City will bring in a remain balance of \$30,670.00 from the general fund. A ten (10%) percent contingency in the amount of \$9,567.00 is also being requested to cover for any unexpected services.

SUGGESTED ACTION

Approve Recommendation.

ATTACHMENTS

A. Resolution No. 018-2021

B. Agreement for Professional Services