



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Erik L. Soliván

SUBJECT: See Below

DATE: May 18, 2026

Approved

Date:

5/27/26

COUNCIL DISTRICT: Citywide

SUBJECT: Third 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 the Third Amendment to the Standard Consultant Agreement with CSG Advisors Incorporated, to increase compensation by \$250,000, for a total maximum compensation not to exceed \$1,000,000, for housing finance and development advisory and housing policy consulting services, for the term ending June 30, 2027.

SUMMARY AND OUTCOME

The proposed contract amendment will allow CSG Advisors Incorporated to continue supporting the City's housing programs, project financial feasibility work, and housing policy analysis. The increase in maximum compensation reflects the expanded scope of work, including the annual Cost of Residential Development Study, ongoing feasibility analyses of sites across San José, and review of housing development proposals. CSG Advisors Incorporated has the technical capacity and subject-matter expertise to effectively complete the work requested.

BACKGROUND

The Housing Department frequently undertakes studies and analyses that require specialized housing financial and market analysis expertise. Since 2001, CSG Advisors Incorporated has supported the Housing Department in developing housing policy and procedures, conducting project financial feasibility reviews, and evaluating housing development proposals. CSG Advisors Incorporated was selected through a competitive procurement process, and recent deliverables include, but are not limited to, the Cost of

Residential Development Study¹ co-authored and presented to the City Council on December 8, 2025, and comprehensive affordable housing finance underwriting training provided to Residential Development Division staff.

ANALYSIS

The Housing Department's growing workload in housing project feasibility analysis, policy development, and affordable and mixed-income housing proposal review is nearing the capacity of the current contract value. The proposed amendment would increase the current maximum contract value by \$250,000, from \$750,000 to \$1,000,000, to support continued housing finance and development advisory services through the contract term ending June 30, 2027. The expanded scope will fund feasibility analyses of sites across San José, assistance reviewing and scoring housing proposals submitted to the Housing Department's rolling Request for Proposals, underwriting training for staff, and additional financial and policy analyses as needed. CSG Advisors Incorporated has demonstrated the ability to deliver the required services over a sustained engagement with the City.

EVALUATION AND FOLLOW-UP

No additional follow-up action with the City Council is expected at this time.

FISCAL IMPACTS

The \$250,000 contract increase will be funded through the Non-Personal/Equipment appropriation in the Low- and Moderate-Income Housing Asset Fund. Costs will be incurred on an as-needed basis through individual service orders, with no additional maintenance costs, matching grant requirements, or associated revenues. The contract runs through June 30, 2027.

COORDINATION

This memorandum was coordinated with the City Attorney's Office and the City Manager's Budget Office.

¹ The Cost of Residential Development in San José:
<https://sanjose.legistar.com/View.ashx?M=F&ID=15007144&GUID=BA1D08BC-AD4D-4FE3-8740-F473655EA988>

HONORABLE MAYOR AND CITY COUNCIL

May 18, 2026

**Subject: Third Amendment to the Standard Consultant Agreement with CSG Advisors
Incorporated for Consulting Services**

Page 3

PUBLIC OUTREACH

This memorandum will be posted on the City Council Agenda website for the May 19, 2026 City Council meeting.

BOARD, COMMISSION, COMMITTEE RECOMMENDATION AND INPUT

No board, commission, or committee recommendation or input is associated with this action.

CEQA

Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

PUBLIC SUBSIDY REPORTING

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

/s/

Erik L. Soliván
Director, Housing Department

For questions, please contact Banu San, Deputy Director, Housing Department, at Banu.San@sanjoseca.gov.