



Memorandum

TO: HOUSING AND COMMUNITY
DEVELOPMENT COMMISSION

FROM: Rachel VanderVeen

SUBJECT: SEE BELOW

DATE: October 13, 2018

Approved

Date

REPLACEMENT MEMO

SUBJECT: REQUEST FOR PROPOSAL FOR RELOCATION CONSULTANT SERVICES

As San José City property owners go out of business and/or convert their land use, relocation consulting services become necessary for tenants and mobilehome residents covered by the City's Ordinances. To address this need, on August 3, 2017, the Rent Stabilization Program released a Request for Proposal (RFP) to seek bids from entities, both private and or non-profit, interested in providing relocation consultant services to residents displaced by either the City's Ellis Act Ordinance (SJMC Chapter 17.23.1100) or the Mobilehome Conversion Ordinance (SJMC Section 20.180.630 of Chapter 20.180).

This report will detail the number of proposals received, the entities' names, whether they handle Mobilehome Park conversions and which entity was selected for the conversion of Winchester Ranch Mobilehome Park.

Request for Proposal Respondents

The Rent Stabilization Program received a total of four proposals from firms interested in providing relocation services. The due date for responses to the proposals was on August 29, 2017. The respondents were:

- Associated Right of Way Services, Inc. (ARWS);
- Paragon Partners, Ltd.;
- Overland, Pacific & Cutler, Inc.; and
- Transitions, Managing Change in the Workplace Inc.

Request for Proposal Review Panel

The Program held a three-person panel consisting of two Housing Department employees and one Planning, Building and Code Enforcement employee on November 20, 2017. The panelists scored each proposal based on the agency's overall experience, customer satisfaction/firm

reputation, fee structure, capacity to do the job, and whether they are a recognized local/small business. The table below summarizes the scoring criteria:

Criteria	Paragon	Transitions	ARWS	Overland
Experience (50 Total Points)	47.00	26.00	47.00	41.00
Customer Satisfaction/Firm Reputation (10 Total Points)	8.00	7.00	10.00	1.00
Fee Structure (20 Total Points)	16.33	14.32	17.66	16.00
Capacity to do the Job (10 Total Points)	8.00	7.33	9.67	8.67
Local/Small Business (10 Total Points)	0	0	0	0
Total- out of 100	79.33	54.65	84.33	66.67

The panel evaluated the experience of the firms to determine if they were qualified to provide relocation services under the Ellis Act Ordinance and the Mobilehome Conversion Ordinance. The panel determined all four entities were qualified to provide relocation consultant services to renters impacted by the Ellis Act Ordinance on November 28, 2017.

The panel determined only Associated Right of Way Services was qualified to provide relocation services to residents impacted by the Mobilehome Conversion Ordinance. Associated Right of Way Services has considerable experience relocating multilingual and non-English speakers, low-income populations, the elderly, and persons with disabilities. Associated Right of Way Services held the most extensive experience in valuating mobilehomes as a result of park conversions, attending public meetings, and answering questions regarding appraisals. Finally, Associated Right of Way Services included appraisal services as a part of their scope of services.

On November 28, 2017, the Housing Department notified all respondents of the intent to contract with all four respondents creating a pool of consultants to provide relocation services under the Ellis Act Ordinance. Associated Right of Way Services would be offered a contract to conduct relocation services under both the Ellis Act Ordinance and Mobilehome Conversion Ordinance.

Selection for Winchester Ranch Mobilehome Park

Associated Right of Way Services was selected to provide relocation services to residents impacted by the Winchester Ranch Mobilehome Park conversion.

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Subject: Request for Proposal (RFP) Update for Relocation Consultant Services

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Appraisers

The Housing Department manages a pool of appraisers to provide appraisal services on an as-needed basis. The following appraisers are the consultants included in the pool:

- Associated Right of Way Services (has mobilehome appraisal experience)
- Hulberg and Associates/Valbridge (has mobilehome appraisal experience)
- John Kaeuper (does not have mobilehome appraisal experience)

For any additional questions related to the selection process for relocation services, please contact me at 408-535-8231.

/s/

Rachel VanderVeen
Deputy Director