



# AGENDA REPORT

## Public Works

<b>DATE:</b>	August 19, 2025
<b>TO:</b>	Mayor Martinez and Members of the City Council
<b>FROM:</b>	Daniel Chavarria, PE, Director of Public Works Robert Armijo, PE, Deputy Director of Public Works / City Engineer Darcie DeLashmutt, Capital Project Manager
<b>Subject:</b>	Authorize City Manager to Award Contracts for The Lot (Mobile Vendor Plaza) Restroom Facility
<b>FINANCIAL IMPACT:</b>	The Capital Improvement Plan includes \$200,000 in funding for The Lot (Mobile Vendor Program Lot) Project capital improvements. The approval of a contract to purchase a restroom facility in an amount not to exceed \$30,000 is within the current project budget (Account String: 01231031-400201-23058 and 01231031-400704-23058 General Fund).
<b>PREVIOUS COUNCIL ACTION:</b>	July 2, 2024
<b>STATEMENT OF THE ISSUE:</b>	City staff seeks City Council authorization to expedite restroom improvements at The Lot (Mobile Vendor Plaza) by delegating authority to award the contract and approve change orders within the approved project budget. This authorization will enable timely completion of restroom upgrades and further support the City's goals for a safe and vibrant sidewalk vending program. City staff is soliciting competitive bids for the restroom facility in parallel with the City Council approval process.

<b>RECOMMENDED ACTION:</b>	ADOPT a resolution authorizing the City Manager to accept bids and award contract(s) for the Mobile Vendor Plaza restroom facility in an amount not to exceed \$30,000; and AUTHORIZE the Director of Public Works to approve change orders up to \$6,000, provided that total project costs remain within the Council-approved budget for Fiscal Year 2025-2026 - Public Works Department (Darcie DeLashmutt 672-3944/Robert Armijo 620-5477).
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## DISCUSSION:

In fall 2023, concerns were raised regarding the growing number of sidewalk vendors operating without the required health permits. Vendors were also operating in parking stalls and on sidewalks, creating potential public health and safety concerns. In response, City staff engaged with affected community members, local business organizations, and public agencies to develop a comprehensive solution.

On July 2, 2024, the Richmond City Council adopted an ordinance adding Chapter 7.42, *Sidewalk Vending*, to the Richmond Municipal Code, aligning local regulations with state law. As part of this effort, the City Council also directed staff to establish a *Mobile Vendor Plaza Program* to support sidewalk vendor businesses in a safe and structured environment.

To implement the program, the City of Richmond partnered with the Richmond Farmers Market Association. The initiative functions as a local business incubator while ensuring vendors operate in compliance with applicable regulations. A central feature of the program is the Mobile Vendor Plaza, located on a City-owned parking lot at 1401 Macdonald Avenue at Marina Way (Attachment 1). The site accommodates up to 22 vendors and provides amenities including portable restrooms, a grey water tank, customer seating, and tables.

To enhance the site and better support participating vendors, the City is expediting the following capital improvements (Attachment 2). Recent and planned upgrades include:

- New asphalt paving (completed April 14, 2025)
- Revised parking configuration (completed April 20, 2025)
- Decorative pavement paint
- Procurement of select new site furnishings
- Installing solar lighting
- Renovating landscaping
- Painting existing features
- Replacing the existing portable restroom facility

While several site improvements have been completed or are planned as part of the broader Mobile Vendor Plaza enhancement effort, this staff report specifically seeks authorization related to the procurement and installation of a new restroom facility.

The new portable restroom facility will be secure when not in use and aesthetically consistent with the overall branding of the Mobile Vendor Program.

General Fund monies for the restroom facility are allocated in the Civic Center Plaza Landscaping and Citywide Plant and Median Materials Project (Capital Improvement Project Number 23051), as part of the Fiscal Year 2025-2026 budget. Bids for the new restroom facility are currently being solicited through a competitive process in accordance with Richmond Municipal Code Chapter 2.52 purchasing procedures.

To expedite implementation, staff recommends that the City Council adopt a resolution authorizing the City Manager to award a contract, not to exceed \$30,000, to the lowest responsive and responsible bidder for the purchase and installation of the restroom facility (Attachment 3). The resolution would also authorize the Director of Public Works to approve change orders up to \$6,000 (approximately 20% of the contract amount), provided all costs remain within the City Council-approved project budget.

City staff recommends that the City Council adopt a resolution authorizing these actions to support the timely delivery of the restroom facility. This authorization will enable timely completion of restroom upgrades and further support the City's goals for a safe and vibrant sidewalk vending program.

**DOCUMENTS ATTACHED:**

Attachment 1 – Location Plan  
Attachment 2 – Concept Plan  
Attachment 3 – Resolution