



**STAFF REPORT**  
Board Meeting of October 20, 2021

**AGENDA ITEM:** 8-A

**PREPARED BY:** Troy McNeil, Deputy Director/Fiscal Supervisor

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**SUBJECT:**

Award Contract – Housing Related Planning Services

**Enclosure:** No

**Action:** Award contract to Rincon Consultants, Inc. in an amount not to exceed \$242,709

**SUMMARY:**

A Request for Proposals was released on August 18, 2021, to seek consultant services on behalf of the member agencies to assist with eligible activities for housing planning purposes.

Notification was placed on the MCTC website, and the RFP was emailed to 28 firms including DBE firms. Proposals were due September 20, 2021. Staff received 3 proposals, scored the proposals according to the established criteria, and the results of the scoring are as follows:

1. Rincon Consultants, Inc. – 94/100
2. Precision Civil Engineering, Inc. – 81.5/100
3. QK, Inc. – 78/100

After conducting the RFP process, scoring, and evaluating the submitted proposals, MCTC staff recommends retaining the firm Rincon Consultants, Inc. in an amount not to exceed \$242,709. The amount includes up to \$55,130 for the first phase that includes coordination with MCTC and member jurisdictions on a list of eligible housing planning projects. Any remaining funds from the first phase will be available for the second phase, which includes a minimum of \$187,579 that is available to directly assist member agencies with eligible activities for housing planning purposes.

**FISCAL IMPACT:**

No fiscal impact to the approved 2021-22 Overall Work Program and Budget.