

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

June 10, 2025

FROM

CARRIE HARMON, Director, Community Development and Housing Department

SUBJECT

Amendment to Contract with Whitaker Real Estate Services, Inc. for Affordable Housing Pro Forma Analysis and Transaction Structuring Services

RECOMMENDATION(S)

Approve **Amendment No. 4 to Contract No. 25-407** (4400018237) with Whitaker Real Estate Services, Inc. for affordable housing pro forma analysis and transaction structuring services, increasing the total contract amount by \$30,000, from \$530,000 to an amount not to exceed \$560,000, and extending the contract term by one month, for a new total contract term of July 31, 2021, through July 31, 2025.

(Presenter: Carrie Harmon, Director, 382-3983)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Create, Maintain and Grow Jobs and Economic Value in the County.

Improve County Government Operations.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The contract increase of \$30,000 will be paid from the HOME Investment Partnerships American Rescue Plan Program. Adequate appropriation and revenue have been included in the Community Development and Housing Department's (CDH) 2024-25 budget and will be included in the 2025-26 recommended budget.

BACKGROUND INFORMATION

Amendment No. 4 (Amendment) to SAP Contract No. 4400018237 (Contract) with Whitaker Real Estate Services, Inc. (Whitaker) will allow CDH to facilitate the successful completion of the acquisition phase for CDH's two motel conversion projects, which require additional time beyond the current contract term end date of June 30, 2025. This Amendment provides a one-month extension and increased funding to continue with affordable housing pro forma analysis and transaction structuring services.

CDH finances several complex housing development projects, which require a high level of analysis regarding the financial structure, developer selection, low-income housing tax credit financing, new and innovative housing costs, and classification and categorization of different

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types of residential buildings. These services are vital to determining the appropriate financial investment in housing projects.

On August 12, 2021, as the result of a competitive solicitation via Request for Proposals No. EDA121-EDA-4175, the Purchasing Department (Purchasing) executed the Contract with Whitaker, in the amount of \$190,000 for the term of July 31, 2021, through July 30, 2022.

The following subsequent amendments were executed by Purchasing:

- Amendment No. 1 to the Contract extended the term through July 31, 2023, with no change to the Contract amount.
- Amendment No. 2 to the Contract extended the term through June 30, 2024, and increased the amount by \$190,000, for a total not to exceed amount of \$380,000, and expanded the scope of services to include pre-development and development analysis related to the construction of new affordable housing units at the Pacific Village project.
- Amendment No. 3 to the Contract extended the term through June 30, 2025, and increased the amount by \$150,000, for a total not to exceed amount of \$530,000.

With the recommended contract increase of \$30,000 in this Amendment, the Contract exceeds the Purchasing Department's approval authority limit of \$200,000 per year. As a result, this Amendment is being presented to the Board of Supervisors for approval.

CDH recommends approval of the Amendment to continue affordable housing pro forma analysis and transaction structuring services that contribute to the development of a well-planned, balanced, and sustainable county, and help increase the housing stability of county residents.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Suzanne Bryant, Deputy County Counsel, 387-5455) on May 2, 2025; Purchasing (Ariel Gill, Supervising Buyer, 387-2070) on May 2, 2025; Finance (Paul Garcia, Administrative Analyst, 386-8392) on May 23, 2025; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on May 27, 2025.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 10, 2025



cc: CDH - Harmon w/agree
Contractor - c/o CDH w/agree
File - w/agree
MBA 06/23/2025