



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MAY 13, 2025

**FROM: COMMUNITY AND ECONOMIC DEVELOPMENT WARD: ALL
DEPARTMENT**

**SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH RADAR INC.
OF LOS ANGELES, CALIFORNIA, FOR THE MISSING MIDDLE PROTOTYPE
PLANS FOR INFILL HOUSING SITES PROJECT, FROM REQUEST FOR
PROPOSAL (RFP) NO. 2439, FOR A ONE-YEAR TERM WITH AN OPTIONAL
ONE-YEAR EXTENSION, IN THE AMOUNT OF \$472,993 AND A CHANGE
ORDER AUTHORITY IN THE AMOUNT OF \$27,007 FOR A TOTAL
COMPENSATION AMOUNT NOT TO EXCEED \$500,000**

ISSUES:

Approve a Professional Consultant Services Agreement with RADAR Inc. of Los Angeles, California, for the Missing Middle Prototype Plans for Infill Housing Sites Project, from Request for Proposals (RFP) No. 2439, for a one-year term with an optional one-year extension, in the amount of \$472,993 and a change order authority in the amount of \$27,007 for a total compensation amount not to exceed \$500,000.

RECOMMENDATIONS:

That the City Council:

1. Approve a Professional Consultant Services Agreement with RADAR Inc. of Los Angeles, CA for Request for Proposal (RFP) No. 2439, for the Missing Middle Prototype Plans for Infill Housing Sites Project, for a one-year term with an optional one-year extension in the amount of \$472,993 and a change order authority in the amount of \$27,007 not to exceed a total compensation amount of \$500,000; and
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement and subsequent related agreement(s), as necessary, with RADAR Inc, including making minor and non-substantive changes including but not limited to exercising the option to extend.

BACKGROUND:

The Regional Early Action Planning Grants of 2021 (REAP 2.0) is a strategic investment program administered by the California Department of Housing and Community Development (HCD) in collaboration with the Governor's Office of Land Use and Climate Innovation (LCI), the Strategic Growth Council (SGC), and the California Air Resources Board (CARB). REAP 2.0 provides funds to regional governments to accelerate housing production and facilitate compliance with

the 6th Cycle Housing Element.

In June 2022, the Southern California Association of Governments (SCAG) approved the REAP 2.0 Program Development Framework which outlined the Programs to Accelerate Transformational Housing (PATH) program. The PATH program provides funding for projects which accelerate infill development and facilitate housing supply, choice, and affordability through the Regional Utilities Supporting Housing (RUSH) and Housing Infill on Public and Private Lands (HIPP) pilot programs. The HIPP pilot program allocated approximately \$8,000,000 to be awarded to public agencies which identify projects that either: 1) scale up the development of surplus publicly owned land, or other privately owned land which can be developed with affordable housing; or 2) initiate corridor-wide or area-wide infill housing initiatives.

On July 10, 2023, the City of Riverside applied for a \$500,000 grant through the HIPP pilot program for the Missing Middle Prototype Housing Plans. In September, SCAG conditionally awarded the grant to the City, but finalization was delayed due to proposed state budget cuts. After successful lobbying by SCAG and others, most REAP 2.0 funding was restored, allowing formal award activities to resume in July 2024.

On October 22, 2024, the City Council adopted a Resolution authorizing acceptance of a grant award from the Southern California Association of Governments Housing Infill on Public and Private lands Pilot Program for the preparation of Missing Middle Prototype Housing plans in the amount of \$500,000. (Attachment 1)

In March 2025, the City of Riverside and the Southern California Association of Governments (SCAG) executed a Memorandum of Understanding (MOU) for the project. (Attachment 2).

DISCUSSION:

Project Overview

The Missing Middle Prototype Housing Plans for Infill Housing Sites Project (“Project”) seeks to increase housing opportunities at strategic locations throughout the City by incentivizing infill development through preapproved prototype plans catered to a variety of missing middle housing types.

Missing middle housing refers to small- to medium-sized residential developments that fall between detached single-family homes and high-density apartments. It is described as "missing" because zoning laws and other regulations often restrict or prohibit it. As a result, this type of housing is rare in modern residential development. Examples include duplexes, triplexes, townhouses, cottages, courtyard-style housing, condos, live-work buildings, and courtyard apartments.



Figure 1. Examples of Missing Middle Housing

Image Source: Opticos Design, Inc. ©

The project aims to increase the City's housing stock and fulfill key objectives outlined in the 6th Cycle Housing Element by removing barriers in the permitting process for smaller-scale multi-family development (e.g., two- to four-unit properties, small cluster development and low-rise apartments) tailored to infill development sites to enrich existing neighborhoods with a broader range of housing types attainable to middle income households. The project also aims to reduce overall housing costs in the City by increasing the number of housing units available.

On December 11, 2024, the Purchasing Division of the Finance Department issued RFP No. 2439 through the online bidding system, Planet Bids, seeking consultant services from experienced firms to provide an electronic proposal describing the Company's ability to provide the scope of services identified in RFP 2439. A total of 770 prospective vendors were notified. A total of 58 prospective bidders downloaded the RFP.

RFP No. 2439 closed on January 23, 2025, and a total of seven proposals were received. Six of the seven proposals were deemed responsive based on the RFP guidelines and requirements.

On January 31, 2025, under the guidance of the Purchasing Division, an Evaluation Committee was formed consisting of three City staff members. The Evaluation Committee members independently scored each proposal. The evaluation criteria, total points, and rankings for each bidder are summarized in the tables below.

Evaluation Criteria

Approach and Methodology	35%
Experience (Projects of similar size and scope)	10%
Professional References	10%
Qualifications	20%
Cost Evaluation	25%

Evaluation Results

VENDOR	LOCATION	TOTAL COST	AVERAGE SCORE	RANK
RADAR, Inc.	Los Angeles, CA	\$472,993	885.00	1
Harris & Associates, Inc.	Concord, CA	\$538,561	842.89	2
Koning Eizenberg Architecture, Inc.	Santa Monica, CA	\$499,509	835.06	3
Tighe Architecture, Inc.	Los Angeles, CA	\$498,020	830.77	4
Bell Architects, Inc.	Los Angeles, CA	\$699,800	811.47	5
Azure Development Inc.	Montebello, CA	\$496,100	775.03	6
Paula Swift Consulting¹	Seal Beach, CA	\$80,000	-	-

¹ Paula Swift Consulting was marked unresponsive due to not meeting the minimum years of experience qualifications as outlined in the RFP.

Upon review of all proposals, RADAR, Inc. received the highest rating based on the criteria outlined in the RFP. RADAR, Inc. is a well-known Southern California architecture firm with over 18 years of experience in a diverse range of project types, including commercial, institutional, civic, and residential. RADAR is known for its thoughtful, non-traditional approach to architecture, challenging conventional norms by blending tradition with modernity. The firm views architecture as a tool for community empowerment and believes in adaptive reuse, creative workplaces, and versatile spaces that reflect and serve the needs of their neighborhoods.

Purchasing Resolution 24101, Section 508 Awards states, “Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that: (c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications.”

The Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution 24101, Section 508 (c).

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 2 – Community Well-Being, Goal 2.1** – Facilitate the development of a quality and diverse housing supply that is available and affordable to a wide range of income levels and **Goal 2.3** – Strengthen neighborhood identities and improve community health and the physical environment through amenities and programs that foster an increased sense of community and enhanced feelings of pride and belonging citywide.

This Project aligns with the following Cross-Cutting Threads:

1. **Community Trust** – The proposed project information is presented at an open public meeting and contains transparent on City processes and regulations.
2. **Equity** – The proposed project will facilitate a variety of equitable housing options which encourage much needed housing development in the region.
3. **Fiscal Responsibility** – The proposed project will provide \$500,000 as a onetime grant to support the availability of infill housing in the City.
4. **Innovation** – The proposed project incorporates a robust community engagement and technical assistance plan to streamline innovative housing production in strategic locations within the City.
5. **Sustainability & Resiliency** – The proposed project will incentivize development on otherwise vacant residential lots and are environmentally sensitive to surrounding neighborhoods and are consistent with the objectives of the General Plan.

FISCAL IMPACT:

The fiscal impact of the Professional Service Agreement with RADAR Inc. is \$500,000 for the total project, which includes a contingency amount of \$27,007. This project is fully funded by the Southern California Association of Governments and the California Department of Housing and Community Development as part of the 2022 Regional Early Action Planning (REAP 2) Grant Housing Infill on Public and Private Lands (HIPP) Pilot Project. There is a local in-kind match consisting of staff time that is estimated at \$66,800 for this project. Funding is budgeted and available in the fund and program as listed in the table below.

Table 1. Funding Source

Fund	Program	Account	Amount
Development Grants	SCAG HIPP Pilot Program	9928700-440210	\$500,000

Prepared by: Daniel Palafox, Associate Planner
 Approved by: Jennifer A. Lilley, Community & Economic Development Director
 Certified as to
 availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
 Approved by: Mike Futrell, City Manager
 Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. City Council Resolution Authorizing Grant Acceptance
2. Memorandum of Understanding (MOU)
3. Professional Consultant Services Agreement
4. Award Recommendation
5. RADAR Proposal