



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 1, 2020

FROM: GENERAL SERVICES DEPARTMENT WARD: 1

SUBJECT: HOUSING FIRST - PROFESSIONAL SERVICES AGREEMENT WITH ARCLOGICA FOR ARCHITECTURAL DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR A ONE YEAR TERM IN THE AMOUNT OF \$115,307 WITH A CONTINGENCY OF \$15,000, FOR A TOTAL ARCHITECTURAL SERVICES BUDGET OF \$130,307, TO MODIFY THE INTERIOR OF AN EXISTING CITY OWNED BUILDING FOR HOMELESS SERVICES BRIDGE HOUSING PROJECT LOCATED AT 2881 HULEN PLACE, PURSUANT TO CITY OF RIVERSIDE RESOLUTION 23530 DECLARING THE ESTABLISHMENT OF EMERGENCY HOUSING, ADOPTED BY THE CITY COUNCIL DECEMBER 17, 2019, IN ACCORDANCE WITH PURCHASING RESOLUTION 23256, SECTION 301 (D)

ISSUE:

Approve a Professional Services Agreement with Arclogica, located in Tustin, California, for architectural and construction administration services to modify the interior of an existing City owned building for the Homeless Services Bridge Housing Project located at 2881 Hulen Court, in the amount of \$115,307 with a contingency of \$15,000 for a total architectural services budget of \$130,307, pursuant to City of Riverside Resolution 23530 declaring the establishment of emergency housing, adopted by the City Council, December 17, 2019.

RECOMMENDATIONS:

That the City Council:

1. Waive City of Riverside bidding requirements pursuant to City of Riverside Resolution 23530, adopted December 17, 2019, in accordance with Purchasing Resolution 23256, Section 301 (d);
2. Approve a Professional Consultant Services Agreement with Arclogica for a one-year term in the amount of \$115,307 for architectural and construction administration services to modify the interior of an existing City owned building located at 2881 Hulen Place for the Homeless Services Bridge Housing Project, plus contingency in the amount \$15,000 to cover unforeseen costs for a total amount of \$130,307; and
3. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with Arclogica, including making minor and non-substantive changes

and contract extensions.

BACKGROUND:

Acknowledging that homelessness is a Citywide issue, the City Council approved a Housing First Strategy in March of 2018, which, among other recommendations, directed staff to find resources to build service capacity at the Hulen Homeless Service Campus. In 2019, the City of Riverside identified 439 unsheltered persons as part of the Countywide Point in Time Count. This number will rise, particularly if economic conditions worsen in the region. In dealing with its homeless populations, the Hulen Homeless Access Center has become a primary resource for addressing this human service crisis.

On December 5, 2018 the City Council approved Resolution No. 23387 declaring a Shelter Crisis to, among other powers, apply to the State of California for Homeless Emergency Aid Program (HEAP) funding to aid a Bridge Housing Project at the Hulen Homeless Service Campus. The City received an award of \$606,575 in HEAP funding from the County of Riverside for the Bridge Housing Project. Recently, the City also received State Homeless Housing Assistance and Prevention (HHAP) Program funds in the amount of \$300,000, and \$350,000 of FY 2020/21 CDBG funds, for a total funding allocation of \$1,265,575.

Resolution 23387 was later expanded on December 7, 2019 with Resolution 23530 which gave the City Manager certain emergency powers to alleviate homelessness on City property. Among these powers was the suspension of municipal bidding and purchasing procedures for completion of projects that offer immediate homeless service capacity increases. Staff is proposing to use this emergency authority to complete this much needed bridge housing project by June 2021 to comply with HEAP funding requirements.

DISCUSSION:

The subject building, located at 2881 Hulen Place, is approximately 5,900 Sq. Ft. and is currently vacant and being used as storage. The building will be rehabilitated to provide approximately 20 semi-private rooms capable of accommodating two individuals per room, for a total of approximately 40 individuals. Bridge housing is provided to homeless individuals who either have home connections via the coordinated entry system or are living on the streets of Riverside. The facility will serve approximately 180 clients annually.

The building design will economize interior space by minimizing the amount of common area and office space in the redesigned facility. Arclogica will provide the City with architectural and related services to provide the City with permitted construction documents and construction administration once the project begins. Due to HEAP funding requirements, the project must be completed by June 2021. To achieve this deadline, it is essential that architectural design begin as soon as possible. Arclogica provided architectural services for the Pallet Shelter Project and is familiar with the facility located at 2881 Hulen Place. Arclogica's familiarity with the project and their demonstrated ability to meet critical deadlines will be an essential factor in achieving the required June 2021 opening of the Bridge Housing Project. Staff has reviewed Arclogica proposal and has determined that the fees and cost proposed to provide architectural services for the project are well within industry standards for similar projects.

This funding request is for building construction capital only. The City will pay for the ongoing management of the bridge housing facility once opened with local and State resources.

City Council approved a City Crisis Purchasing Resolution 23256, Section 301 (d) which states, “A Using Agency operation directly affecting the public health, welfare or safety, the protection of public property, or personal/confidential information, is so severely impacted by any cause that personal injury or property destruction appears to be imminent and probable unless Goods, Services or Construction designed or intended to mitigate the risks thereof are Procured immediately” Therefore, the City is exempt from the informal and formal solicitation requirements.

The Purchasing Manager concurs that this purchase is in compliance with Purchasing Resolution 23256, Section 301 (d)

The Office of Homeless Solutions concurs with the recommendations of this report.

FISCAL IMPACT:

The fiscal impact is \$130,307, available in HEAP Project Account 9408900-440220.

Prepared by: Carl Carey, General Services Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Moises Lopez, Deputy City Manager
Approved as to form: Gary G. Geuss, City Attorney

Attachments:

1. Arclogica Proposal
2. Professional Service Agreement between the City of Riverside and Arclogica