

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: JASON NUTT, ASSISTANT CITY MANAGER
TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
CAMRON MACDONALD, FACILITIES PLANNING
COORDINATOR
SUBJECT: TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
DESIGN-BUILD CONTRACT AWARD TO RETURN SAM JONES
HALL TO ITS OPERATING CAPACITY – SAM JONES HALL
EMERGENCY SHELTER, 4020 FINLEY AVENUE

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works Department that the Council, by resolution: 1) ratify the issuance of the request for proposals and award Design-Build Contract No. 02328 for the Sam Jones Hall Emergency Shelter, in the amount of \$2,729,200.00 to the Best Value Design-Build Entity, Graves Construction Group Services, Inc., of Foothill Ranch, CA; 2) approve a 15% contract contingency for a total contract amount of \$3,138,580.00; and 3) appropriate \$2,600,000.00 from the General Fund reserves.

EXECUTIVE SUMMARY

This resolution will ratify the issuance of the request for proposals and award a contract to Graves Construction Group Services, Inc., of Foothill Ranch, California, approve a 15% contract contingency and authorize a total contract amount of \$3,138,580 for the Sam Jones Hall Emergency Shelter. The occupancy limit of Sam Jones Hall has been reduced by about 60, due to COVID-19 social distancing requirements. The temporary emergency shelter will be designed to make up for the 60 lost beds at Sam Jones Hall due to COVID-19 social distancing requirements and to restore 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 mid-July 2020, Sonoma County had over 1,900 confirmed cases and 16 deaths attributed to COVID-19.

Sam Jones Hall, 4020 Finley Avenue, is a one story, 17,638 sq. ft. shelter building, constructed in 1977. The facility typically shelters up to 213 occupants. Due 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.

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.

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.

On July 21, 2020, Council, by motion, authorized issuance of a Request for Proposals for the Design-Build procurement method for Sam Jones Hall Emergency Shelter.

ANALYSIS

Expanding the square footage at Sam Jones Hall with a temporary emergency shelter will help to allow Sam Jones Hall to return to pre-COVID-19 occupancy while providing the required social distancing.

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 an emergency shelter in the rear parking lot of Sam Jones Hall can be accelerated. The design-build method was used to solicit for a project to design and construct an emergency shelter in the rear parking lot of Sam Jones Hall.

The design build method allowed 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. Electrical services and connections

The purpose of the temporary emergency shelter is to allow for social distancing to be maintained to reduce the spread of COVID-19 between sheltered individuals at Sam Jones Hall. The scope of work for the emergency shelter design-build contractor involves the design and construction an 8,000 square foot (80 ft x 100 ft) Sprung Structure including: (1) demolition of existing site conditions necessary to install the building foundation, (2) new ADA compliant pathways, (3) parking lot upgrades; (4) excavation and earthwork necessary for the placement of the structural rebar and concrete foundations to support the new building foundation, (5) installation of underground utilities necessary to support the function of the building; (6) erection of the approximately 8,000 SF (80 ft x 100 ft) Sprung Structure, (7) completion of rough carpentry, electrical, plumbing and mechanical (HVAC) necessary to support utilities servicing the interior of the building and (8) building slab and site concrete for ADA access, path of travel and egress. Construction will conclude with all finish carpentry elements, architectural finishes and building commissioning to ensure the construction meets the design documents and City of Santa Rosa end-user intent.

Work on the emergency shelter is intended to be limited to the paved portion of the existing Sam Jones Hall Shelter site (see attached site map). The emergency shelter is a temporary structure that can be removed. Its immediate purpose is to address the ongoing, temporary social distance requirements and shelter needs driven by COVID-19. Staff has not made a determination at this time as to whether the emergency shelter will remain at the Sam Jones Hall location on a more permanent basis, and intends to base that decision on the City's need and funding sources for the additional capacity, as well as factors such as the ongoing COVID-19 emergency and any other emergency or exigent

circumstances that impact unsheltered individuals in the city and overall public health and safety.

Council, by motion, approved the use of the design build procurement method on July 21, 2020; however staff released the request for proposals (RFP) on June 30, 2020, and proposals were received on July 30, 2020. Section 3-60.130 of the Santa Rosa Municipal code requires Council approval and a determination that the design-build method is in the best interest of the City prior to issuing a design-build RFP. As a result, staff is also requesting Council ratification of the RFP issuance on June 30, 2020.

A total of three (3) proposals were received in the RFP. A Selection Committee was formed to review and rank the proposals. The Committee selected Graves Construction Group Services, Inc., of Foothill Ranch, CA, determined to provide the best value, meeting the interest of the City and meeting the objectives of the project.

Temporary occupancy of the shelter is expected by November 2020, and final completion of the project by December 2020.

Estimated Project Budget:

Pre-Construction Administration:	\$ 100,000
Construction Contract:	\$3,138,580
10% Construction Management:	\$ 313,858
Estimated Project Total:	\$3,552,438
<u>Available Funds:</u>	<u>\$ 993,520</u>
Additional Needed:	\$2,558,918

Budget Appropriation Request: \$2,600,000

FISCAL IMPACT

In a prior fiscal year, \$2.9 million dollars of General Fund was appropriated to Journal Ledger (JL) 02015 account for Sam Jones Hall Rehabilitation. Approximately \$2.0 million dollars has been utilized on other needed improvements to the existing shelter building. The current balance is approximately \$900,000, the additional balance of \$2,600,000 will be appropriated from the General Fund reserves. Staff will seek reimbursement through the Federal Coronavirus Aid, Relief and Economic Security (CARES) Act and will also explore other available federal sources (e.g. FEMA) to the extent such funding is available to the City.

ENVIRONMENTAL IMPACT

This action is statutorily exempt from the California Environmental Quality Act (CEQA) under section 15269 (c) since it is an action necessary to mitigate both the homelessness and COVID-19 emergencies. Specifically, the building will allow for

social distancing to be maintained to reduce the spread of COVID-19 between sheltered individuals at Sam Jones Hall. Further, the action is exempt pursuant to CEQA Guidelines section 15061(b)(3) as the activity in question will not have a significant effect on the environment. The project is located on a disturbed site, occupants will not access the site in personal vehicles and staffing for the project is expected to be a limited number of incremental staff relative to those already staffing Sam Jones Hall. The project is also exempt pursuant to CEQA Guidelines section 15303 as it consists of construction and location of limited numbers of new facilities or structures not exceeding 10,000 square feet in floor area, and pursuant to CEQA Guidelines section 15301 as an addition to an existing structure that does not result in an increase of more than 10,000 square feet. Lastly, the project is categorically exempt from CEQA under Section 15332, Class 32 Infill Development Projects as the project: is consistent with the general plan and zoning designation, is located within the city limits on a site less than five acres in size and is surrounded by urban uses, the site has no value as habitat for endangered species, the site can be served by all required utilities and public services and approval of the project would not result in any significant effects relating to traffic, noise, air quality or water quality.

There are no exceptions to the exemptions and there is no possibility that the activity will have a significant effect on the environment due to unusual circumstances.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

The emergency shelter concept was presented by staff at the Housing and Homeless Task Force, comprised of Mayor Schwedhelm and Councilmember Dodd. Staff reviewed options to move from the City's immediate to intermediate response to COVID-19, including an expedited emergency shelter restoring capacity at Sam Jones Hall, leasing/buying commercial property or leasing additional hotel rooms. Staff recommended the concept to restore capacity at Sam Jones Hall by constructing an emergency shelter and the concept was supported by the Task Force.

NOTIFICATION

Not applicable

ATTACHMENTS

- Attachment 1 – Concept Plan
- Resolution / Exhibit A – Design-Build Contract

CONTACT

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