


CITY COUNCIL ACTION REQUEST			
DEPARTMENT(S) Housing	CEQA Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	COORDINATION City Attorney's Office and City Manager's Budget Office	Director Approval /s/ Erik L. Soliván
COUNCIL DISTRICT(S) Citywide			CMO Approval  <div style="text-align: right;">8/21/2025</div>
SUBJECT: Amendment to the Standard Consultant Agreement with CSG Advisors Incorporated for Consulting Services			
RECOMMENDATION			
Adopt a resolution authorizing the Housing Director, or his designee, to negotiate and execute a second amendment to an agreement with CSG Advisors Incorporated to increase the maximum contract value to \$750,000 from \$250,000 for the period October 1, 2024, to June 30, 2026, to assist with cost of development study, feasibility analysis, and review of housing development proposals.			
BASIS FOR RECOMMENDATION			
<p>The City of San José's Housing Department frequently undertakes studies and analyses that requires specialized financial and market analysis expertise. To complete these tasks, the City of San José requires assistance from CSG Advisors Incorporated which has provided support to the Housing Department since 2001. Over the years, CSG Advisors Incorporated has assisted with developing housing policy and procedures, conducting financial feasibility analyses, and reviewing housing development proposals.</p> <p>The proposed contract increase will support CSG Advisors Incorporated to conduct and finalize the current year's cost of development study, perform feasibility analyses of sites across San José, assist with reviewing and scoring affordable housing proposals submitted to the Housing Department's rolling Request for Proposals. It would also fund underwriting training for staff and additional financial or policy analyses as needed. The increase in maximum compensation reflects the expanded scope of work. CSG Advisors Incorporated has the technical capacity and subject-matter expertise to effectively complete the work requested.</p>			
COMMISSION RECOMMENDATION AND INPUT			
No commission recommendation or input is associated with this action.			
COST AND FUNDING SOURCE			
The recommended amendment to this agreement of \$500,000 is funded by the Non-Personal/Equipment appropriation in the Low and Moderate Income Housing Asset Fund.			
FOR QUESTIONS CONTACT: Banu San, Deputy Director, Housing Department, at banu.san@sanjoseca.gov			