



FILE:0-0-21 ALLEN, MICHAEL (LAW OFFICES
DBA COLLABORATIVE HOUSING SOLUTIONS
(AGREEMENT FOR INVESTIGATING THE
FEASIBILITY OF AND PROVIDING RECOMMENDATIONS
FOR A POTENTIAL HOME OWNERSHIP ASSISTANCE
PROGRAM {WORK FORCE HOUSING PROJECT}
PHASE 2) TW# 05/06-90 A

February 5, 2009

Michael Allen
Collaborative Housing Solutions
P.O. Box 4870
Santa Rosa, CA 95402

**RE: First Amended Agreement For Investigating the Feasibility of and Providing
Recommendations for a Potential Home Ownership Assistance Program (Work Force
Housing Project) Phase 2**

Dear Mr. Allen:

Enclosed is your fully signed copy of the subject amended agreement.

Sincerely,

A handwritten signature in cursive script that reads "Christine R. Seaford for".

Lin Hartley
Technical Writing Specialist

Encs

c Mike Thompson
Accounting/Auditor

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**First Amended Agreement For Investigating the Feasibility of and Providing
Recommendations for a Potential Home Ownership Assistance Program
(Work Force Housing Project) Phase 2**

This agreement ("Agreement") is by and between Sonoma County Water Agency, a body corporate and politic of the State of California (hereinafter "Agency"), and Michael Allen, an individual dba Collaborative Housing Solutions, (hereinafter "Consultant"). The Effective Date of this Agreement is the date the Agreement is last signed by the parties to the Agreement.

RECITALS

- A. Sonoma County Water Agency ("Agency") and Michael Allen ("Consultant") entered into an agreement for Agreement For Investigating the Feasibility of and Providing Recommendations for a Potential Home Ownership Assistance Program (Work Force Housing Project) Phase 2, dated January 23, 2007.
- B. Consultant represents that he is a duly qualified workforce housing consultant with expertise in public housing issues and related services.
- C. The cost of housing in Sonoma County has risen significantly over the past several years.
- D. The high cost of housing could adversely affect the ability of local governmental entities to attract and retain high-quality employees.
- E. The Agency believes that development of a work force housing program to serve the Agency could improve the ability of local government to attract and retain high-quality employees.
- F. The Agency plans to vacate its approximate 7-acre operations and maintenance center at 2150 West College Avenue in Santa Rosa (West College Site) after construction of a new operations and maintenance center in the Airport Business Center.
- G. The Agency is interested in evaluating the feasibility of converting the West College Site to employee housing for Agency.
- H. The Agency wishes Consultant to conduct additional planning, research, and collaboration with City of Santa Rosa to include College Ave property as part of the City of Santa Rosa's General Plan amendment; and to identify existing home ownership programs for employees.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date last signed by the parties to the Agreement.

Reviewed as to funds:

Al Bader
Agency's Division Manager -
Administrative Services

Michael Allen, dba Collaborative Housing
Solutions, a sole proprietorship

By: Michael Allen

Michael Allen
(Please print name here)

Date: January 27, 2009

Certificates of Insurance are on file with
Agency

2/2/09 LLH
(Date)

Sonoma County Water Agency

By: Randy D. Poole
Randy D. Poole, Agency's General
Manager/Chief Engineer

Date: 1/27/09

EXHIBIT A
Scope of Work

1. **SCOPE OF WORK**

1.1 **Task 1 - Investigate Existing Public Employee Housing Programs**

- a. Evaluate cost and feasibility of constructing employee housing at the Agency's West College Site. Under this task, Consultant shall prepare a draft request for proposal (RFP) following Proposition 35 rules, for preparing a conceptual master plan (Master Plan) for development of the West College Site. Agency will review and comment on the draft RFP prior to Consultant publishing the document. Consultant shall retain a sub-consultant who carries appropriate Professional Liability Insurance to prepare the Master Plan. The Master Plan shall describe the steps needed to convert the site from its current use to a neighborhood. The plan will also include a conceptual layout of the development, conceptual plan and elevation views of the proposed neighborhood, descriptions of the types and sizes of homes that could be constructed, public facilities such as parks and greenways, and the estimated cost for converting the site from its current use to housing.
- b. Within 120 calendar days of the effective date of this Agreement, Consultant shall submit six (6) copies of the draft Master Plan to the Agency for review. After review of the Master Plan by the Agency and other public partners on the project, Agency will review and may authorize Consultant to finalize the Master Plan. Within 30 days of receiving such authorization, Consultant shall submit six (6) copies of the final Master Plan to the Agency in electronic format and in hard copy.

1.2 **Task 2 - Investigate Land Trust Alternatives for Long-Term Management of the Employee Housing Project.**

- a. Within 120 calendar days of the effective date of this Agreement, Consultant shall prepare a description of the legal and administrative steps necessary to allow management of the employee housing project by a non-profit land trust for Agency's review and comment.

1.3 **Task 3 - Data Collection and Outreach Assistance**

- a. Assist Agency with data collection and outreach efforts to inform elected officials and decision-makers of the Agency's proposed employee housing program and to solicit input on the draft employee housing program. Such efforts include interviews, letters, surveys, and informational question and answer meetings. At a minimum, Consultant shall assist with data collection and outreach to:
 - Agency management and staff
 - Sonoma County Board of Supervisors

- Santa Rosa City Council
 - Neighborhood residents located near the development site
 - Fair Housing and Community advocates
 - Sonoma County Housing Trust and Coalition
 - Labor Organizations
 - Development Community
 - Business and Trade Associations
 - Data collection and outreach efforts shall be completed by December 31, 2006.
- b. Continue outreach services for advancing implementation of a redevelopment plan for the West College property - completed by June 30, 2009.

Deliverables: Consultant shall prepare summary memos describing research, individuals and organizations contacted, and progress and difficulties encountered for each Task described in the Scope of Work

1.4 Develop Recommendations for an Agency Housing Program

- a. Within 180 days of the effective date of this Agreement, Consultant shall prepare a report presenting recommendations for an employee housing program. The report shall include thorough, detailed descriptions of home ownership financing alternatives for Agency employees; the proposed conversion of the West College Facility to employee housing; project construction, operations and maintenance management alternatives for the West College Housing Project; and estimated costs for homes in the West College Housing Project.

1.5 Assist in Santa Rosa General Plan Amendment

- a. By April 31, 2009 conduct additional planning, research, and collaboration with City of Santa Rosa to include College Ave. property as part of the City of Santa Rosa's General Plan amendment.

1.6 Evaluate Alternate Home Ownership Programs

- a. By April 31, 2009, identify existing employee home ownership programs
- b. Attend and facilitate meetings with entities that provide employee home ownership programs.

1.6 Bimonthly Reports:

- a. Prepare monthly progress reports. The reports shall be prepared in draft form and one copy submitted to Agency on the first of each month during the term of this Agreement.
- b. Bimonthly reports shall include the following:
- A detailed list of work performed

- Dates and subject of meetings conducted, meeting attendees, and summary of meeting results
- A detailed description of the progress of the study.
- Other information as appropriate or as requested by Agency's Project Manager

EXHIBIT B
Schedule of Rates

Item	Rate
Consultant	\$125.00 per hour
Copies	\$ 0.10 per page
Postage	at cost + 10%
Overnight mail	at cost + 10%
Telephone	at cost + 10%
Mileage for personal car	\$0.48½ per mile
or Rental car	daily rate, at cost

EXHIBIT C

Estimated Breakdown of Costs

Item of Work	Amount
Evaluate Feasibility of Constructing Employee Housing	\$40,000
Investigate Land Trust Alternatives for Project Management	\$5,000
Conduct Outreach with Other Public Organizations in Sonoma County	\$10,000
Develop Recommendations for an Agency Housing Program	\$15,000
Investigating and developing alternate homeownership programs for Agency staff.	\$25,000
Total	\$95,000.00