

64935

DATE September 5, 2018

TO: Board of Acquisition and Contract

FROM: Norma V. Drummond
Commissioner of Planning

SUBJECT: Resolution authorizing the agreement between the County of Westchester and Mid-Hudson Pattern For Progress, Inc. to provide professional service in developing a County-wide Affordable Housing Needs Assessment.

The attached resolution authorizes the County of Westchester (the "County") to enter into an agreement with Mid-Hudson Pattern For Progress, Inc., to provide professional service in developing a County-wide Affordable Housing Needs Assessment. The total amount of the agreement shall not exceed \$100,000, payable pursuant to an approved budget. Funds will be disbursed from Community Development Block Grant funds in the amount of \$30,000 and the County Executive Office funds in the amount of \$70,000. The term of the agreement is October 1, 2018 to September 30, 2019.

In a continuing effort to get a current picture of the affordable housing needs within the County an assessment is needed. The assessment will study the County's existing housing stock and its affordability, as well as the needs of County households. Mid-Hudson Pattern For Progress, Inc. will work closely with the County to develop a County-wide Affordable Housing Needs Assessment. The assessment will also include an analysis of housing needs for senior citizens, disabled households, and commuters as well as recommendations of best practices to encourage the development of affordable housing in the future.

The goal and objective of this agreement is to get an understanding of the housing needs in the County. The Department of Planning staff will monitor all work provided by Mid-Hudson Pattern For Progress, Inc. to make sure all contractual requirements are met.

In accordance with Section 6 of the County's Procurement Policy and Procedures, the services described above were posted on the County's website where interested entities responded by May 31, 2018. There were a total of 7 proposals submitted from Urban Partners, BAE Urban Economics, Center for Governmental Research, Economic & Policy Resources, Inc., Mid-Hudson Pattern For Progress, Inc., Regional Plan Association and VHB. The responders

submitted the following bid amounts, Urban Partners \$63,510, BAE Urban Economics \$67,900, Center for Governmental Research \$75,100, Economic & Policy Resources, Inc. \$92,325, Mid-Hudson Pattern For Progress, Inc. \$100,000, Regional Plan Association \$140,000 and VHB \$246,500. The proposals were reviewed and scored on a number of criteria and the three highest scoring proposals were interviewed and their references checked to arrive at the successful agency. The following responders; Mid-Hudson Pattern For Progress, Inc., Regional Plan Association, Inc. and VHB were interviewed. Mid-Hudson Pattern For Progress, Inc. was chosen as they received the highest score.

I recommend approval of this agreement.

NVD/CP
Attachment

APPROVED BOARD OF ACQUISITION & CONTRACT - 09/13/2018 - LISA M. PAJ...
SECRET

R E S O L U T I O N

UPON A COMMUNICATION FROM THE COMMISSIONER OF PLANNING, BE IT HEREBY

RESOLVED, that the County of Westchester (“County”) is hereby authorized to enter into an agreement with Mid-Hudson Pattern For Progress, Inc., in an amount not-to-exceed total amount of \$100,000; of which \$30,000 will be paid from CDBG funds and \$70,000 will be paid by the County, pursuant to an approved budget, for a term beginning October 1, 2018, and ending September 30, 2019. Mid-Hudson Pattern For Progress, Inc. will provide professional services to develop a County-wide Affordable Housing Needs Assessment (“Assessment”); and be it further

RESOLVED, that the Assessment will include, but is not limited to, the review of the current housing stock available by income levels and that meets the special needs of senior citizens and the disabled; the housing needs of existing residents by income level and special needs, and recommendations of best practices to create more affordable housing opportunities going forward; and be it further

RESOLVED, that the County Executive or his duly authorized designee is authorized to execute any agreements, documents and take any actions necessary to effectuate purposes hereof.

Account to be Charged/Credited

		Major Program, Program & Phase	Object/	Trust	
Fund	Dept.	Or Unit	Sub Object	Account	Dollars
263	19	T123M	4380	T123	\$30,000
263	11	T'035J	4420	T035	\$70,000

Budget Funding Year(s) (must match resolution)

FY 2018 Start Date: October 1, 2018 End Date: September 30, 2019

Funding Source

Tax Dollars \$70,000

State Aid _____

\$100,000 (must match resolution)

Federal Aid \$30,000 – U.S. Department of Housing and Urban Development

Other _____