



**BOARD OF SUPERVISORS AGENDA ITEM REPORT**  
**CONTRACTS / AWARDS / GRANTS**

**Requested Board Meeting Date:** 3/15/2016

**or Procurement Director Award** ☐

**Contractor/Vendor Name:** Catholic Community Services of Southern Arizona Inc.  
**(DBA):**

**Project Title/Description:**

Casa Alitas, 2210 E. Copper, and Merilac Lodge, 5138 E. 2nd Street, in Tucson, Arizona (collectively "the Facilities"). Both of these transitional housing properties are owned and operated a by Catholic Community Services of Southern Arizona, Inc.

**Purpose:**

To make energy-efficiency improvements to the Facilities ("the Project") to reduce expenditures for utilities, operations, and maintenance. This amendment increases funding by \$15,000 to conduct additional roof repairs, insulation, and modified gutter design required at the Merilac Lodge necessary to ensure the health and safety of the homeless women and children whom reside at the facility.

**Procurement Method:**

N/A

**Program Goals/Predicted Outcomes:**

Goal: Reduce operational costs and increase energy-efficiencies at the Facilities to provide a suitable living environment for those receiving shelter and support services.

Predicted outcomes: An increase in the availability and accessibility to transitional housing and support services for special populations including migrant women with children, and young women under the age of 18.

**Public Benefit:**

Upon completion, the Project will meet the CDBG National Objective to provide public facility improvements that provide housing to low- to moderate-income persons.

**Metrics Available to Measure Performance:**

At least 1,200 immigrant women and children per year will have improved access to shelter and support services at Casa Alitas as reported to HUD.

At least 15 low-income young women under the age of 18 will have improved access to shelter and support services at Merilac Lodge as reported to HUD.

Reductions in annual expenditures for the Facilities' utilities, operations, and maintenance costs will be realized.

**Retroactive:**

No.

**Original Information**

Document Type:

Department Code:

Contract Number (i.e., 15-123):

Effective Date:

Termination Date:

Prior Contract Number (Synergen/CMS):

☐ Expense Amount:

☐ Revenue Amount: \$

Funding Source(s):

Cost to Pima County General Fund:

Contract is fully or partially funded with Federal Funds?

☐ Yes ☐ No ☐ Not Applicable to Grant Awards

Were insurance or indemnity clauses modified?

☐ Yes ☐ No ☐ Not Applicable to Grant Awards

Vendor is using a Social Security Number?

☐ Yes ☐ No ☐ Not Applicable to Grant Awards

Procure Dept 03/25/16 PM04:38

If Yes, attach the required form per Administrative Procedure 22-73.

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**Amendment Information**

Document Type: CT Department Code: CD Contract Number (i.e.,15-123): 16000000000000000193

Amendment No.: 1

AMS Version No.: 3

Effective Date:

New Termination Date:

☒Expense ☐Revenue ☒Increase ☐Decrease

Amount This Amendment: \$15,000

Funding Source(s): U.S. Department of Housing and Urban Development / CDBG

Cost to Pima County General Fund: 0

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Contact: Daniel Tylutki, Program Manager

Department: Community Development & Neighborhood Conservation

Telephone: 724-6754

Department Director Signature/Date:

Daniel Tylutki for  
Margaret M. Kish.

Deputy County Administrator Signature/Date:

Jaur 2-25-16

County Administrator Signature/Date:

(Required for Board Agenda/Addendum Items)

C. Dubutsky 2/25/16

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<b>PIMA COUNTY COMMUNITY DEVELOPMENT AND NEIGHBORHOOD CONSERVATION DEPARTMENT</b>	
<b>PROJECT NAME:</b>	<i>Casa Alitas and Merilac Lodge, Facility Improvements</i> <b>CDBG Emergency/ Transitional/ Permanent Housing Repair Program</b>
<b>CONTRACTOR:</b>	Catholic Community Services of Southern Arizona, Inc. 140 W. Speedway Suite 230 Tucson, AZ 85705
<b>CONTRACT NO.:</b>	CT-CD-16*193
<b>FUNDING:</b>	Community Development Block Grant (Public Facilities)
<b>DISTRICT NO.</b>	All

**CONTRACT**

**NO.** CT-CD-16-193

**AMENDMENT NO.** 01

This number must appear on all invoices, correspondence and documents pertaining to this contract.

Original Contract Term:	1/1/16 – 12/31/16	Contract Amount:	\$80,000.00
Termination date prior amends:	N/A	Amount Prior Amends:	N/A
Termination date this amend:	12/31/16	Amount this Amendment:	\$15,000.00
		TOTAL contract amount:	\$95,000.00

### AMENDMENT NO. ONE

#### RECITALS

- A. Pima County ("County"), through the Community Development and Neighborhood Conservation Department received Community Development Block Grant ("CDBG") funds from the U.S. Department of Housing and Urban Development ("HUD"), under Title I of the Housing and Community Development Act of 1974, as amended (Public Law 93-383) to improve the economic welfare of County inhabitants.
- B. Catholic Community Services of Southern Arizona, Inc. ("Subrecipient") provides transitional housing and support services to homeless individuals and families at Casa Alitas and Merilac Lodge.
- C. County and Subrecipient entered into the above-referenced Agreement to provide CDBG public facility improvements at both the Casa Alitas and Merilac Lodge.
- D. As work on Merilac Lodge proceeded, County's contractor discovered that the original scope of the improvements is inadequate to ensure the health and safety of the homeless women with children who reside at the facility.
- E. Significantly greater roof repairs, additional insulation and modified gutter design will be required at the Merilac Lodge.
- F. The facility improvements for Casa Alita have been completed within budget.

- G. County has recaptured CDBG funds from completed or cancelled projects.
- H. County finds it appropriate to reprogram some of the recaptured CDBG funds to properly complete the roof and insulation improvements at Merilac Lodge.

NOW, THEREFORE, the Agreement is amended as follows:

- A. **4.0 COMPENSATION AND PAYMENT**, Paragraph 4.1 is amended to increase the Maximum Allocated Amount:

FROM: \$80,000.00

TO: \$95,000.00

- B. **EXHIBIT A – SCOPE OF WORK**, Paragraph 3.1.4 is amended to add the following provisions:

3.1.4.4. Additional repair work. In addition to all upgrades set forth in this section 3.1.4:

- 3.1.4.4.1. To insure safe access to the roof and electrical service, trim two (2) large trees.
- 3.1.4.4.2. Along with a ½" wood fiber insulation overlay, install one (1) layer of 2" polyiso insulation on the approximate 2,000 square foot roof ;
- 3.1.4.4.3. Re-slope entire rear porch (approximately 1,000 square feet) and ensure positive drainage.
- 3.1.4.4.4. Furnish and install additional seamless gutters (approximately 56 feet) with downspouts at three (3) locations.

- C. **EXHIBIT A – SCOPE OF WORK**, Section 8 -- Budget is deleted in its entirety and replaced as follows:

<b>CASA ALITAS Facility Improvements</b>	<b>Amount Allocated</b>
Roof Repair and Recoating	\$3,192.00
HVAC	\$10,156.00
Windows and Doors	\$6,316.00
Miscellaneous Materials and Labor	\$2,297.00
<b>Subtotal</b>	<b>21,961.00</b>

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<b>MERILAC LODGE Facility Improvements</b>	<b>Amount Allocated</b>
Roof and Fire Protection System	\$45,064.00
HVAC	\$5,195.00
Windows, Interiors and Exteriors Walls	\$3,141.00
Additional activities set forth in Paragraph 3.1.4.4.	\$10,782.00
<b>Subtotal</b>	<b>\$64,182.00</b>
<b>Pima County Program Delivery</b>	<b>\$8,857.00</b>
<b>TOTAL FACILITY IMPROVEMENTS</b>	<b>\$95,000.00</b>

All other provisions of this Agreement, not specifically changed by this amendment, shall remain in effect and be binding upon the parties.

IN WITNESS WHEREOF, the parties do hereby affix their signatures and do hereby agree to carry out the terms of this Amendment and of the original Contract cited herein.

**PIMA COUNTY**

**SUBGRANTEE**

\_\_\_\_\_  
Chair, Board of Supervisors

Marguerite D Harmon  
Signature

Date: \_\_\_\_\_

MARGUERITE D HARMON  
Printed name and title

ATTEST:

Date: 2-24-2016

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

APPROVED AS TO CONTENT:

Daniel G. Kish for MARGARET M. KISH  
Director, Community Development  
and Neighborhood Conservation

APPROVED AS TO FORM:

Karen S. Friar  
Karen S. Friar, Deputy County Attorney