

## MEMO

DATE: March 2, 2011

TO: ABAG Executive Board

FROM: Kenneth Kirkey

RE: Authorization to Hire Consultant for Planning Services for the Development of the Sustainable Communities Strategy Scenarios

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### **Executive Summary**

Pursuant to Senate Bill 375, the upcoming Regional Transportation Plan (RTP) and Regional Housing Needs Allocation (RHNA) must be developed in sync. ABAG and MTC must identify areas within the region sufficient to house an eight-year projection of the regional housing need. Additionally, the housing allocation plan must allocate housing units within the region consistent with the development pattern included in the Sustainable Communities Strategy. Syncing the Regional Housing Needs Allocation (RHNA) and the Regional Transportation Plan for the Plan Bay Area will be a major undertaking and require significant staff time and analysis. This task is made more complex by utilizing new models and the short time frame we have to complete the work.

With the recent loss of a principal planner, we find ourselves understaffed to complete RHNA work. In the interest of bringing on a well qualified professional to assist with the work ahead in a timely fashion, we propose entering into contract with consultant, Amit Ghosh, over the period of March 2011 through December 2011 to perform planning services for the development of the SCS Scenarios and the development of the RHNA methodology. The scope of the services that will be provided through this contract include:

- Planning services will focus on policy analysis, policy development, regional strategies, and data analysis to support land use scenarios and regional policies.
- Planning services will be delivered in the form of written materials such as memoranda, emails, edited documents, and other analytical documents supporting the SCS and RHNA.
- Attending, participating in and designing meetings and public engagement events connected with the SCS and RHNA, and consultation with ABAG staff.

ABAG will provide access to ABAG offices and related resources to facilitate coordination of Consultant's tasks with ABAG staff efforts. Preliminary schedule of tasks:

- o March: Refinement of the Initial Vision Scenario, guidance on RHNA approach, and discussion of relationship between SCS and RHNA, assessment of housing affordability and regional strategies.
- o March – July: Development of detailed scenarios; growth allocation, policies and strategies and input on completion of the RHNA methodology.
- o July – December: Development of preferred scenario and analysis of regional strategies and input on relationship between SCS and RTP.

### **Recommended Action**

The Board is requested to authorize approval to hire consultant Amit Ghosh and enter into contract for his work on the RHNA in an amount not to exceed \$50,000.00 for the initial period of March 2011 through June 2011. ABAG has the ability to extend the term by monthly increments at an amount not to exceed \$12,000.00 per month.