



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: AUGUST 18, 2020**

FROM: CITY MANAGER'S OFFICE **WARDS: ALL**

SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH HAUPTMANN & ASSOCIATES IN RESPONSE TO REQUEST FOR PROPOSAL 2017 FOR COMMUNITY POLICE REVIEW COMMISSION CONSULTANT SERVICES IN AN AMOUNT NOT-TO-EXCEED \$99,086 PER YEAR FOR A TOTAL OF \$198,172 FOR A TWO-YEAR TERM FROM JULY 1, 2020 THROUGH JUNE 30, 2022 WITH THREE OPTIONAL ONE-YEAR EXTENSIONS IN THE AMOUNT OF \$99,086 PER YEAR

ISSUE:

Approve a Professional Consultant Services Agreement in response to Request for Proposal 2017 for Community Police Review Commission Consultant Services with Frank Hauptmann dba Hauptmann & Associates, of Riverside, California, in an amount not to exceed \$99,086 per year for a total of \$198,172 for a two-year term from July 1, 2020 through June 30, 2022 with three optional one-year extensions in the amount of \$99,086 per year.

RECOMMENDATIONS:

That the City Council:

1. Approve a Professional Consultant Services Agreement in response to Request for Proposal 2017 for Community Police Review Commission Consultant Services with Frank Hauptmann dba Hauptmann & Associates, of Riverside, California, in an amount not to exceed \$99,086 per year for a total of \$198,172 for a two-year term from July 1, 2020 through June 30, 2022 with three optional one-year extensions in the amount of \$99,086 per year; and
2. Authorize the City Manager, or designee, to execute the Professional Consultant Services Agreement with Hauptmann & Associates including the ability to execute amendments to the Agreement for the three optional one-year extensions in the amount of \$99,086 per year and make other minor non-substantive changes.

BACKGROUND:

The Community Police Review Commission (CPRC) is a Riverside City Charter-authorized commission under the direction of the City Manager's Office. The CPRC receives and independently reviews complaints alleging misconduct against sworn police officers of the Riverside Police Department (RPD), conducts independent investigations of citizen complaints, makes policy

recommendations to RPD, conducts public outreach, and reviews and investigates the death of any individual arising out of or in connection with the actions of a sworn RPD police officer. The City Manager's Office requires unique consultant services to advise and assist with CPRC operations.

On August 28, 2012, City Council approved a Professional Services Agreement with Hauptmann & Associates, in an amount not-to-exceed \$100,000 per year, to provide consultant guidance and services to the CPRC for the term of September 1, 2012 through August 31, 2013, with two optional one-year extensions. The extensions were exercised for this agreement with the final agreement term ending June 30, 2015.

On August 11, 2015, City Council approved a Professional Consultant Services Agreement with Hauptmann & Associates, in an amount not-to-exceed \$105,000 per year, to provide consultant guidance and services to the CPRC for the term of July 1, 2015 through June 30, 2016, with two optional one-year extensions. The extensions were exercised for this agreement with the final agreement term ending June 30, 2018.

On July 10, 2018, City Council approved a Professional Consultant Services Agreement with Hauptmann & Associates, in an amount not-to-exceed \$105,000 to provide consultant guidance and services to the CPRC for a term of two years ending June 30, 2020.

DISCUSSION:

On February 20, 2020, Request for proposal 2017 (RFP 2017) was issued for CPRC Consultant Services. The intent of the RFP was to find a qualified entity or individual to provide unique consultant services to advise and assist with CPRC operations including, but not limited to, conducting investigations of Officer Involved Death incidents involving sworn members of RPD, allegations of misconduct against sworn members of RPD, and other investigations as directed. Additionally, tactical analysis, comprehensive reports, and oral presentations to the CPRC are required.

On March 12, 2020, three (3) proposals were received in response to RFP 2017. After an extensive evaluation and interview process, Hauptmann & Associates was selected as the most qualified proposer based on the criteria outlined in the RFP. All proposals and rankings are outlined in the chart below:

Proposals	Location	Rank
Hauptmann & Associates	Riverside, CA	1
Four Star Investigations	Chino Hills, CA	2
Oracle Investigations Group, Inc.	Santa Ana, CA	3

The Purchasing Manager concurs that the recommended action to award is in compliance with Purchasing Resolution No. 23256.

FISCAL IMPACT:

The total fiscal impact of the agreement is \$198,172. Sufficient funds in the amount of \$99,086 for Fiscal Year 2020-2021 are available in the General Fund City Manager's Office Community Police Review Commission Professional Services Account 1125000-421000. Funding for Fiscal Year 2021-2022 in the amount of \$99,086 will be included in the department's budget submission to be

presented to the City Council for approval.

Prepared by: Brandi Becker, Principal Management Analyst
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Lea Deesing, Assistant City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. RFP Award Recommendation
2. RFP 2017
3. Professional Consultant Services Agreement with Hauptmann & Associates