



City of Arts & Innovation

City Council Memorandum

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TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JANUARY 27, 2026

FROM: HOUSING AND HUMAN SERVICES DEPARTMENT WARD: 2

SUBJECT: ADOPT A RESOLUTION DECLARING ROOF REPLACEMENT AT THE RIVERSIDE ACCESS CENTER AND HOMELESS SHELTER AN URGENT NECESSITY FOR THE PRESERVATION OF LIFE, HEALTH, AND PROPERTY AND WAIVER OF FORMAL BIDDING REQUIREMENTS OF SECTION 1109 OF THE CITY CHARTER; AND AUTHORIZE AN AGREEMENT FOR CONSTRUCTION WITH R&R ROOFING & WATERPROOFING, INC. IN THE AMOUNT OF \$386,620 FOR ROOF REPLACEMENT AT 2801 AND 2880 HULEN PLACE

ISSUE:

Adopt a Resolution declaring roof replacement at the Riverside Access Center and Homeless Shelter an urgent necessity for the preservation of life, health and property and waiver of formal bidding requirements of section 1109 of the City Charter; and authorize an Agreement for Construction in the amount of \$386,620 with R&R Roofing & Waterproofing, Inc. for roof replacement at 2801 and 2880 Hulen Place.

RECOMMENDATIONS:

That the City Council:

1. With at least five affirmative votes, adopt a Resolution waiving the formal bidding requirements and declaring the roof replacement at 2801 and 2880 Hulen Place an urgent necessity for the preservation of life, health and property, in accordance with City Charter section 1109;
2. Approve an Agreement for Construction in the amount of \$386,620 with R&R Roofing & Waterproofing, Inc. for the November 26, 2024, emergency roof replacement at 2801 and 2880 Hulen Place; and
3. Authorize the City Manager, or designee, to execute the contract with R&R Roofing & Waterproofing, Inc. including making minor and non-substantive changes.

BACKGROUND:

The Housing and Human Services Department is responsible for providing services to the unhoused population and connecting people to housing. Two City-owned properties that house these services include the City-operated Access Center located at 2880 Hulen Place and Helping Hearts Hulen Campus shelter located at 2801 Hulen Place. The Access Center operates daily and serves as the entry point and service hub for the City's continuum of care providing access to a wide range of services under one roof. These services include homeless street outreach, housing placement, employment development, benefits enrollment, healthcare access, mental health services, substance abuse recovery, veteran services, life skills training, financial counseling, legal assistance, client stabilization resources, computer access, transportation assistance, and basic emergency needs.

Helping Hearts Hulen Campus complements those efforts by providing recuperative care specializing in behavioral health needs by facilitating 28 shelter beds, intense case management, medication oversight, and scheduled programming to clients.

DISCUSSION:

In November 2024, significant rainfall resulted in significant roof leaks at both facilities. The General Services Department conducted an assessment of the roof and recommended hiring a roofing contractor to perform the extensive repair work needed. Expedited, emergency repairs were critical, as all shelter beds at the Helping Hearts Campus are typically occupied, the Access Center operates seven days a week, and closure of both facilities would have displaced vulnerable clients.

Upon inspection of both facilities, the damage was deemed extensive resulting in the full replacement of both roofs to preserve the life, health, and property of vulnerable clients and to avoid further damage to the Access Center and Helping Hearts Campus shelter.

The process to hire a contractor was expedited and six companies attended a pre-bid meeting in response to a call for emergency bids. The bid submitted by R&R Roofing and Waterproofing, Inc. was determined to be the lowest responsive bid, subsequently emergency Purchase Order (PO) no. 253543 in the amount of \$383,170 was issued, and General Services authorized the contractor to proceed with the work. During the project, one change order in the amount of \$3,450 was authorized to add a scupper on the roof at the Access Center to improve drainage from low areas on the roof, resulting in a revised total PO amount of \$386,620.

City Charter section 1109 provides that such purchase orders may be let without advertising for bids if such work or supplies or materials shall be deemed by the City Council to be of urgent necessity for the preservation of life, health, or property, and shall be authorized by resolution passed by at least five affirmative votes of the City Council and containing a declaration of the facts constituting such urgency.

The adoption of the resolution, waiver of formal bidding requirements, and execution of a Construction Agreement with R&R Roofing & Waterproofing, Inc. are necessary administrative actions to formally acknowledge the emergency. Due to wet weather conditions, the roof replacement, including change orders, finished in February 2025.

The General Services Director concurs with this report.

FISCAL IMPACT:

The total fiscal impact of this contract is \$386,620. These funds were encumbered and paid to the contractor out of Fiscal Year 2024/25 available funds in the Grants and Restricted Programs Fund, Hulen Campus Maintenance – Maintenance/Repair Account No. 2545100-424130.

Prepared by: Megan Stoye, Housing and Human Services Deputy Director

Approved by: Michelle Davis, Housing and Human Services Director

Certified as to

availability of funds: Julie Nemes, Interim Finance Director

Approved by: Kris Martinez, Assistant City Manager

Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Resolution
2. Agreement