



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: MARCH 19, 2024

FROM: COMMUNITY & ECONOMIC DEVELOPMENT WARDS: ALL
DEPARTMENT

SUBJECT: REQUEST FOR PROPOSAL FOR MASTER AGREEMENT PANEL TO PERFORM ABATEMENT WORK AT VARIOUS LOCATIONS ON AN “AS NEEDED” BASIS WHEN REQUESTED BY THE CODE ENFORCEMENT DIVISION; RFP NO. 2338 FOR GENERAL ABATEMENT; ALL PROJECTS LESS THAN \$50,000 EACH; MASTER AGREEMENT TERM THROUGH MARCH 19, 2027; TOTAL AMOUNT NOT TO EXCEED \$300,000 PER MASTER CONTRACT

ISSUES:

Approve the Community & Economic Development Department Code Enforcement Division Contractors Panel Master Agreements for abatement work from RFP No. 2338 for General Abatement at various city locations on an as-needed basis, for projects less than \$50,000 each for the three-year period beginning March 19, 2024, and ending March 19, 2027, for total amount not to exceed \$300,000 each per Master Agreement.

RECOMMENDATIONS:

That the City Council:

1. Approve the Master Agreement for General Abatement Work at various city locations on an as-needed basis contracts with California Building Maintenance and Twin Builders., for projects less than \$50,000 each for the three-year period beginning March 19, 2024, and ending, March 19, 2027, for total amount not to exceed \$300,000 each per Master Agreement; and
2. Authorize the City Manager, or his designee, to execute the necessary contract documents including making minor, non-substantive changes.

BACKGROUND:

When public nuisances, as defined in Chapter 6.15 of the Riverside Municipal Code, including but not limited to open and vacant structures, trash and debris, and green/stagnant pools are found to exist, the Code Enforcement Division notifies the responsible party of such conditions. If the responsible party does not abate the public nuisance within the specified time frame, the City of Riverside may abate the nuisance. Abatement expenses, including administrative and contractor costs, are then submitted to the responsible party for payment. If payment is not made by the responsible party a lien is placed on the subject property. The City follows all due process notifications and meets the strict guidelines of the Riverside Municipal Code whenever taking

enforcement action and/or conducting City ordered abatements. Many of these abatements occur under the authority of a court approved abatement warrant.

DISCUSSION:

Large-scale and non-exigent general abatement projects would take place among the contractors on the General Abatement Contractors Panel, with the establishment of a Master Agreement. When the need arises, the Contractor Panel will be notified and asked to provide a quote based on the specific scope of work. The Panel member with the lowest price for the scope of work will be awarded through a Supplemental Agreement for that specific project.

To comply with the requirements of the competitive bid process, the maximum contract award must be less than \$50,000. The Master Agreements limit each contractor's compensation to \$300,000 over the three-year term of the agreement.

The current list of contractors was selected from a list of qualified abatement contractors that responded to a Request for Proposal as explained below.

This RFP was conducted to include additional contractors to the existing panel as there is only one at this time, R&R B Inc. Additional qualified contractors are needed to provide competitive bids on projects and participate in a rotating call-out program for smaller, non-bid projects within the City.

PURCHASING:

RFP 2338 was issued on November 15, 2023, for a general abatement contractor panel, by the Purchasing Division on Planet Bids. The notification of RFP release was sent to 31 City of Riverside vendors, and 500 external vendors. The RFP generated 20 prospective bidders. The RFP did not have a pre-bid meeting, no addenda were issued, and 11 questions were received. On the bid due date of December 12, 2023, two responses were received. After Purchasing's review, two proposals were deemed as responsive and responsible. The response was given to an evaluation committee, comprised of three staff members, for review and scoring as seen below.

Contractor	Location	Rank	Total Points
California Building Maintenance	Riverside, CA	1	300.00
Twin Builders	Corona, CA	1	300.00

The Purchasing Manager concurs that the recommendation is compliant with Purchasing Resolution 23914.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority #2 – Community Well-Being** – Ensure safe and inclusive neighborhoods where everyone can thrive.

Goals:

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.

2.4 - Support programs and innovations that enhance community safety, encourage neighborhood engagement, and build public trust.

2.5 - Foster relationships between community members, partner organizations, and public safety professionals to define, prioritize, and address community safety and social service needs.

This item aligns with four of the Cross Cutting Threads as follows:

1. **Community Trust** – The Request for Proposal was posted on the City’s purchasing portal and sent to all registered qualified vendors. Responses were screened by purchasing and objectively scored by staff against identical criteria.
2. **Equity** – Project outcomes will benefit the entire community by providing abatement services across all segments of the city which will facilitate safe and clean neighborhoods.
3. **Fiscal Responsibility** – A competitive procurement process was used to secure contractors that agree to a predetermined and competitively derived compensation schedule.
4. **Sustainability & Resiliency** – Abatement services provide a safe and clean environment. Abatement contractors also provide emergency and disaster services that enhance the city’s resiliency in such scenarios.

FISCAL IMPACT:

The fiscal impact of this action is not to exceed \$300,000 for each individual agreement and less than \$50,000 for each individual project for the three-year period. Sufficient funds are budgeted and available in the General Fund, Code Enforcement, Professional Services account number 2840000-421000 for Fiscal Year 2023/2024. Appropriations for future fiscal years will be included in the department’s budget submissions for those fiscal years to be presented to the City Council for approval.

Prepared by: Gary Merk, Code Enforcement Manager
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: Rafael Guzman, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Master Agreement for General Abatement Work with California Building Maintenance.
2. Master Agreement for General Abatement Work with Twin Builders
3. Award Recommendations for RFP No. 2338