



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 7, 2022

FROM: PUBLIC WORKS DEPARTMENT WARDS: ALL

SUBJECT: PROPOSED FIFTH AMENDMENT TO THE PROFESSIONAL CONSULTANT AGREEMENT WITH THE GREATER RIVERSIDE CHAMBERS OF COMMERCE FOR COORDINATION OF COMMUNITY-BASED VOLUNTEER BEAUTIFICATION EFFORTS EXTENDING THE TERM FROM JULY 1, 2022, UP TO DECEMBER 31, 2022, IN THE AMOUNT OF \$97,716

ISSUE:

Approve the Fifth Amendment to Professional Consultant Services Agreement with the Greater Riverside Chambers of Commerce for Coordination of Community-Based Volunteer Beautification Efforts, in the amount of \$97,716, extending the term from July 1, 2022, up to December 31, 2022, in the amount up to \$97,716 using Section 702(w) of Purchasing Resolution 23812.

RECOMMENDATIONS

That the City Council:

1. Approve the Fifth Amendment to Professional Consultant Services Agreement with the Greater Riverside Chambers of Commerce for Coordination of Community-Based Volunteer Beautification efforts extending the term from July 1, 2022, up to December 31, 2022, in the amount up to \$97,716 using section 702(w) of Purchasing Resolution 23812;
2. Adopt the attached Resolution with the Greater Riverside Chambers of Commerce for Coordination of Community-Based Volunteer Beautification efforts; and
3. Authorize the City Manager, or his designee, to execute the Agreement with the Greater Riverside Chambers of Commerce, including making minor and non-substantive changes and the contract extensions.

BACKGROUND:

In 1953, Keep America Beautiful was formed to bring public and private sectors together to develop and promote a national cleanliness ethic and help produce cleaner more beautiful public places.

In 1976, the Greater Riverside Chambers of Commerce (Chamber), in cooperation with the City, became an affiliate of the Keep America Beautiful Clean Community System, a pre-cursor to the Keep America Beautiful System, which focused on educating the community and promoting volunteerism to address litter problems.

In 1988, City personnel met with the Chamber and the other organizations to develop a cohesive program and maximize its effectiveness. In 1992, former Mayor Loveridge and Art Pick collaborated to develop the Keep Riverside Clean and Beautiful (KRCB) Program.

A partnership was established with the Chamber taking the lead role in implementing the KRCB Program to support increased volunteer participation and reduce the time required by City staff to implement programs. Since that time, the Chamber has successfully worked to increase the impact of the program by encouraging community involvement through volunteerism.

Prior to 2014, the City provided funding to the Chamber on an annual basis. Given the longstanding support of the program and in an effort to utilize staff time and resources more efficiently, City Council approved a three-year contract in 2014 for the KRCB program.

On September 23, 2014, the City Council approved a professional consultant services agreement with the Chamber for a three-year period through June 30, 2017, in the amount of \$574,754. The agreement included services to the City of Riverside in the areas of litter prevention, waste reduction, beautification, and community improvement through community-based volunteer efforts. During discussion, it was suggested that a competitive bidding process be considered for future contracts. Therefore, in late 2016, a request for proposal was drafted for the coordination of community-based volunteer beautification efforts.

On January 9, 2017, the Utility Services/Land Use/Energy Development Committee approved the issuance of the request for proposal for the coordination of community-based volunteer beautification efforts for a one-year term with four one-year options to extend, for a total of five years through June 30, 2022.

DISCUSSION:

The Fifth Amendment to Professional Consultant Agreement with the Greater Riverside Chambers of Commerce for Coordination of Community-Based Volunteer Beautification efforts extends the term from July 1, 2022, up to December 31, 2022, in the amount up to \$97,716.

On April 22, 2022, RFP 2197 was issued for Coordination of Community Based Volunteer Beautification Efforts. Based on the current tentative schedule for the RFP, proposals are currently due on May 17, 2022. The highest rated proposer is tentatively expected to be identified by the end of June but will not be confirmed until any negotiations have successfully concluded. After any potential negotiations are completed and the agreement is signed and routed for approval, the award is tentatively expected by no later than the end of September. The RFP consists of performance-based milestones and focuses on achieving annual results such as a minimum of twelve large community clean-up events, recruitment of at least 2,500 to 5,000 community volunteers, completion of at least 10,000 volunteer hours, collection of 120,000 pounds (60 tons) of litter, cleaning at least 1,000 miles of streets, cleaning 30 to 50 storm drains, painting over 2,000 graffiti tags, and planting 20 trees and 350 plants within a 12-month period. The December date for the extension of the current agreement should allow

enough time for award of the new agreement even with potential delays beyond the September award date.

A selection committee consisting of representatives of the Public Works Department and the Parks Recreation and Community Services Department will evaluate responsive proposals based on the criteria outlined in the RFP which included qualification and experience, references, approach to scope of service, the quality of the proposal, and the total combined yearly fees. The anticipated approval date for the agreement from RFP 2197 is not until after July 1, 2022, which leaves a need for continued services until the new agreement date can be reached. To allow for continued services with minimal impact to already planned events, an extension of up to six months is being requested to allow for the new RFP to properly cycle through the procurement and award process. This additional time also allows for the proper amount of transition time between agreements and minimal impact upon continued services. City staff intends to have the new agreement in place as soon as possible and notify the previous service provider no less than 30 days in advance of the termination of the extended current agreement.

The City staff is requesting that City Council approve the use of section 702(w) of Purchasing Resolution 23812 to extend the agreement for a term of up to six months to allow the award of RFP 2197. Section 702 states that “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ... (w) When approved by the Manager, Services not subject to the bidding requirements of Section 1109 of the City Charter, which are of such a nature that suitable technical or performance specifications describing them are not readily available and cannot be developed in a timely manner to meet the needs of the City, in which case the Manager shall be authorized to negotiate with any Person or Persons for the Procurement thereof upon the price, terms and conditions need by the Manager to be in the best interest of the City and in doing so may utilize Informal Procurement or Negotiated Procurement process.” The use of the exception is only meant for a temporary extension to the current agreement and is not related RFP 2197 which is being conducted as a competitive procurement.

The Purchasing Manager concurs that the recommendation to approve the fifth amendment is in compliance with Purchasing Resolution 23812.

STRATEGIC PLAN ALIGNMENT:

The Coordination of Community-Based Volunteer Beautification Efforts support **Strategic Priority 2 – Community Well-Being** and **Goal 2.3:** Strengthen neighborhood identities and improve community health and the physical environment through amenities and programs that foster a sense of community and enhanced feelings of pride and belonging citywide.

The project aligns with the cross-cutting threads as follows:

1. **Community Trust** – This contract extension provides a transparent process to continue community-based beautification efforts while the City works to award RFP 2197.
2. **Equity** – The City ensures that community beautification efforts are planned with geographic equity in mind, cleanup events are distributed throughout Riverside.
3. **Fiscal Responsibility** – The City is managing an open procurement process through RFP

2197 which will ensure the City is receiving competitive pricing for these services. This current contract extension will maintain the status quo for several months.

4. **Innovation** – The City's leveraging of community resources to beautify its rights of way and public spaces maximizes available resources and creates strong partnerships with the community.
5. **Sustainability & Resiliency** – Community beautification efforts not only improve the aesthetic appeal of the communities they serve.

FISCAL IMPACT:

The total fiscal impact of the action in Fiscal Year 2022/23 is \$97,716. Sufficient funds to cover the extended Agreement term are budgeted in the upcoming FY 2022-2024 budget that will be presented to City Council in June for adoption, in the General Fund, Public Works Solid Waste-Sundry/Gen Govt account number 4130500-459022 (\$68,401.20 or 70% of the agreement), and the General Fund, Non-Departmental, Keep Riverside Clean Chamber of Commerce account number 7241600-459022 (\$29,314.80 or 30% of the agreement).

Prepared by: Gilbert Hernandez, Public Works Director
Certified as to
availability of funds: Edward Enriquez, Interim Assistant City Manager/CFO/Treasurer

Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachment: Fifth Amendment to Agreement