



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 2, 2021

FROM: COMMUNITY & ECONOMIC DEVELOPMENT WARDS: ALL
DEPARTMENT

**SUBJECT: FIRST AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES
AGREEMENT WITH HOUSEAL-LAVIGNE ASSOCIATES, LLC, TO PREPARE
THE SIXTH-CYCLE GENERAL PLAN 2025 HOUSING ELEMENT UPDATE,
PUBLIC SAFETY ELEMENT UPDATE, ENVIRONMENTAL JUSTICE POLICIES,
REZONING PROGRAM, AND PROGRAM ENVIRONMENTAL IMPACT REPORT
FOR A TERM EXTENSION THROUGH SEPTEMBER 30, 2022**

ISSUE:

Approve a First Amendment to the Professional Consultant Services Agreement with Houseal-Lavigne Associates, LLC, extending the term of the agreement through September 30, 2022 to prepare the Housing Element Update, Public Safety Element Update, Environmental Justice Policies, Rezoning Program, and Program Environmental Impact Report.

RECOMMENDATIONS:

That the City Council:

1. Approve the First Amendment to Professional Services Agreement with Houseal-Lavigne Associates, LLC, extending the term of the agreement through September 30, 2022 to prepare the Housing Element Update, Public Safety Element Update, Environmental Justice Policies, Rezoning Program and Program Environmental Impact Report; and
2. Authorize the City Manager, or his designee, to execute the First Amendment to Professional Services Agreement with Houseal-Lavigne Associates, LLC, including making minor and non-substantive changes.

BACKGROUND:

On September 15, 2021, the City Council approved a professional services agreement (PSA) with Houseal-Lavigne Associates (Consultant), in the amount of \$1,264,793 to prepare the Housing Element Update, Public Safety Element Update, Environmental Justice Policies, Rezoning Program and Program Environmental Impact Report (Project).

DISCUSSION:

As one of the tasks included in the Project, the Consultant is required to complete the following:

- 24-hour roadway class segment counts
- 24 hour turning movement counts
- City-wide cell network “big data” collection
- “Big-data” datasets collected via data portal
- Summary to the City of Riverside

Traffic levels are still down as a result of COVID-19's varying impacts on commuter and goods movement traffic. A high-level analysis was completed measuring traffic year over year and found that traffic on our roadways remains at 19% below pre-pandemic levels. With this amendment, traffic counts would begin in April 2022. An analysis of the data will take approximately 2-3 months. The additional time in the contract will allow for this work to be completed based on typical conditions.

The Request for Proposals No. 2023 allows for amendments and extensions to the Agreement. City staff is requesting the First amendment to extend the current contract term through September 30, 2022; The extension does not change the scope of work or funds awarded. The extension is needed because traffic counts are down, due in part to COVID-19 and the additional time will allow for conditions to return to normal.

The Director of Public Works concurs with the recommendation in this staff report.

The Purchasing Manager concurs with the recommendation in accordance with Purchasing Resolution 23256.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 6 – Infrastructure, Mobility and Connectivity (Goals 6.1 and 6.2)** and aligns with the Cross-Cutting Threads as follows:

1. **Community Trust** – The proposed project aligns with the Community Trust Cross-Cutting Thread as the traffic counts will be used as part of the Phase 2 General Plan to ensure that the City's circulation system meets the needs of residents. Additionally, the counts will be used to provide data for community-led efforts to modify traffic patterns on Riverside roadways.
2. **Equity** – The proposed project aligns with Equity in that the results will provide a complete picture of travel within the City and allow staff to identify areas of need.
3. **Fiscal Responsibility** – The proposed project aligns with the Fiscal Responsibility Cross-Cutting Thread as all project costs are included in the Project scope of services and no additional funding is required.
4. **Innovation** – The proposed project aligns with the Innovation Cross-Cutting Thread as it utilizes new technology to maximize the efficacy of dollars spent collecting traffic data. The City will have a more robust and complete dataset at a cost much lower than collecting this data solely through traditional means.
5. **Sustainability & Resiliency** – The proposed project aligns with the Sustainability & Resiliency Cross-Cutting Thread as it will support efforts to reduce Vehicle Miles Traveled

within Riverside and promote efforts to better manage commuter & goods movement on City roadways.

FISCAL IMPACT:

There is no fiscal impact with the recommendations in this report since the First Amendment only extends the term of an existing professional service agreement without a change to funds that have already been appropriated.

Prepared by: David Welch, Community & Economic Development Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Rafael Guzman, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. First Amendment to the Professional Services Agreement with Houseal Lavigne, LLC
2. Staff Report – September 15, 2021, approving Houseal-Lavigne, LLC
3. Houseal-Lavigne, LLC - Professional Services Agreement