



# City Council Memorandum

City of Arts & Innovation

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**TO: HONORABLE MAYOR AND CITY COUNCIL                      DATE: JUNE 11, 2024**

**FROM: COMMUNITY & ECONOMIC DEVELOPMENT                      WARDS: ALL**  
**DEPARTMENT**

**SUBJECT: SERVICES AGREEMENT WITH NATIONAL RELOCATION SERVICES, INC. FOR THE PURCHASE AND INSTALLATION OF OFFICE WORKSTATIONS, FIXTURES AND EQUIPMENT FOR THE SECOND FLOOR RECONFIGURATION LOCATED IN CITY HALL FOR A TOTAL AMOUNT NOT TO EXCEED \$130,513.86 AND A TERM ENDING DECEMBER 31, 2024, WITH ONE OPTIONAL ONE-HUNDRED-TWENTY (120) DAY EXTENSION**

**ISSUES:**

Approve a Services Agreement with National Relocation Services, Inc. (NRS, Inc.) of Pomona, California for the purchase and installation of office workstations, fixtures, and equipment for the second floor reconfiguration located in City Hall for an amount not to exceed \$130,513.86 and a term ending December 31, 2024, with one optional one-hundred-twenty (120) day extension.

**RECOMMENDATIONS:**

That the City Council:

1. Approve a Services Agreement with NRS, Inc. of Pomona, California for the purchase and installation of office workstations, fixtures, and equipment for the second-floor reconfiguration located in City Hall for an amount not to exceed \$130,513.86 and a term ending December 31, 2024, with one optional one-hundred-twenty (120) day extension; and
2. Authorize the City Manager, or his designee, to execute the Services Agreement including making minor and non-substantive changes as necessary including the ability to execute the one optional one-hundred-twenty (120) day extension.

**BACKGROUND:**

The Community & Economic Development Department (CEDD) staff currently reside on multiple floors within City Hall to include the second, third and fifth floors. The fifth floor is occupied by multiple Departments; Human Resources occupies one side of the floor with the other side including CEDD, the newly formed Department of Housing & Human Services and the Office of Communications.

During the mid-cycle 2023/2024 budget review, CEDD was authorized to add fourteen (14) full time equivalent (FTE) positions to support the ongoing and additional goals and initiatives set forth by the City Council, including support for the One Stop Shop (OSS). The FTE increases are represented in the table below:

<b>Division</b>	<b>FTE</b>
Arts & Cultural Affairs	1.0
Building & Safety	3.0
Economic Development	5.0
Planning	5.0

In conjunction with the request for new positions, the Department also requested and received approval for additional funding to accommodate floor reconfigurations and remodeling. This request was predicated on the imperative need for expanded workspace to support the increase in personnel and in support of a citywide effort to enhance efficiency within City Hall to accommodate all Department needs.

In addition to CEDD, the newly formed Department of Housing & Human Services and the Office of Communications are also recruiting and in need of additional workstations. As a part of this effort, CEDD will relocate staff to the second floor which in turn will accommodate additional space on the fifth floor for the other Departments in need.

All CEDD positions have actively been under recruitment, and ten of the fourteen positions have been filled.

To accommodate these adjustments, reconfiguration of existing space and significant remodeling is required. In collaboration with General Services, it was determined that the optimal solution for this reconfiguration would be the second floor in City Hall which is currently occupied by CEDD staff in the Code Enforcement Division. Subsequently, a comprehensive floor plan was devised to enhance operational efficiency and accommodate the needs of all impacted departments on the second and fifth floors.

**DISCUSSION:**

The reconfigured and remodeled second floor space will allow for an additional thirty-two (32) CEDD workstations. The Code Enforcement Division will remain, and the Economic Development, Real Property Services and Successor Agency teams will be relocated to this space once all work has been completed.

NRS, Inc. provided pricing per the GSA schedule contract #GS-29F-0012T, which is a cooperative competitive procurement vehicle authorizing the vendor to provide discounted pricing to State & Local Government Agencies.

<b>Cost for Workspaces - Reconfiguration*</b>	<b>Description</b>
\$130,513.86	Purchase and installation of office workstations, removal of existing workstations

\*Includes all furniture, parts, delivery, installation, removal, and taxes

The work to be performed includes the demolition of existing workstations and removal of parts to accommodate the thirty-two (32) workstations. This includes the installation of new workstations, a front counter remodel and supporting infrastructure to facilitate the reconfiguration and remodel.

Much of the work is scheduled to take place outside regular business hours or during weekends to mitigate any potential impact and minimize disruption to staff members and visitors. Specifically, the reconfiguration of the current front counter will be executed over the weekend to ensure uninterrupted public access to the floor and seamless continuation of operations. Temporary relocation arrangements will be made for select staff members during the construction period to facilitate a smooth transition.

The reconfiguration and remodel project will provide an efficient office environment to centralize CEDD staff, foster collaboration, and improve team functions.

Purchasing Resolution 24101 Section 702(f), which states, “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required when Cooperative Purchasing is available and undertaken or when Services can be obtained through Federal, State and/or other public entity pricing contracts or price agreements.”

The Purchasing Manager concurs that the recommended actions comply with Purchasing Resolution No. 24101, Section 702(f).

### **STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority 5 - High Performing Government and Goal 5.1:** Attract, develop, engage, and retain a diverse and highly skilled workforce across the entire City organization. **Goal 5.2:** Utilize technology, data, and process improvement strategies to increase efficiencies, guide decision making, and ensure services are accessible and distributed equitably throughout all geographic areas of the City and **Goal 5.5:** Foster a culture of safety, well-being, resilience, sustainability, diversity, and inclusion across the city organization.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – The City remains committed to a transparent approach in recognizing areas of improvement. In line with this commitment, there is a proactive acknowledgment of the necessity to complete the reconfiguration to allow workspace for the additional staff to streamline operations and to better serve the community.
2. **Equity** – Each of the divisions within CEDD provides dedicated services to all residents in the City of Riverside.
3. **Fiscal Responsibility** – The procurement for the reconfiguration aligns with Purchasing Resolution 24101, Section 702(f) which outlines the procurement process as it relates to cooperative purchasing opportunities.
4. **Innovation** – In order to meet the City’s and the community’s changing needs and prepare for the future, additional staff were necessary which results in the request to reconfigure existing space to allow for this increase in personnel.
5. **Sustainability & Resiliency** – The proposed reconfiguration will allow for an efficient and effective office environment to foster collaboration and improve team functions while

continuing to advance projects and initiatives.

**FISCAL IMPACT:**

The total fiscal impact of the action is not to exceed \$130,513.86. The funds are available in the Community & Economic Development Department Account 2800001-462050.

Prepared by:	Tiffany Wheeler, Senior Administrative Analyst
Approved by:	Jennifer A. Lilley, Community & Economic Development Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney

Attachments:

1. Agreement
2. Floor Plan