



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: DECEMBER 17, 2019

FROM: GENERAL SERVICES DEPARTMENT WARD: ALL

SUBJECT: MEASURE Z – PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH CITYGATE ASSOCIATES, LLC FOR POLICE HEADQUARTERS SITING, FACILITIES OPTIMIZATION AND OPERATIONAL STUDY FOR AN 18 MONTH TERM IN THE AMOUNT OF \$95,953 – REQUEST FOR PROPOSALS NO. 1949 – AND SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$95,953

ISSUE:

Approve a Professional Consultant Service Agreement with Citygate Associates, LLC for Police Headquarters Siting, Facilities Optimization and Operational Study in the amount not to exceed \$95,953 and authorize a supplemental appropriation in the amount of \$95,953.

RECOMMENDATION:

That the City Council:

1. Approve a Professional Consultant Service Agreement with Citygate Associates, LLC, located in Folsom, California, for an 18 month term in the amount not to exceed \$95,953 for Police Headquarters Siting, Facilities Optimization and Operational Study;
2. Authorize a supplemental appropriation from Measure Z Fund Balance in the amount of \$95,953 to Measure Z New Police Headquarters Account No. 9901809-421000; and;
3. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with Citygate Associates, LLC including making any minor, non-substantive changes and sign all documents necessary to implement the Police Headquarters Siting, Facilities Optimization and Operational Study.

COMMISSION RECOMMENDATION

This report is published on December 5, 2019 for the December 17, 2019 City Council meeting. On December 12, 2019, the Budget Engagement Commission will hear this item for consideration and will be asked to recommend that the City Council approve a supplemental appropriation in the amount of \$95,953 from unallocated Measure Z fund balance to fund a Police Headquarters Siting, Facilities Optimization and Operational Study. The City Council will also consider this item at their December 17, 2019 City Council meeting.

BACKGROUND:

On June 21, 2019, Request for Proposals (RFP) No. 1949 was issued for Consulting Services for the City of Riverside Police Department (RPD) Police Headquarters Siting, Facilities Optimization and Operational Study. The proposal was prepared in conjunction with the Riverside Police Department (RPD), Purchasing Department and General Services Department. Prior to the closing date of the RFP, approximately twenty-eight companies reviewed the RFP specifications on PlanetBids. An addendum was issued to extend the closing date of the RFP to August 29, 2019 and two subsequent addendums were issued to further define the scope of work for the project and increase the value of the agreement up to \$100,000. Following these modifications, at the closing of the RFP, the City received responses from the following consulting firms:

1. Citygate Associates LLC, Folsom California
2. Dewberry Inc., Pasadena, California
3. BerryDunn LLC, Portland, Maine

In order to identify the most qualified firm, a Screening and Selection Committee (Committee) was formed to independently review, evaluate and score all responsive Proposals received based on the evaluation criteria set forth in the RFP. All three consulting firms were invited to interview with the Committee. The scores from both the RFP responses and interviews with the consulting firms were combined to determine the three firms' ranking. Following this process, the Committee determined Citygate Associates, LLC (Citygate) to be the preferred firm to best achieve the objectives as set forth in the RFP.

DISCUSSION:

The Riverside Police Department's (RPD) current headquarters is located at 4102 Orange Street, an approximately 39,000 sq. ft. two-story building and basement level with approximately 30,000 square feet in use. Once housing all the policing functions, including the dispatch center, the facility now operates as policing headquarters primarily limited to administrative functions. These operations include police management, accounting, personnel services and records. However, the building is also used by field officers for pre-booking arrestees and booking items of evidence. While the structure is reaching the end of its useful life cycle, it has one strong asset; its location.

The building is owned by the County of Riverside and is leased to the City for approximately \$300,000/year; however, the lease for the facility is scheduled to terminate August 14, 2022, with the option to extend the lease for five years or until August 14, 2027. The County has indicated its desire to maintain ownership of the property.

The replacement of the RPD headquarters building was identified as a principal need in the campaign for Measure Z, (a sales tax measure to improve City infrastructure approved by City residents) and was widely discussed with voters prior to the passage of that measure. The budget for the new policing headquarters is approximately \$35 million. City staff has identified a few potential sites for the proposed headquarters, but has not yet recommended a specific location.

With over nineteen years of experience, Citygate has performed over 300 public safety studies, including many involving facilities evaluation, planning and siting recommendations. Citygate's project team represents decades of experience in municipal government, policing, statistical analysis and facility evaluations, and has worked with many local and law enforcement agencies such as Rancho Cucamonga, Glendale, Brea, Fullerton, Hesperia and many others for successful outcomes. Citygate has the expertise to evaluate existing RPD data, evolving trends in policing

technology, predictive modeling, geographic distribution of calls for service, travel patterns of patrols and other related information to provide critical insight into potential sites for the RPD Headquarters and in developing a roadmap for community policing services into the future.

Scope of Work

Citygate will provide an evaluation of the three existing policing facilities' functions, operations, and physical locations, related to the community they serve. Based on the evaluation of the City's three policing facilities, Citygate will determine if any adjustments to policing operations would be recommended to meet both current and projected future needs of the City. Furthermore, Citygate will perform an analysis of what policing functions the proposed new police headquarters, and potential substation(s), should provide, and the approximate size of both sworn and professional workforce needed with the proposed Policing facility(s). The scope of work includes, but is not limited to:

- Based on both the current and future needs of the City, determine what policing functions the headquarters shall provide, the efficient size for the headquarters facility and based on an articulable matrix of service to the community, provide recommendations for its location.
- Provide an evaluation of existing policing facilities specifically and public safety facilities in general.
- Make recommendations based on the size of the City and current growth projections for type of policing models specifically and public safety models in general the City could best implement to service the public.
- Considering both the current and future growth rates and population densities, provide recommendations where policing facilities may be located within the City.
- Analyze existing policing facilities and whether current facilities are located in suitable locations to effectively serve the community and contribute to efficient use of labor hours.
- Provide analysis on the practicality of shared public safety facilities and their effectiveness in meeting community safety needs.
- Provide an analysis on the advantages and disadvantages of a large single facility versus a separate administrative office and policing facility.
- Analyze officer response times and availability considering facility locations and travel conditions within the City.
- Analyze emerging technologies that may influence discussions today.
- Conduct at least two scheduled meetings with City staff and police administration, one meeting in a community forum, and one presentation to City Council.

The Purchasing Manager concurs that the recommendations comply with the City's Purchasing Resolution 23256. The Interim Police Chief concurs with the report.

FISCAL IMPACT:

The cost of the Professional Consultant Services Agreement with Citygate Associates, LLC for the RPD Headquarters Siting, Facilities Optimization and Operational Study is \$95,953. A supplemental appropriation is requested from Measure Z Fund Balance to the New Police Headquarters Account No. 9901809-421000 in the amount of \$95,953 in order to fund the project.

Prepared by: Carl Carey, General Services Director
Larry Gonzalez, Interim Police Chief

Certified as to

availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer

Approved by: Moises Lopez, Deputy City Manager

Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Citygate Associates, LLC Proposal
2. Award Recommendation
3. Professional Consultant Service Agreement