



City of Richmond Sole Source Justification

THIS FORM MUST BE COMPLETED AND APPROVED PRIOR TO ANY PURCHASE

Contact the Purchasing Division and discuss your rationale before completing this form. If Purchasing can help you make this a competitive purchase, then this form will not be required.

Attach this completed/approved form to requisitions when competitive quotes/bids/proposals are not solicited. (Required for requisitions > \$3,000)

Requested Sole Source Supplier:

Company Name: Just Cities, LLC Contact Name: Margaretta Lin

Address: 2150 Allston Way, Suite 340

City: Berkeley State: CA Zip Code: 94704

Phone Number (510) 409-8656 E-Mail margaretta@justcities.work

Duration of Contract: September 12, 2023 - December 31, 2025

Estimated Cost: \$ 150,000 Funding Source (Account String) 15061219-400201 ✓ pm

Is the product/service IT related? Yes No If Yes, please attach the approved IT Authorization Form

For Product: Is the recommended company the manufacturer of the product? Yes No

For Product: Does the manufacturer sell the item(s) through distributors? Yes No

Description of Product or Service:

Describe the full scope of work or service contemplated including installation if required; items should include brand, model and part number if applicable; (if additional space is needed, include them in a separate page)

Just Cities, LLC will assist in developing a Housing Equity Roadmap (HER) for the City of Richmond. The HER will serve as an implementation plan for new policies, programs, or investments that can be realized in short, mid- and long-term actions to ensure Richmond residents have affordable, stable, and dignified housing. The HER will address issues of racial segregation, fair housing, land use compatibility, housing production, housing habitability, equitable development, and include community feedback. The HER, once adopted, will provide policy priorities and implementation plans for the strategic use of the City resources.

Sole Source Rationale: PLEASE ANSWER ALL THE FOLLOWING QUESTIONS: Explain why the recommended company is the only company that can meet the requirement. Address the following: Are there any other companies who can do this job? What condition (e.g. technological superiority, or performance risks, etc.) exists so that the recommended company has a significant advantage over any other company who can do this job? It is important to sufficiently address the key reason for awarding an order/contract without soliciting competitive bids. The rationale must be clear and convincing, avoiding generalities and unsupported conclusions.

In 2022, Just Cities, LLC was a subcontractor to Lisa Wise Consulting as part of the 6th Cycle Housing Element update. Specifically, Just Cities, LLC prepared the Affirmatively Furthering Fair Housing (AFFH) analysis, with an accompanied list of specific Meaningful Actions. The AFFH was a new State requirement for Housing Element Updates beginning in 2021. Just Cities, LLC supported the City in its first ever State required assessment of fair housing issues, contributing factors, and the development of meaningful actions to affirmatively further fair housing. Due to their role in the development of the 6th Cycle Housing Element update and AFFH appendix, Just Cities, LLC is well positioned to continue this previous work with the development of a Housing Equity Roadmap. For example, Just Cities, LLC already has 1) a working familiarity with the housing and demographic landscape of Richmond; 2) existing relationships with community partners and organizations; 3) rapport with a diverse group of residents through a Resident Advisory Council (RAC) that was part of the Housing Element work; and, 4) direct knowledge of the housing programs and policies, identified in the AFFH, to be further examined in the HER. The HER will continue the AFFH work, Just Cities, LLC conducted by examining and proposing concrete implementation and funding plans for key policies that will address housing and neighborhood inequities within Richmond.

(if additional space is needed, include them in a separate page)

Complete the following checklist

A specific contractor is the only source of the required item because (check all that apply):

- The required items are **proprietary to the Contractor**, and contractor solely transacts (sells) direct to the customer. (There are no dealers or distributors for contractor).
- The required items are **proprietary to the Contractor**, and **contractor does not sell direct to the customer**. Contractor solely distributes the item or service through only one dealer or distributor in the United States. (There are no dealers or distributors for contractor).

Note: If item or service is available from more than one source, the item or service may be treated as proprietary, but must be competitively solicited from multiple (two or more) sources.

- A specific item is needed:
 - To be compatible or interchangeable with existing hardware
 - As spare or replacement hardware For the repair or modification of existing hardware
- Federal or state grant names vendor as condition of funding. (Attach copy of grant that names vendor)
- There is a **substantial risk** in contracting with any other contractor, (e.g., only one contractor has been successful to date in implementing a difficult manufacturing process or the **services sought**). *In a brief explanation, provide supporting evidence of why other contractors are considered to be unable to overcome the substantial risk.*

- Continuation of prior Work** – Additional item, service or work required, but not known to have been needed when the original order was placed with vendor, and it is not feasible or practicable to contract separately for the additional need. *Provide brief explanation and supporting evidence.*

The Equity Roadmap (HER) will largely continue the AFFH work, Just Cities, LLC conducted for the 6th Cycle Housing Element Update (HEU) by examining and proposing concrete implementation and policy assessment plans for key policies that will address housing issues within Richmond. It would be unavailing and redundant for another organization to recreate these relationships, reflecting months of rapport from HEU work. The HER will allow the City of Richmond and Just Cities, LLC to refine recently completed work.

(if additional space is needed, include them in a separate page)

I acknowledge the City's requirements for soliciting competitive quotes/bids for purchases over \$3,000.00 and the criteria for justification for Sole Source purchases. I have gathered the required information, have made a concerted effort to review comparable/equal equipment/services (e.g., market research), and further affirm that there is no conflict of interest involved in the selection made.

Department: Community Development


Requester Name and Title: Lina Velasco, Director of Community Development

Note: Requester must be able to defend this justification.

Date: August 18, 2023

Phone: (510) 620-6841

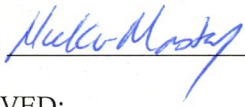
Department Director (Print) Lina Velasco

(Sign) 

Date: August 18, 2023

Submit completed form to the Purchasing Division (Prior to submission to City Manager)

Finance Director:

APPROVED: 

DATE: 8/24/2023

NOT APPROVED: _____

COMMENTS:

City Manager
(Under \$10,000.00)

City Clerk Attesting to Council Approval
(Over \$10,000.00) (Copy of Minutes may be substituted)

Note: Richmond Municipal Code Section 2.52.326 Sole Source Procurement requires final approval by the City Manager and/or City Council. Sole Source must be approved by Finance Director, PRIOR to Council Approval.

PROCEDURE

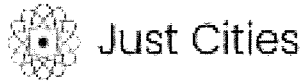
Sole Source purchase/service are exceptions to the normal bidding process and require a detailed justification. In processing Sole Source requests for supplies, services and/or equipment, the Purchasing Division adheres to and is governed by the principles set forth in City of Richmond Municipal Code Section 2.52.326 Sole Source Procurement.

If you are requesting a particular vendor, brand or product, you must make this fact clear on your Sole Source form. Your request will then be restrictive and non-competitive, and will fall into a sole source category. If the sole source justification is approved, the requisition can be expedited without the normal bidding requirements.

Such a request should not be made unless you are confident that your request is reasonable and appropriately justified to meet the City's requirements and withstand any possible audit. The City's requirements and the format for submitting such requests are contained herein. Sole Source form must be signed by authorized department representative(s). The certification will remain on file for audit purposes.

The following factors **DO NOT** apply to sole source requests and should not be included in your sole source justification. They will not be considered and only tend to confuse the evaluation process.

1. Personal preference for product or vendor.
2. Cost, vendor performance, and local service (these are generally considered award factors in competitive bidding).
3. Features which exceed the minimum department requirements.



Just Cities, LLC Scope of Work

Richmond Housing Element Meaningful Actions

Implementation and Housing Equity Roadmap Development

8.9.23

Project Description and Goals

In partnership with Just Cities, LLC, the City of Richmond produced a statewide model Affirmatively Furthering Fair Housing (AFFH) section of its draft 6th cycle Housing Element. Integral to the City's implementation of its Meaningful Actions, which will be reviewed annually by the State, is the City's creation of a Housing Equity Roadmap. Based upon Just Cities, LLC leadership's prior experiences in the development of the Richmond AFFH and the creation of the Oakland Housing Equity Roadmap, Just Cities, LLC is proposing to continue to utilize a transformative planning framework to produce a Housing Equity Roadmap (HER) for the City of Richmond. The HER will serve as an action plan with immediate and long-term policy solutions to ensure that every Richmond resident has affordable, stable, and dignified housing. A successful HER will make Richmond a national model for housing equity; empower community members through the process and result; and introduce politically and financially sustainable solutions to Richmond's housing crisis. The Richmond HER has 4 major elements, or task areas.

TASK AREA 1, POLICY ANALYSIS, RESEARCH, AND DESIGN: Conduct community-based policy design, data analysis, and best-practice policy research to develop specific policy terms and actionable recommendations to support the following 12 policy priorities included in the City's Meaningful Actions:

- 1. New Public Financing for Affordable Housing and Housing Equity Priorities:** Just Cities, LLC to support the City in evaluating a minimum of two public financing options for voter consideration that will not result in displacement of lower income homeowners, such as amending the real estate transfer tax or vacant properties parcel tax; included in the HER. Begin by Q4 2023. Just Cities, LLC to support the City in creating a process for including the most viable public financing option in the 2026 election. By Q3 2026.
- 2. Anti-Displacement Zones:** Just Cities, LLC to support the City in studying legal and programmatic feasibility of anti-displacement zone strategies, including: Research best practices for incorporating neighborhood level median income for defining "AMI" levels for affordable housing being built in ADZs while still complying with TCAC and HCD definitions for subsidized projects; Evaluate existing local laws regarding demolition of rent stabilized buildings and potential ability to require one for one replacement (no net loss) in the new units in compliance with state legislation. Begin by Q4 2023. Just Cities, LLC to also support in identifying and providing at least \$150,000 annually for community education and outreach efforts of existing anti-displacement resources targeted in displacement vulnerable areas, and has identified a two year funding source. Begin Q1 2024. Just Cities, LLC will also support in developing outreach materials about existing anti-displacement resources and conduct annual outreach to 300 residents in displacement vulnerable areas. Begin Q4 2024.
- 3. Fair Housing Impact Assessment and Local Preference and Right to Return Policies:** Just Cities, LLC will support the City in researching the legal and public policy framework for conducting a Fair Housing Impact Assessment and local preference and right to return policies; to be included

deemed feasible, Just Cities, LLC to support the City in potential design of pilot resident planning council, that would review and provide feedback to the City on proposed development projects in their neighborhoods and policies that may impact resident health and displacement, completed. Process to include robust community engagement process, led by Just Cities, LLC. By Q4 2024.

TASK AREA 2, COMMUNITY ENGAGEMENT: Conduct various forms of community engagement with a diverse range of stakeholders and community members. Through a transformative planning framework and engagement strategy, Just Cities, LLC will continue centering the voices of those most impacted by local housing issues. Specifically, Just Cities, LLC will support the City in citywide meetings on a draft Richmond HER to incorporate feedback into draft document, including:

1. A CBO Collaborative
2. Resident Advisory Council (RAC) meetings
3. Citywide community scoping and feedback sessions
4. City Commission(s) and City Council scoping sessions

TASK AREA 3, REPORT PRODUCTION AND ADOPTION: Produce a comprehensive Richmond Housing Equity Roadmap report for City Council adoption that:

1. Includes short, medium, and long-term priorities of the 12 housing policies listed in Section I. 2. Addresses issue of racial segregation, neighborhood concerns, and land use compatibility concerns. 3. Incorporates community feedback and is accessible to the general public.
4. Can be used as a model for other cities to emulate.

TASK AREA 4, POLICY IMPLEMENTATION ASSISTANCE: Engage in policy implementation of the adopted HER. See below for details.

Key Milestones and Project Timeline, July 2023 to July 2025

Milestone	Deadline
Project Initiation: Project Analysis, Research, and Design	August 2023
Form CBO Collaborative and hold Scoping Session	August - September 2023
Reform Resident Advisory Council (RAC) & Begin Meetings	September - October 2023
1 Citywide Community Scoping Session on HER Draft Report	November 2023
City Commission(s) Scoping Session	November 2023
City Council Scoping Session	October 2023
Produce Administrative Draft Housing Equity Roadmap Report for City Internal Review	May 2024
Produce Public Review Draft Housing Equity Roadmap Report	June 2024

	<p>Task 2.2: Resident Advisory Council</p> <p><i>External deliverables: Resident Advisory Council summary(ies) (draft and final; Word and/or PDF)</i></p>	<p>Meet every 2-4 weeks (as needed) beginning 10/2023</p>
	<p>Task 2.3: Citywide Community Scoping Session</p> <p><i>External deliverables: Flyers; draft/ final agenda; draft/final presentation; draft/final summary notes</i></p>	<p>11/2023</p>
	<p>Task 2.4: City Commission(s) & City Council Scoping Sessions</p> <p><i>External deliverables: Draft & final presentation; draft & final meeting summary</i></p>	<p>11/2023</p>
<p>Task 3: HER Report Production and Adoption</p>	<p>Task 3.1: HER Report Production</p> <p><i>External deliverables: draft HER report</i></p>	<p>4/2024</p>
	<p>Task 3.2: Feedback and Adoption Process</p> <p><i>3.2.1: HER Report feedback sessions with public agency and community stakeholders</i></p>	<p>Feedback: 3/2024-6/2024</p>
	<p><i>3.2.2: City Commission(s) Review Meeting</i></p> <p><i>3.2.3 City Council Hearing on draft HER</i></p>	<p>7/2024</p> <p>8/2024</p>
<p>Task 4: Policy Implementation Assistance</p>	<p>Task 4.1: Assist city of Richmond with HER Implementation</p>	<p>9/2024-8/2025</p>

Task 1.1: Policy Analysis Research and Design

The team will support the City with a review of the 12 HER priorities to organize and refine policy recommendations gathered during the background review (Task 1.1). In collaboration with the City, and the HER collaborative, Just Cities, LLC will use data analysis and best-practice policy research to design specific policy terms and policy recommendations for the 12 policy priorities (described on page 1-2):

Task 1.1.1 New Public Financing Analysis and Design

Task 1.1.2 Anti-Displacement Zones

Task 1.1.3 Fair Housing Impact Assessment & Local Policies

Task 1.1.4 Housing Reparations Fund

Task 1.1.5 Public Land Policy

Task 1.1.6 New Renter Policies

Task 1.1.7 LGBTQ+ Housing Issues

Task 1.1.8 Fair Chance Housing Policy

Task 1.1.9 Address Discrimination Against Undocumented Residents

Task 1.1.10 Affordable Housing for Families with Children Analysis

Task 1.1.11 Inclusionary Zoning & Community Benefits Assessment

Task 1.1.12 Resident Planning Councils for Anti-Displacement Design

Task 2: Community Engagement

Just Cities, LLC will support the City with the following community engagement activities for the HER.

Task 2.1: CBO Collaborative

Just Cities, LLC will support the City in forming a CBO Collaborative with Richmond's leading housing equity organizations, including those involved in the AFFH process, that will serve as our ears and boots on the ground for designing the strategies in the HER and bringing them to fruition. The Collaborative will focus on helping shape policy development and advocacy.

The Collaborative will comprise 8-10 organizations based in Richmond or who have done extensive work in Richmond. These organizations may have a housing-specific or housing-adjacent focus. Organizations will include existing Just Cities and Just Cities, LLC partners, recommendations from those partners, and recommendations from City staff. The preliminary list of Collaborative members includes:

- Alliance of Californians for Community Empowerment (ACCE)
- Bay Area Legal Aid
- Community Housing Development Corp
- Othering & Belonging Institute

questions, hear ideas from community members, and to gather the community's perspective and feedback on proposed policies. Input gathered during the session will be incorporated into the working draft of the HER report.

The scoping session will occur sometime in November 2023 online or in-person. Just Cities, LLC may use live polling and other interactive tools to gather input if online. Just Cities, LLC would provide translation services in Spanish and Loatian as needed.

Just Cities , LLC will prepare flyers in English, Spanish, and Loatian that provide information about the HER to promote the community scoping session. The City will review, finalize, and distribute the flyers. The City will also help publicize the workshop through City-managed social media accounts, a dedicated webpage on the City's website for the HER, email distribution lists (e.g., eNotifications), press releases, and will provide translation and interpretation services during the workshop.

External deliverables: Community scoping session agenda, presentation, and summary notes(draft and final, Word/PPT and PDF)

Task 2.4: City Commission(s) and City Council Scoping Session

Just Cities, LLC will present in a study session with the City Commission(s) and the City Council, separately, to serve as an educational, and expectation-setting meeting. Just Cities, LLC will prepare a presentation sharing the proposed policy recommendations, including input from the CBO and citywide community scoping sessions. The study session will allow the appropriate City Commission(s) and City Council to review and advise the policy recommendations, as well as ask any questions pertaining to the HER report drafting process. Input from this scoping session will help to inform the working draft of the HER report.

External deliverables: Study session presentation (draft and final; PPT and PDF); summary (draft and final; Word and/or PDF)

Task 3: HER Report Production and Adoption

Task 3.1: HER Report Production

A draft administrative version of the HER Report will be produced for review by the City Planning Department team. This report submission will take into account the input and feedback from community engagement and scoping sessions. The City will make the draft report available to the public in advance of the scheduled feedback session(s) (task 3.2).

External deliverable: HER administrative report (draft)

Task 3.2 Report Adoption Process

Task 3.2.1: HER Report Feedback Sessions with Public Agency and Community Stakeholders

Once the HER draft report has been made publicly available by the City, Just Cities, LLC will schedule one working session with community stakeholders, and one working session with relevant public agencies to gather feedback on the draft report. These feedback sessions allow the community and public agencies to provide feedback on how the policies developed throughout the drafting process have been incorporated into the written report. The Just Cities, LLC HER team will incorporate feedback between sessions into the final draft of the HER report.

Task 3.2.2: City Commission(s) Review Meeting

Just Cities Two Year Budget for Implementing Richmond Housing Element Meaningful Actions and Designing a Housing Equity Roadmap, 10.1.23 to 9.30.25

Tasks	City of Richmond Request	Fair Housing Alliance of Northern CA + Foundations	Total Budget (\$175/hr)	Estimating hours
Task 1.1 Policy Analysis, Research, and Design	\$42,000.00	\$280,000.00	\$290,500.00	1,840
1.1.1 New Public Financing Analysis and Design	\$10,000.00	\$11,000.00	\$21,000.00	120
1.1.2 Anti-Displacement Zones & Community Outreach for 2 years	\$5,000.00	\$100,000.00	\$105,000.00	600
1.1.3 Fair Housing Impact Assessment & Local Policies	\$10,000.00	\$21,500.00	\$31,500.00	180
1.1.4 Housing Reparatons Fund		\$35,000.00	\$35,000.00	200
1.1.5 Support the Development of a Public Land Policy	\$2,000.00	\$1,500.00	\$3,500.00	20
1.1.6 New Renter Policies		\$21,000.00	\$21,000.00	120
1.1.7 Community Engagement & Identify LGBTQ+ Housing Issues		\$14,000.00	\$14,000.00	80
1.1.8 Assess Current & Improve Fair Chance Housing Policy		\$17,500.00	\$17,500.00	100
1.1.9 Address Discrimination Against Undocumented Residents	\$5,000.00	\$16,000.00	\$21,000.00	120
1.1.10 Affordable Housing for Families with Children Analysis	\$5,000.00	\$12,500.00	\$17,500.00	100
1.1.11 Identifying Consultants for Inclusionary Zoning & Community Benefits Assessment		\$3,500.00	\$3,500.00	20
1.1.12 Resident Planning Councils for Anti-Displacement Design	\$5,000.00	\$26,500.00	\$31,500.00	180
Task 2. Community & City Engagement for 2 Years	\$18,000.00	\$328,500.00	\$346,500.00	437
2.1 CBO Collaborative Stipends for Richmond organizations for 2 years (monthly meetings, 20 meetings total)		\$270,000.00	\$270,000.00	N/A
2.2 Resident Advisory Council (monthly meetings, 18 meetings total; \$50/meeting stipend for 10 residents, interpretation)	\$8,000.00	\$30,000.00	\$38,000.00	217
2.3 Community Scoping (1 citywide meeting) & Impacted Residents Listening Sessions (~5)	\$5,000.00	\$26,500.00	\$31,500.00	180
2.4 Planning Commission & City Council Scoping	\$5,000.00	\$2,000.00	\$7,000.00	40
Task 3. Report Production and Adoption	\$15,000.00	\$21,250.00	\$36,250.00	190
3.1 Report Production (Writing, Graphic Design, Printing Costs)	\$8,000.00	\$21,250.00	\$29,250.00	150
3.2 Adoption Process including Community, Planning Commission, City	\$7,000.00	\$0.00	\$7,000.00	40
Task 4. Implementation Assistance (20 hrs/wk for 1 year) Year 2	\$75,000.00	\$93,000.00	\$168,000.00	960
Total	\$150,000.00	\$722,750.00	\$841,250.00	3,427