

# Special Session

<b>Agenda Item #</b>	10
<b>Meeting Date</b>	November 23, 2009
<b>Prepared By</b>	Linda Walker Housing Manager
<b>Approved By</b>	Barbara B. Matthews City Manager

<b>Discussion Item</b>	Single Reading Ordinance Authorizing the Execution of a Contract for Services for Tenant Capacity Building Initiative
<b>Background</b>	<p>The Tenant Capacity Building Initiative, an integral element of the City's Affordable Housing Plan, was established in October 2003. The initiative provides dedicated assistance to Takoma Park tenants interested in becoming organized as a tenant's association to address concerns at their respective rental facility and provides guidance and assistance to those in exercising their rights under the City's Tenant Opportunity to Purchase law.</p> <p>Since the inception of the program, the City has contracted with Ms. Rozanne Look and Mr. Mario Cristaldo for these services. Opportunities for renewing that agreement have expired. As a result, in accordance with the City's procurement ordinance, a Request for Proposals (RFP) was issued on August 17, 2009. Notice of the RFP was advertised in the Gazette and the Takoma Park Newsletter and posted on the City's website. Copies of the RFP were also sent to four local organizations which provide similar type services.</p> <p>The deadline for submissions was extended to October 30 when only one proposal was received by the original deadline. Ultimately, three submissions were received. Each was reviewed by staff for compliance with the standards set forth in the RFP, interviews were conducted, and references were contacted. After careful consideration of each proposal, the services offered by Ms. Look and Mr. Cristaldo were determined to best meet the needs of the City; their proposal is being forwarded for Council consideration.</p> <p>Rozanne Look and Mario Cristaldo have extensive experience in both tenant organizing and real estate development in Takoma Park and in the District of Columbia. They have demonstrated a thorough knowledge of local, County, and State laws affecting the rights of tenants and are effective advocates for local tenants.</p> <p>Ms. Look and Mr. Cristaldo have been able to assess the needs of a tenant group quickly and efficiently so that appropriate services are delivered in an expedited fashion.</p> <p>While under contract with the City, they:</p> <ul style="list-style-type: none"> <li>• registered 12 new tenant associations;</li> <li>• assisted six tenant groups in purchasing their respective rental facility;</li> <li>• provided development advice to ten additional groups who were</li> </ul>

	<p>exploring the feasibility of becoming property owners;</p> <ul style="list-style-type: none"> <li>• solicited pro-bono legal services for seven tenant associations;</li> <li>• worked closely with five tenant associations to develop their case for hearing before the Commission on Landlord-Tenant Affairs; and</li> <li>• assisted in organizing tenants to testify in support of housing legislation endorsed by the Council.</li> </ul>
<b>Policy</b>	<p>“The Takoma Park City Council supports public and private efforts to preserve, protect and develop habitable, sustainable, and affordable home ownership and rental housing opportunities, throughout the community for all its residents.”</p> <p style="text-align: right;"><i>Affordable Housing Policy, June 2009</i></p>
<b>Fiscal Impact</b>	<p>The FY10 Budget (Affordable Housing Fund #5800-6410) includes \$38,500 which has been earmarked for the continuation of the Tenant Capacity Building Initiative. Estimated cost of services required under the proposed contract is \$30,000 to \$35,000.</p>
<b>Attachments</b>	<ul style="list-style-type: none"> <li>• Single Reading Ordinance Authorizing the Execution of a Contract for Services for Tenant Capacity Building Initiative</li> <li>• RFP Tenant Capacity Building Initiative - Scope of Services</li> <li>• Request for Proposals - Summary of Responses</li> <li>• Look/Cristaldo Proposal (excerpt)</li> </ul>
<b>Recommendation</b>	<p>To adopt the accompanying ordinance, authorizing a contract for services with Ms. Rozanne Look and Mr. Mario Cristaldo.</p>
<b>Special Consideration</b>	<p>Recognizing the budgetary issues faced by the City, Look/Cristaldo have reduced their hourly rate by \$10/hour and are proposing to expand their team to include a third person who will assume, at a lesser hourly rate, responsibility for certain, more general, outreach efforts (e.g. the distribution of information to neighborhoods regarding tenant rights and first time home buyer classes).</p>

Introduced by:

Single Reading:

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2009-**

**CONTRACT FOR SERVICES FOR TENANT CAPACITY BUILDING INITIATIVE**

WHEREAS, the Tenant Capacity Building Initiative is an integral component of the City's 2009 Affordable Housing Policy and Action Plan; and

WHEREAS, the initiative is designed to provide assistance in organizing and maintaining tenant associations and in the purchase of rental facilities by registered tenant associations; and

WHEREAS, in accordance with the City's procurement procedures, a Request for Proposals for the services required to support this initiative was issued in August 2009; and

WHEREAS, because of limited response, the Request for Proposals was reissued in September 2009; and

WHEREAS, three proposals were received by the established deadline; and

WHEREAS, each of the respondents was interviewed and references were contacted; and

WHEREAS, Ms. Rozanne Look and Mr. Mario Cristaldo were determined to have submitted the most responsive and responsible proposal and were found to have expertise in the field of organizing and real estate development, as required of the Tenant Capacity Building Initiative; and

WHEREAS, there are sufficient funds allocated in the FY10 budget for this contract.

**NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND**

SECTION 1. The City Manager is authorized to enter into a 12-month contract for services with Rozanne Look and Mario Cristaldo for the Tenant Capacity Building Initiative.

SECTION 2. The City Manager is further authorized to renew, as appropriate, such contract for up to three additional 12-month terms.

SECTION 3. This Ordinance shall become effective upon adoption.

ADOPTED this \_\_\_\_ day of November 2009 by roll call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:

**SCOPE OF WORK**  
Tenant Capacity Building Initiative

The City of Takoma Park is seeking a qualified firm or individual(s) to increase the number of registered tenant associations and to work with organized tenant associations to address the shared concerns of the tenants. The successful bidder will be bilingual (Spanish and English required / Amharic is desired) and will work closely in partnership with Takoma Park's Housing and Community Development Department to increase the organizational capacity of local tenants and tenant associations.

The successful bidder will be able to:

- 1) Implement a tenant organizing program;
- 2) Provide technical and development assistance to tenant associations interested in purchasing their rental facilities and converting them to condominiums or cooperatives;
- 3) Develop and conduct educational programming that address issues commonly faced by tenants and tenant associations; and
- 4) Promote the organization and maintenance of a network Takoma Park tenant associations.

Specific responsibilities include, but are not limited to the following tasks:

Tenant Association Organizing

- 1) Assess the status of current tenant associations in Takoma Park.
- 2) Register tenant associations which have failed to renew their registration.
- 3) Meet with registered tenant associations to determine their current issues and needs.
- 4) Work with City of Takoma Park's Housing and Community Development Department to address identified needs of tenant associations.
- 5) Conduct outreach to encourage formation of new tenant associations.
- 6) Register new associations with the City.
- 7) Develop a strategy to maintain a continuing and viable network of tenant associations.

Tenant Opportunity to Purchase

- 1) Provide technical assistance to tenant associations exploring the feasibility of purchasing their rental facility as permitted under the City of Takoma Park's Tenant Opportunity to

Purchase law. Technical support may include but is not limited to referrals for pro-bono or low cost legal assistance and development assistance.

- 2) Provide technical guidance to the tenant association during the acquisition and development process.

### Education

- 1) Develop and conduct a minimum of three workshops for tenant associations. Workshops must address concerns identified by the various tenant associations and be designed to increase the organizational capacity of the associations.
- 2) Develop a long range strategy to maintain a network of tenant associations in Takoma Park.

### Outreach

- 1) Distribute informational materials (flyers, meeting notices, etc.) to tenants.
- 2) Participate in local events (e.g. National Night Out, Montgomery County Housing Fair, etc.) on behalf of the City of Takoma Park.

Services are to be provided in accordance with *City Code Chapters, 6.16, Landlord-Tenant Relations* and *Chapter 6.32 Tenant Opportunity to Purchase*. Both codes can be viewed online at <http://takomaparkmd.gov/code/html/index.htm>.

The Administrative Regulations developed for Tenant Association Registration is included herein as Exhibit A.

The City anticipates entering into a 12-month contract with the selected firm or individual(s), with the option to renew for up to three additional one-year periods. The City reserves the right to add similar services specified in the resultant contract as requirements change. The City and the selected firm or individual will mutually agree to prices for services to be added to the contract.

Contract amendments will be issued for all additions or deletions. In the event the Contractor fails to comply with the terms and conditions of the contract, the City reserves the right to cancel the contact.

**City of Takoma Park Maryland**  
**Request for Proposals for Rents Analyst**  
**RESPONSES**

	<b>BID A</b>	<b>BID B</b>	<b>BID C</b>
Name	Rozanne Look Mario Cristaldo	Hanks Consultants, LLC	Casa de Maryland
Experience	<ul style="list-style-type: none"> <li>• Community and Tenant Organizing</li> <li>• Extensive Development Experience</li> <li>• Contacts with Pro-Bono Legal Counsel</li> <li>• Bilingual (Spanish and English)</li> </ul>	<ul style="list-style-type: none"> <li>• Community Planning and Economic Development, Grant Administration</li> <li>• No Development Experience</li> </ul>	<ul style="list-style-type: none"> <li>• Community and Tenant Organizing</li> <li>• Limited Development Experience</li> <li>• In-house Legal Services</li> <li>• Bilingual (Spanish and English)</li> </ul>
Estimated Cost	\$30,600	\$35,000	\$34,975*
Administrative and Overhead Expenses	None	\$3,000	\$5,700
Staffing Costs	\$25 to \$85 per hr	\$13 - \$40 per hr	\$22 to \$26 per hr
Staffing Levels	3	2	3

(\*) Excluding legal costs