

**CITY OF RICHMOND
CONTRACT AMENDMENT**

Department:	Project Manager:
Project Manager E-mail:	Project Manager Phone No:
P.R. No: Vendor No:	P.O./Contract No:
Description of Services:	
Amendment No. ___ modifies the: (2nd or subsequent amendments attach Amendment History page) <input type="checkbox"/> Term, Payment Limit and Service Plan <input type="checkbox"/> Payment Limit and Service Plan <input type="checkbox"/> Term and Service Plan <input type="checkbox"/> Service Plan	

The parties to this Contract Amendment do mutually agree and promise as follows:

1. Parties. The parties to this Contract Amendment are the City of Richmond, California, a municipal corporation (City), and the following named Contractor:

Company Name: _____
Street Address: _____
City, State, Zip Code: _____
Contact Person: _____
Telephone: _____ Email: _____
Business License No: _____ / Expiration Date: _____

A California [] corporation, [] limited liability corporation [] general partnership, [] limited partnership, [] individual, [] non-profit corporation, [] individual dba as [specify:] _____
[] other [specify:] _____

2. Purpose. This Contract Amendment is being entered into to amend the Contract between City and Contractor which was approved by the City Council of the City of Richmond or executed by the City Manager on _____, which **original** term commenced on _____ and terminates _____ with an **original** contract payment limit of \$ _____. Said contract shall hereinafter be referred to as the "Original Contract" and is incorporated herein by reference.

3. Original Contract Provisions. The parties hereto agree to continue to abide by those terms and conditions of the Original Contract, and any amendments thereto, which are unaffected by this Contract Amendment.

4. Amendment Provisions. This Contract Amendment is subject to the Amendment Provisions attached hereto, which are incorporated herein by reference, and which control over any conflicting provisions of the Original Contract, or any amendment thereto.

5. City of Richmond Business License Active Status Maintained. Pursuant to Municipal Code Section 7.04.030, the Contractor must maintain its City of Richmond business license for this Contract Amendment to be deemed to be in effect.

6. Insurance Coverage Updated and Maintained. Pursuant to the Original Contract, the Contractor shall provide the City with updated insurance certificates, and the Contractor shall maintain insurance coverage, for this Contract Amendment to be deemed to be in effect.

7. Signatures. These signatures attest the parties' agreement hereto:

CITY OF RICHMOND, CALIFORNIA
a municipal corporation

CONTRACTOR:

By _____

(*The Corporation Chairperson of the Board, President or Vice-President should sign on the line below.)

Title:

By _____

I hereby certify that the Original Contract and this Amendment have been approved by the City Council or executed by the City Manager.

Title: _____

(*The Corporation Chief Financial Officer, Secretary or Assistant Secretary should sign on the line below.)

By _____
City Clerk

By: _____

Title: _____

Approved as to form:

(NOTE: Pursuant to California Corporations Code Section 313, if Contractor is a corporation or nonprofit organization, this Contract (1) should be signed by the Chairperson of the Board, President or Vice-President and the Chief Financial Officer, Secretary or Assistant Secretary; (2) should have both signatures conform to designated representative groups pursuant to Corporations Code Section 313.

By _____
City Attorney

List of Attachments:

1. Amendment Provisions
2. Updated Insurance Certificates

AMENDMENT PROVISIONS (TERM, PAYMENT LIMIT AND SERVICE PLAN)

1. Paragraph 2 (Term) of the Original Contract is hereby amended to extend the Contract term. Paragraph 2 of the Original Contract is amended to read as follows:

"2. Term. The effective date of this Contract is

(Insert original contract commencement date)

and it terminates

(Insert new contract termination date)

unless sooner terminated as provided herein."

2. Paragraph 3 (Payment Limit) of the Original Contract is hereby amended to increase the payment limit by \$_____. Paragraph 3 of the Original Contract is amended to read as follows:

"3. Payment Limit. City's total payments to Contractor under this Contract shall not exceed \$_____ including expenses."

"The City of Richmond shall not pay for services that exceed the Contract Payment Limit without the prior written approval of the City Manager if the total Contract amount does not exceed \$10,000 or without the prior approval of the City Council if the total Contract amount is over \$10,000."

3. The Service Plan (Exhibit A) of the Original Contract is hereby amended to include the following tasks and/or services:

Exhibit A

Scope of Work: Project Management/Housing Navigation/Case Management/Employment Specialist

Introduction:

The Contractor is responsible for delivering satisfactory services, subject to evaluation by the City's Community Development Department, and will be compensated as outlined below. The City retains the right to adjust Service Specifications, Timelines, and Project Outcomes based on regular performance evaluations.

Program Structure:

The Project Management/Housing Navigation/Case Management/Employment Specialist program will involve a team of experienced professionals, including Housing Locators, Housing Navigators, Employment Specialists, On-Call Clinicians, Case Managers, and Program Directors. This team will collaborate with clients, families, healthcare providers, and other service entities. The team should embody the following characteristics for effective service delivery:

Multi-Site Encampment Resolution Project Manager (MERP):

The MERP will oversee supportive services for over 100 individuals in encampment sites within Richmond city limits and the Caltrans corridor. Responsibilities include program implementation, coordination of care teams, engaging stakeholders, client advisory groups, outreach, and reporting to Richmond City Council.

Program Assist Project Manager:

Assist Project Manager with setting goals, developing plans, managing resources, hiring/training staff, and monitoring progress of goals. Supervise staff.

Housing Resource Navigators:

Work with landlords, real-estate agents, and property managers on behalf of clients. Assist clients in navigating the housing application process (Section 8).



Educate clients on matters related to securing/maintaining housing and maintain contact with clients.

On-Call Nurse/Licensed/Registered Clinicians:

Provide on-call medical and clinical Mental Health assessments and referrals.

Employment Specialist:

Engage, assess, prepare clients for job readiness, match clients with companies/open positions, and support clients to secure and maintain employment.

Characteristics for Effective Service Delivery:

Empathy and Compassion:

Demonstrate a high level of empathy and compassion to understand the challenges faced by chronically unhoused individuals.

Active Listening:

Create a safe, non-judgmental environment where individuals feel heard and understood.

Housing Navigation Expertise:

Be well-versed in regional housing resources, programs, and policies.

Resourcefulness:

Connect individuals with various community resources, including shelters, transitional housing, subsidized housing, and supportive services.

Career Development and Job Placement Skills:

Possess knowledge and experience in employment development, including career counseling, resume writing, interview skills, and job search strategies.

Problem-Solving and Advocacy:

Exhibit skills in problem-solving, finding creative solutions, and advocating for clients to overcome barriers related to housing and employment.



Cultural Competence:

Be culturally competent and sensitive to diverse backgrounds and experiences.

Collaboration and Teamwork:

Demonstrate teamwork and collaboration skills for a coordinated and holistic approach to supporting individual needs.

Documentation and Organization:

Be proficient in maintaining organized records and data management systems to track individual journeys towards stable housing and employment.

Self-Care and Resilience:

Prioritize self-care and practice resilience strategies to prevent burnout and maintain well-being.

Program Approach:

The program will use a client-centered approach, involving clients in every step of the process, ensuring flexibility to adjust housing and care plans based on changing needs and goals.

Case Management Services:

Provide assessment and case management services tailored to each client's needs.

Develop and implement comprehensive, personalized care plans.

Maintain a caseload of 20-25 individuals.

Regularly meet with clients, at least bi-weekly, to ensure continuity of services.

Coordinate services across multiple providers, ensuring timely and appropriate care.

Provide education and support for navigating healthcare systems and accessing resources.

Guide clients toward detox and clean programs.

Support clients in navigating the job market, gaining employment, and obtaining necessary documentation for various programs.



Monitor client progress, adjusting care plans as needed.

Program Tracking and Outcome Measurement:

Maintain accurate and up-to-date client and program records.

Provide timely data and reports to the Housing Manager and Project Manager bi-weekly or as requested.

Collaboration and Communication:

Participate in the Coordinated Entry System.

Attend weekly case consultation meetings.

Maintain regular communication with Housing Manager, Project Manager, probation officers, social workers, care providers, and family members.

Uphold ethical conduct regarding privacy, confidentiality, and professional stature.

Serve as a liaison for the Housing Division, conveying needs and expectations related to Case Management Services.

Stay informed about community resources, referrals, and service linkages.

Client Care Liaison Services:

Furnishing Support:

Provide support for residents transitioning into housing.

Collaborate with the Housing Navigation Team, Case Managers, and clients to assess furnishing needs.

Prioritize client preferences and cultural sensitivities.

Coordinate delivery and installation of furniture and goods.

Establish connections with local organizations for essential items.

Assist in obtaining temporary storage solutions.

Evaluate stored belongings to address hoarding issues.

Transportation Assistance:



Assist clients in accessing transportation to vital resources, employment, and medical appointments.

Cultivate partnerships with local transportation service providers. Provide transportation services to medical appointments, court dates, and employment opportunities.

Adapt transportation options based on evolving client needs.

Food Access:

Help clients with grocery orders using available resources.

Facilitate access to free food resources, such as food pantries.

Support clients in addressing concerns related to orders and deliveries.

Administrative Duties:

Guide clients in completing essential administrative tasks.

Maintain detailed records of client interactions.

Communicate regularly with the Housing Manager and Project Manager.

Actively engage in team meetings.

Director of Housing Development Responsibilities:

The Director will be responsible for finding housing units, conducting landlord training, outreach, and managing a 24-hour hotline. The role includes site visits and weekly meetings with landlords.

Administrative Support:

To provide administrative support, including basic bookkeeping, accounting services, and document management. Virtual collaboration with landlords for project management will be conducted, with regular weekly reports provided.



Budget:

The Contractor shall comply with the attached budget.

With prior written approval, the Contractor may modify budget line items up to fifteen percent (15%), provided the total compensation amount is not exceeded.

Budget line-item modifications shall not alter the terms of this Agreement.

Email requests for modifications should include a brief note explaining changes, a description of specific line items, and reasons for the requested change.

Accompanying revised budgets should show original, modified, and final amounts.

An advance payment of \$25,000 may be provided upon execution of the Agreement, offsetting subsequent payments.

This Scope of Work is subject to periodic evaluation and adjustments by the City for ongoing performance improvement.



Way 2 Love Housing Wrap Around Service Proposal				
Funder: ERF - 2				
Personnel				
	Rate	Weekly Hrs	Weeks, 1.5 years	18 Month Budget
Project Manager (1FTE) Base salary @ \$78.75/hr x 40/hrs wk x 78 wks	\$78.75	40	78	\$245,700.00
Navigation Manager (1 FTE) Base salary @74.75/hr. x 40hrs. wk. x 78 wks.	\$74.75	40	78	\$233,220.00
Senior Navigator (FTE) Base salary @ 68.75/hr. x 40hrs. wk. x 78 wks.	\$68.75	40	78	\$214,500.00
Program Manager (.5 FTE) base salary @ \$50.50/hr x 20 /hrs wk x 78 wks	\$50.50	20	78	\$78,780.00
Housing/Resource Navigator (2 FTE) \$30.00/hr x 40/hrs wk x 78 wks	\$30.00	80	78	\$187,200.00
On Call Nurse/Licensed/Registered Clinicians (.5 FTE) \$52.00/hr x 20/hr wk each x 78 wks	\$52.00	20	78	\$81,120.00
Employment Specialist (.5 FTE) \$30.00/hr x 20/hrs wk x 78 wks	\$30.00	20	78	\$46,800.00
Tenant Case manager/Life Skills and Resource director (.75 FTE) \$40.00 x 30/hr wk each x 78	\$40.00	30	78	\$93,600.00
Bookkeeping/ Accounting /Document Management (.75 FTE Virtual) \$20.00 x 30/hr wk each x78	\$20.00	30	78	\$46,800.00
Director of Housing Development/Landlord Training and outreach (.75 FTE) \$45.00 x 30/hr wk x 78	\$45.00	30	78	\$105,300.00
<i>Subtotal</i>				\$1,333,020.00
Benefits @ 33%	33.0%			\$439,896.60
Total Personnel				\$1,772,916.60
Operations				
Furnishings, 50 households * \$750/ household				\$37,500.00
Equipment				\$5,000.00
Office Rent	\$600.00		18	\$10,800.00
Communications, cell phone service, 11 phones	\$125.00	11	18	\$24,750.00
Clients Storage				\$50,000.00
Supplies \$300/month	\$300.00		18	\$5,400.00
Transportation Mobile Response - Gas, maintenance, leasing, insurance				\$100,000.00
Printing/IT Services, \$300/month	\$300.00		18	\$5,400.00
Participant Emergency Needs				\$50,000.00
Staff Training				\$6,000.00
Total Operations				\$294,850.00
Indirect @ 10%				\$206,776.66
Program Total				\$2,274,543.26
Housing Trust Funds				\$500,000.00
Total Budget				\$2,774,543.26

AMENDMENT PROVISIONS (AMENDMENT HISTORY)

The **first** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- Term Amendment (insert new termination date): _____
- Service Plan

The **second** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- Term Amendment (insert new termination date): _____
- Service Plan

The **third** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- Term Amendment (insert new termination date): _____
- Service Plan

The **fourth** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- Term Amendment (insert new termination date): _____
- Service Plan

The **fifth** Contract Amendment was approved by City Council of the City of Richmond or executed by the City Manager on _____ for one or more of the following provisions (check those that apply):

- Increased contract payment limit by \$ _____ for a payment limit not to exceed \$ _____.
- Term Amendment (insert new termination date): _____
- Service Plan

City of Richmond - Insurance Requirements - Type 2: Professional Services

In all instances where CONTRACTOR or its representatives will provide professional services (*architects, engineers, construction management, counselors, medical professionals, hospitals, clinics, attorneys, consultants, accountants, etc.*) to the City of Richmond (City), the City requires the following MINIMUM insurance requirements and limits.

CONTRACTOR shall procure and maintain for the duration of the contract, agreement, or other order for work, services or supplies, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the CONTRACTOR, its agents, representatives, employees or subcontractors. **Maintenance of proper insurance coverage is a material element of the contract. Failure to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of contract.**

CONTRACTOR agrees that in the event of loss due to any of the perils for which it has agreed to provide Commercial General Liability insurance, CONTRACTOR shall look solely to its insurance for recovery. CONTRACTOR hereby grants to CITY, on behalf of any insurer providing Commercial General Liability insurance to either CONTRACTOR or CITY with respect to the services of CONSULTANT herein, a waiver of any right to subrogation which any such insurer of said CONTRACTOR may acquire against the CITY by virtue of the payment of any loss under such insurance.

Original, signed certificates and original, separate policy endorsements, naming the City as an additional insured for general liability coverage, as well as a waiver of subrogation for Workers' Compensation insurance, shall be received and approved by the City **before any work may begin**. However, failure to do so shall not operate as a waiver of these insurance requirements.

City reserves the right to modify or require additional coverages for specific risk exposures depending on scope of CONTRACTORS work.

Minimum coverage is detailed below. The policy limits of coverage shall be made available to the full limits of the policy. The minimum limits stated herein shall not serve to reduce the policy limits of coverage of CONTRACTOR.

Minimum Scope of Insurance – the following forms shall be provided and coverage shall be at least as broad as the following:

1. Insurance Services Office Commercial General Liability coverage (ISO Occurrence Form CG 0001), and including coverage for bodily and personal injury, property damage, and products and completed operations (if applicable).
2. Insurance Services Office Automobile Liability coverage (ISO Form CA 0001, Code 1, Any Auto).
3. Original and Separate Additional Insured Endorsement for General Liability (ISO Form CG 20 10 11/85 or its equivalent) with primary and non-contributory language.
4. Workers' Compensation Insurance as required by the State of California including Employer's Liability coverage.
5. Original and Separate Waiver of Subrogation for Workers' Compensation insurance.
6. Professional Liability or Errors & Omissions Liability Insurance appropriate to the CONTRACTOR's profession (if required.)

Required Coverage	Minimum Limits
Workers' Compensation and Employers' Liability	Statutory limits as required by the State of California including \$1 million Employers' Liability per accident, per employee for bodily injury or disease. If CONTRACTOR is self-insured, provide a certificate of Permission to Self-Insure, signed by the California Department of Industrial Relations and Self-Insurance. If contractor is a sole proprietor (has no employees) than contractor must sign "Contractor Release of Liability" found at: http://www.ci.richmond.ca.us/index.aspx?nid=61 .
General Liability <i>(primary and excess limits combined)</i>	\$2,000,000 per occurrence for bodily injury, personal injury and property damage. If the policy includes a general aggregate, either the general aggregate shall apply separately to this project, service or location or the minimum required aggregate limit shall be twice the per occurrence limit (\$4 million aggregate limit) . Policy shall be endorsed to name the City of Richmond as an additional insured per the conditions detailed below.

<h2 style="margin: 0;">City of Richmond - Insurance Requirements - Type 2: Professional Services</h2>

Automobile Liability	\$1,000,000 per occurrence for bodily injury and property damage.	
Professional Liability or Errors & Omissions Liability – <i>Required for all professionals including architects, engineers, consultants, construction management, counselors, medical professionals, hospitals, clinics, attorneys and accountants, & other consultants as may be required by the City.</i>	PROJECT COST	REQUIRED LIMIT
	\$0 - \$1 million	\$1 million p/o
	\$1 million - \$5 million	\$2 million p/o
	Over \$5 million	\$5 million p/o

Required Policy Conditions	
Additional Insured Endorsement	Applicable to General Liability coverage. The City of Richmond, its officers, officials, employees, agents and volunteers are to be named as additional insureds for all liability arising out of the operations by or on behalf of the named insured including bodily injury, deaths and property damage or destruction arising in any respect directly or indirectly in the performance of this contract. <i>ISO form CG 20 10 (11/85) or its equivalent is required. If the Contractor is supplying their product or providing a service then the endorsement <u>must not</u> exclude products and completed operations coverage. If it does, then CG 20 37 (10/01) is also required. SAMPLE Endorsements can be found at http://www.ci.richmond.ca.us/index.aspx?nid=61.</i>
Primary and Noncontributory	The contractor's insurance coverage must be primary coverage as it pertains to the City, its officers, officials, employees, agents and volunteers. Any insurance or self insurance maintained by the City is wholly separate from the insurance of the contractor and in no way relieves the contractor from its responsibility to provide insurance.
Waiver of Subrogation Endorsement Form	Contractor's insurer will provide a Waiver of Subrogation in favor of the City for Workers' Compensation Insurance during the life of this contract. SAMPLE Endorsements can be found at http://www.ci.richmond.ca.us/index.aspx?nid=61 .
Deductibles and Self-Insured Retentions	Any deductible or self-insured retention must be declared to and approved by the City. At the option of the City either the insurer shall reduce or eliminate such deductibles or self-insured retention as respects the City or the CONTRACTOR shall procure a financial guarantee in an amount equal to the deductible or self-insured retention guaranteeing payment of losses and related investigations, claims administration and defense expenses. Contractor is responsible for satisfaction of the deductible and/or self-insured retention for each loss.
A. M. Best Rating	A: VII or Better. If the A.M. Best Rating falls below the required rating, CONTRACTOR must replace coverage immediately and provide notice to City.

Umbrella/Excess Liability Policies

If an Umbrella or Excess Liability Policy is used to meet the liability limits, coverage shall be as broad as specified for underlying coverage's and cover those insured in the underlying policies.

City of Richmond - Insurance Requirements - Type 2: Professional Services

Claims-Made Policies

If any insurance policy is written on a claims-made form: 1) the retroactive date must be shown, and must be before the date of the contract or the beginning of contract work. 2) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract of work. 3) If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, the Contractor must purchase an extended period coverage for a minimum of five (5) years after completion of contract work.

Subcontractors

CONTRACTOR shall include all subcontractors as insured under its policies or shall furnish to the City for review and approval, separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.

CONTRACTOR agrees to defend and indemnify the City of Richmond for any damage resulting to it from failure of either CONTRACTOR or any subcontractor to take out or maintain the required insurance policies. The fact that insurance is obtained by CONTRACTOR, and/or CONTRACTOR's subcontractors, will not be deemed to release or diminish the liability of CONTRACTOR, including, without limitation, liability under the indemnity provisions of this contract. Damages recoverable by CITY from CONTRACTOR or any third party will not be limited by the amount of the required insurance coverage.

Verification of Coverage

All original certificates and endorsements shall be received and approved by the City before work may begin. The City of Richmond reserves the right to require complete, certified copies of all required insurance policies including endorsements affecting the coverage at any time.

Original insurance certificates and required policy endorsements shall be mailed or delivered to the Designated Project Manager for the City of Richmond.

Insurance certificates and endorsements may be faxed to the Designated Project Manager. However, CONTRACTOR must mail the original certificates and endorsements to Designated Project Manager once faxed.

Continuous Coverage

CONTRACTOR shall maintain the required insurance for the life of the contract. Should the CONTRACTOR cease to have insurance as required during this time, all work by the CONTRACTOR pursuant to this agreement shall cease until insurance acceptable to the City is provided. In the event that CONTRACTOR fails to comply with the City's insurance requirements, the City may take such action as it deems necessary to protect the City's interests. Such action may include but is not limited to termination of the contract, withholding of payments, or other actions as the City deems appropriate.

If services or the scope of work extend beyond the expiration dates of the required insurance policies initially approved by the City, CONTRACTOR must provide updated certificates and endorsements indicating that the required coverage, terms and conditions are still in place. **Renewal certificates and updated endorsements shall be mailed to the Designated Project Manager.**

Cancellation

CONTRACTOR shall ensure that coverage shall not be cancelled, reduced or otherwise materially changed except after thirty (30) days' prior written notice has been given to the City.

Reporting Requirements

Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees or volunteers.

Consistent with Public Policy

The insuring provisions, insofar as they may be judged to be against public policy shall be void and unenforceable only to the minimum extent necessary so that the remaining terms and provisions herein may be consistent with public policy and thus enforceable.