

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DAVID MONTAGUE, SUPERVISING ENGINEER
TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
SUBJECT: AUTHORITY TO ISSUE DESIGN-BUILD REQUEST FOR
PROPOSALS FOR SAM JONES HALL, 4020 FINLEY AVENUE.

AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by the Department of Transportation and Public Works that the Council, by motion, pursuant to Section 3-60.130 of the Santa Rosa City Code, approve use of the Design-Build procurement method for an expedited, shelter expansion at Sam Jones Hall, 4020 Finley Avenue as in the best interests of the City.

EXECUTIVE SUMMARY

Sam Jones Hall, 4020 Finley Avenue, is a one story, 17,638 sq. ft. shelter building, constructed in 1977. The occupancy limit of Sam Jones Hall has been reduced by about 60, due to COVID-19 social distancing requirements. Staff recommends using the design-build procurement method and considers it in the best interest of the City. Staff proposes using a design-build procurement method for a project that will construct a temporary emergency shelter in the rear parking lot of Sam Jones Hall to house no fewer than 60 individuals. The space will provide temporary housing to make up for the 60 lost beds at Sam Jones Hall due to COVID-19 social distancing requirements and to bring capacity at the shelter back to the pre-COVID-19 level. This project furthers Council goals to attain functional zero homelessness and meet housing needs.

BACKGROUND

The County of Sonoma confirmed two presumptive cases of COVID-19 in Sonoma County on March 2, 2020. The same day, the City Manager proclaimed the existence of a local emergency in his capacity as Director of Emergency Services. The Council took action to ratify the proclamation on March 3, 2020, pursuant to City Code section 2-24.050. As of the end of June 2020, Sonoma County had over 1,100 confirmed cases and 7 deaths attributed to COVID-19.

Sam Jones Hall is a homeless shelter that typically shelters up to 213 occupants. Due

AUTHORITY TO ISSUE DESIGN-BUILD REQUEST FOR PROPOSALS FOR SAM JONES HALL ROOF REPLACEMENT
PAGE 2 OF 4

to the exigent and emergency circumstances and the desire to protect public health in responding to COVID-19 and social distancing protocols, approximately 60 occupants had to be relocated out of Sam Jones Hall.

Two emergency safe social distancing sites were established by the City and managed under Grant Agreements with Catholic Charities. One is located at the Sandman Hotel with 75 rooms to shelter approximately 77 individuals (at the outset of the COVID-19 response) and the other is at Finley Community Center to provide tents and services for up to 68 unsheltered individuals during the warm season. When cold weather and rain set in this winter, it is anticipated that COVID-19 will still be a local emergency and social distancing and other similar protocols will still be necessary. The managed site at the Finley Center, for instance, will not provide adequate shelter for the cold weather and rain conditions.

Expanding the square footage at Sam Jones Hall is needed to allow the shelter to return to pre-COVID-19 occupancy while providing the required social distancing.

PRIOR CITY COUNCIL REVIEW

In January 2014, the City Council adopted Ordinance 4021, which established regulations for the award, use and evaluation of design-build contracts. Section 3-60.130 requires the City Council to approve issuing a Design-Build request for proposal (RFP) for a major contract.

On March 3, 2020, the City Council, by resolution, ratified the Proclamation of the Existence of a Local Emergency issued by the Director of Emergency Services, dated March 2, 2020, relating to the threat to community health posed by COVID-19.

On July 7, 2020, the City Council reviewed a Study Session presentation on homeless services programming, including programs related to COVID-19 response.

ANALYSIS

A Design-Build contract is an alternative contracting method in which a single entity is responsible for the design and construction of the project. This method expedites project delivery by overlapping the design and construction phases, which can reduce project costs, and minimizes disputes between designer and contractor. The proposed procurement method will follow Section 3-60 of the City of Santa Rosa Municipal Code. By utilizing this process, the schedule to design and construct a temporary emergency shelter in the rear parking lot of Sam Jones Hall to house no fewer than 60 individuals can be accelerated. Per Section 3-60.130 of the Santa Rosa City Code, the use of design-build procurement for major contracts requires City Council approval.

The design-build method will be used to solicit for a project to design and construct a temporary, emergency shelter in the rear parking lot of Sam Jones Hall. The temporary emergency shelter will need to allow for social distancing to be maintained to reduce

AUTHORITY TO ISSUE DESIGN-BUILD REQUEST FOR PROPOSALS FOR SAM JONES HALL ROOF REPLACEMENT
PAGE 3 OF 4

the spread of COVID-19 between sheltered individuals at Sam Jones Hall. This method allows for selection of a Design-Build firm based on performance objectives for this project which include, but not limited to:

1. All weather housing unit(s)
2. Minimum 10-year warranty
3. Americans with Disabilities Act compliant
4. Houses minimum of 60 individuals following social distancing requirements
5. Utilize asphalt paved areas effectively
6. Completed within 4 months of notice to proceed.
7. Plan and layout of the expansion blends with the existing facilities functionality
8. Ability to obtain building permit
9. Water, and electrical services and connections

A Selection Committee will review and rank the proposals based on the evaluation criteria outlined in Section 3-60.120 of the City Code. The Selection Committee will make a recommendation to the City Council to award the Design-Build contract to the Design-Build entity whose proposal is judged as providing the best value meeting the interest of the City and meeting the objectives of the project.

FISCAL IMPACT

Funding of \$2.9 million dollars of General Fund was appropriated in a prior fiscal year to Journal Ledger (JL) account for Sam Jones Hall Rehabilitation. The current balance is \$1.6 million.

ENVIRONMENTAL IMPACT

Council's authorization for staff to utilize the design-build procurement method is exempt from the California Environmental Quality Act (CEQA) because utilization of the design-build procurement method is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378. In the event the action is a project, the action is statutorily exempt from CEQA under CEQA Guidelines Section 15269 (c) since it is an action necessary to mitigate an emergency. Specifically, the temporary emergency shelter would allow for social distancing to be maintained to reduce the spread of COVID-19 between sheltered individuals at Sam Jones Hall.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1- Concept Site Plan

CONTACT

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