



Agenda Item Report

City Commission - Jun 06 2023

Department	Staff Contact
Planning & Development Services	Danelle Walters, Housing Initiatives Manager - Assistant PDS Director

Recommendations

Receive update on the Pallet Shelter Village project.

Executive Summary

Staff would like to provide the City Commission with an update on the progress of the Lawrence Pallet Shelter Village along with a revised timeline of the work being done at 256 North Michigan Street. This memo provides an overview of project known project requirements and estimated timelines to complete each milestone.

The land purchase for 256 North Michigan closed on April 10, 2023, which enabled work on several critical project dependencies to begin. While staff was working on some items prior to this date, upon taking ownership of the land we were able to start planning with outside vendors and begin obtaining firm commitments on project tasks. This memo addresses the revised timeline which extends well beyond the previously estimated late-June opening date. At this juncture, we anticipate opening the Pallet Shelter Village in approximately six months, this fall before the winter temperatures hit.

The following project requirements impact the timeline needed to open the Pallet Shelter Village.

Demolition of Existing Structures

Estimated time to completion: End of June

The demolition of the existing buildings on the site required a Historic Resources Commission (HRC) review and approval process. This was completed on May 18, 2023, with the Historic Resources Commission approving the demolition permit. The public notice ran concurrently with the impending HRC review, and staff is completing the remaining pre-demolition utility work and securing an on-call contractor to complete this part of the project. We anticipate demolition to be completed within the next three to four weeks, or around the end of June.

Site Fencing Bid Process

Estimated time to completion: End of July

A Request for Quotes (RFQ) for fencing of the site was advertised and closed on May 16, 2023, with no bids received. Staff updated the RFQ documents and scope of work and re-advertised the RFQ on May 18, 2023. The RFQ closes June 6, 2023. If we are successful

obtaining bids, staff estimates that fencing installation could be completed within one to two months, or by the end of July.

Site Analysis, Planning and Construction required for Cabin Installation

Estimated time to completion: End of October

Professional Engineering Consultants (PEC) has been engaged to provide site analysis and planning for the infrastructure and improvements required for the Shelter Village. This analysis and planning is necessary to ensure all grading and below and above ground infrastructure on the site are properly constructed. The time required for site analysis and planning is approximately 8-10 weeks and upon completion we will have construction documents in-hand. We will be prepared to engage one of the City's on-call excavation contractors to begin construction as quickly as possible following the site analysis and planning task. Barring any unforeseeable complications, the site could be ready for installation of the cabins by the end of October.

Pallet Cabin Delivery and Build

Estimated time to completion: Late October/Early November

The delivery date for the Pallet cabins is currently set for mid-July by contract. Staff is working with the Pallet team to determine an updated delivery and installation date as site preparation requirements and the time to complete those requirements becomes clearer. Pallet's build team requires approximately one to two weeks for cabin setup following the delivery of the cabins. At this point, we anticipate the site being ready for installation of the cabins in late October or early November, pending site analysis, planning and infrastructure construction.

Operations Contract

Estimated time to completion: Late August

The City is soliciting proposals for a Pallet Shelter Village operations contractor. That RFP closes on June 6, 2023. Staff will work closely with the selected contractor to develop a final operational plan for the Shelter Village (with input from stakeholders and neighborhood groups). When this piece is in place, the program details will be better understood and we anticipate the majority of questions and concerns about the shelter will be addressed. Work on this task is occurring simultaneously with the above tasks. Staff anticipates the operator selection process to be completed by mid-July.

Following the operator selection process, the City and selected contractor will begin meeting to clarify and negotiate details of the operations contract. The contract is expected to be complex and it may take several weeks to reach agreement on a final scope of work and terms. Part of the negotiation process will include discussions and planning for the coordination of care with potential partner agencies and stakeholders. Staff hopes to bring a contract to the City Commission by late August, pending successful negotiation, operational planning and planning for coordination with service providers.

Community Engagement

Estimated time to completion: Ongoing through various stages of the project

Community Engagement staff have been working with the City Manager's office to provide outreach and updates to the impacted neighborhood association, adjacent neighbors, and surrounding businesses. Staff plans to engage neighborhood group members, service providers and people with lived experience in the process of reviewing operations proposals submitted by prospective contractors. Additionally, we still anticipate opportunities for Pallet community engagement team to meet with community and neighborhood members. Staff will continue to provide written updates to the neighborhood groups as project milestones are approached and achieved.

Looking Ahead

The project team is committed to the successful construction and operation of the Pallet Shelter Village. This project will create critically needed non-congregate shelter capacity, which is a need identified in the draft Affordable Housing and Homelessness Strategic Plan. The Shelter Village will support individuals' recovery from homelessness through service coordination and the provision of stable, safe shelter that improves their chances of accessing housing.

The project team will continue to update the City Commission and community on milestones such as the site preparation process, selection of the site operator and the creation of their corresponding operational processes. Additional information about the project is available at the following webpage: <https://lawrenceks.org/pds/homeless-programs/pallet-shelter-village/>.

Alignment to Strategic Plan

Strong, Welcoming Neighborhoods

Fiscal Impact

Budget impact is being updated and will be provided before the meeting.

Action Requested

Receive update on the Pallet Shelter Village project.
