

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this day of August 22, 2023 by and between the **CITY OF MISSOULA, MONTANA**, a municipal corporation organized and existing under the laws of the State of Montana, 435 Ryman St., Missoula, MT 59802, referred to here as “City,” and The Poverello Center, 1110 West Broadway, Missoula MT, 59801 hereinafter referred to as “Contractor.”

RECITALS

WHEREAS, the City desires to utilize Contractor to furnish independent services in connection with providing emergency shelter services, including those services described within the Section or the Attachment to this contract entitled, “Scope of Work & Compensation;” and

WHEREAS, Contractor has represented to the City that Contractor has the necessary expertise to furnish said services and has available to Contractor the necessary staff and resources to perform the independent services in a timely manner consistent with the nature of the project.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties agree as follows:

1. **Purpose:** City desires to have Contractor provide emergency shelter services at the Johnson St Shelter facility for the City of Missoula including activities related to new and ongoing programming to provide additional emergency sheltering services in our community, in accordance with the Scope of Work attached as Exhibit A.
2. **Effective Date:** This Agreement is effective upon the date of its execution by both parties and will terminate in September 2024 as needs dictate, or upon 30 days’ notice by the City to Contractor of its desire to terminate the Agreement by giving such notice to Contractor’s designated liaison identified below. City will reimburse Contractor for expenses relating to the provision of emergency shelter occurring on or after August 1, 2023 with approval from City staff.
3. **Scope of Work:**
 - a. Contractor will perform the work and provide the services in accordance with the requirements of the Scope of Work attached as Exhibit A, Section 1 at a city owned facility located at 1919 North Ave W, Missoula, MT 59801; and
 - b. If authorized in writing as provided in this subsection, Contractor shall also furnish additional services. To the extent additional services have been identified at the time of executing this Agreement, they are itemized in Exhibit A and will be paid for by City as indicated in Section 6. As further additional services are requested of Contractor, this Agreement may be modified and subject to mutual consent by execution of an addendum by authorized representatives of both parties, setting forth the additional scope of services, their performance time schedule, and the compensation for such services.

4. City Responsibilities

- a. City agrees to provide full access to the facility located at 1919 North Ave West for the provision of services outlined in Exhibit A, Section 1. This includes all parking lots adjacent to the facility.
- b. City agrees to ensure that all mechanical systems, heating, fire and safety systems, and plumbing are in good working order throughout the term of this contract.
- c. City agrees to conduct renovations and construction to expand hygiene facilities, including bathrooms, showers, and handwashing, within the facility. City agrees to accomplish or contract with and pay the service provider directly to repair damages to the building as they related to structural, mechanical, roofing, and fire safety deficiencies.
- d. City agrees to pursue a health code variance to utilize chemical toilets while aforementioned renovations and construction are completed. City and Contractor agree that if variance is not approved, shelter services will be postponed until an alternate plan is devised and approved by both parties.

5. Contractor Responsibilities

- a. Contractor agrees to provide all supplies, staffing, and other necessary items to ensure successful provision of services outlined in the Scope of Work as attached as Exhibit A, Section 1.
- b. Contractor agrees to contract with and pay the utility provider directly for gas, electricity, public water and sewer, internet access, telephone, and garbage services at 1919 North Ave W.
- c. Contractor agrees to accomplish or contract with and pay the service provider directly for the following maintenance items: interior maintenance, janitorial, snow removal and glass repair and maintenance.
- d. Contractor agrees to abide by all recommendations and requirements as set by the City of Missoula Fire Marshal regarding the use of 1919 North Ave West as Emergency Shelter.
- e. Contractor agrees to maintain a \$10,000 building reserve as part of the project budget to cover damages to the building during the provision of services. Contractor agrees to accomplish or contract with and pay the service provider directly to repair any damages to the building as they relate to operation of shelter services during the provision of services. Any repairs needed above \$500 will prompt a discussion between Contractor and City.

6. Payment:

- a. City agrees to pay Contractor for services outlined in Exhibit A, Section 1 in accordance with the terms and conditions laid out in Exhibit A, Section 2 – Compensation, and Contractor shall be compensated for additional services authorized pursuant to Section 3.b. above, which have not been identified at the time of executing

this Agreement as more particularly described in a fully approved and executed addendum to this Agreement. Payment for work beyond that described in Exhibit A or as contained in a fully approved and executed addendum to this Agreement is expressly denied without prior written authorization from City. Such authorization must include signature of the Mayor.

- b. Contractor shall submit statements for basic and additional services rendered. City shall pay Contractor within 30 days of receipt of an itemized invoice for the services rendered or shall notify Contractor of any dispute by City concerning the performance of any services and the basis therefore and shall pay Contractor within thirty days for the services not in dispute. If any items are disputed by City, Contractor and representatives of City shall meet and confer regarding the disputed items within ten business days after City notifies Contractor of the services in dispute. City shall pay for any disputed services for which the dispute has been resolved to the satisfaction of the City within thirty days after such resolution.

7. Independent Contractor Status: The parties agree that Contractor, is an independent contractor for purposes of this agreement and the parties agree that Contractor is and shall be an independent contractor when performing services pursuant to this agreement. Contractor is not subject to the terms and provisions of the City's personnel policies handbook and may not be considered a City employee for workers' compensation or any other purpose. Contractor is not authorized to represent the City or otherwise bind the City in any dealings between Contractor and any third parties.

Contractor shall comply with the applicable requirements of the Workers' Compensation Act, Title 39, Chapter 71, MCA, and the Occupational Disease Act of Montana, Title 39, Chapter 71, MCA. Contractor shall maintain workers' compensation coverage for all members and employees of Contractor's business, except for those members who are exempted by law.

Contractor shall furnish the City with copies showing one of the following: (1) a binder for workers' compensation coverage by an insurer licensed and authorized to provide workers' compensation insurance in the State of Montana; or (2) proof of exemption from workers' compensation granted by law for independent contractors.

8. Indemnity and Insurance: For other than professional services rendered, to the fullest extent permitted by law, Contractor agrees to defend, indemnify, and hold the City harmless against claims, demands, suits, damages, losses, and expenses connected therewith that may be asserted or claimed against, recovered from or suffered by the City by reason of any injury or loss, including but not limited to, personal injury, including bodily injury or death, property damage, occasioned by, growing out of, or in any way arising or resulting from any intentional or negligent act on the part of Contractor or Contractor's agents or employees.

For the professional services rendered, to the fullest extent permitted by law, Contractor agrees to indemnify and hold the City harmless against claims, demands, suits, damages, losses, and expenses, including reasonable defense attorney fees, to the extent caused by the negligence or willful misconduct of the Contractor or Contractor's agents or employees.

For this purpose, Contractor shall provide City with proof of Contractor's liability insurance issued by a reliable company or companies for personal injury and property damage in amounts not less than as follows:

- Workers' Compensation—statutory
- Employers' Liability—\$1,000,000 per occurrence; \$2,000,000 annual aggregate
- Commercial General Liability—\$1,000,000 per occurrence; \$2,000,000 annual aggregate
- Automobile Liability—\$1,000,000 property damage/bodily injury; \$2,000,000 annual aggregate
- Professional Errors and Omissions Liability—\$1,000,000 per claim; \$2,000,000 annual aggregate

City shall be included or named as an additional or named insured on the Commercial General and Automobile Liability policies. The insurance must be in a form suitable to City.

9. Professional Service: Contractor agrees that all services and work performed under this agreement will be accomplished in a professional manner, in accordance with the accepted standards of Contractor's profession.

10. Compliance with Laws: Contractor agrees to comply with all federal, state and local laws, ordinances, rules and regulations.

11. Nondiscrimination and Affirmative Action: Contractor agrees and shall comply with the following Non-Discrimination and Affirmative Action policies:

NON-DISCRIMINATION. All hiring shall be on the basis of merit and qualification and there shall be no discrimination in employment on the basis of race, ancestry, color, physical or mental disability, religion, national origin, sex, age, marital or familial status, creed, ex-offender status, physical condition, political belief, public assistance status, sexual orientation, or gender identity/expression, except where these criteria are reasonable bona fide occupational qualifications.

AFFIRMATIVE ACTION POLICY. Contractors, subcontractors, sub grantees, and other firms doing business with the City of Missoula must be in compliance with the City of Missoula's Affirmative Action Plan, and Title 49 Montana Codes Annotated, entitled "Human Rights" or forfeit the right to continue such business dealings.

The City's Affirmative Action Policy Statement is:

The Mayor of the City of Missoula or the Mayor's designee may adopt an affirmative action plan to provide all persons equal opportunity for employment without regard to race, ancestry, color, handicap, religion, creed, national origin, sex, age, sexual orientation, gender identity or expression, or marital status. In keeping with this commitment, we are assigning to all department heads and their staff the responsibility to actively facilitate equal employment opportunity for all present employees, applicants, and trainees. This responsibility shall include assurance that employment decisions are based on furthering the principle of equal employment

opportunity by imposing only valid requirements for employment and assuring that all human resource actions are administered on the basis of job necessity.

Specific responsibility for developing, implementing, monitoring and reporting are assigned to the City Personnel staff under the supervision and direction of the Chief Administrative Officer and the Mayor.

It is the policy of the City of Missoula to eliminate any practice or procedure that discriminates illegally or has an adverse impact on an "affected" class. Equal opportunity shall be provided for all City employees during their terms of employment. All applicants for City employment shall be employed on the basis of their qualifications and abilities.

The City of Missoula, where practical, shall utilize minority owned enterprises and shall ensure that subcontractors and vendors comply with this policy. Failure of subcontractors and vendors to comply with this policy statement shall jeopardize initial, continued, or renewed funds.

Our commitment is intended to promote equal opportunity in all employment practices and provide a positive program of affirmative action for the City of Missoula, its employees, program participants, trainees and applicants.

12. Default and Termination: If either party fails to comply with any condition of this agreement at the time or in the manner provided for, the other party, at its option, may terminate this agreement and be released from all obligations if the default is not cured within ten (10) days after written notice is provided to the defaulting party. Said notice shall set forth the items to be cured. Additionally, the non-defaulting party may bring suit for damages, specific performance, and any other remedy provided by law. These remedies are cumulative and not exclusive. Use of one remedy does not preclude use of the others. Notices shall be provided in writing and hand-delivered or mailed to the parties at the addresses set forth in the first paragraph of this agreement.

13. Modification and Assignability: This document contains the entire agreement between the parties and no statements, promises or inducements made by either party or agents of either party, which are not contained in this written agreement, may be considered valid or binding. This agreement may not be enlarged, modified or altered except by written amendment signed by both parties hereto. The Contractor may not subcontract or assign Contractor's rights, including the right to compensation or duties arising under this agreement, without the prior written consent of the City. Any subcontractor or assignee will be bound by all of the terms and conditions of this agreement.

14. Ownership and Publication of Materials: All reports, information, data, and other materials prepared by the Contractor pursuant to this agreement are the property of the City. The City has the exclusive and unrestricted authority to release, publish or otherwise use, in whole or part, information relating thereto. Any re-use without written verification or adaptation by the Contractor for the specific purpose intended will be at the City's sole risk and without liability or legal exposure to the Contractor. No material produced in whole or in part under this agreement

may be copyrighted or patented in the United States or in any other country without the prior written approval of the City.

15. Liaison:

Designated liaison with Contractor is:

Cerina Azure-Kjorstad, Houseless Operations Specialist
Community Planning, Development & Innovation
435 Ryman Street
Missoula, MT 59802
(406) 552-6393

Contractor's designated liaison with City is:

Jill Bonny, Executive Director
Poverello Center, Inc.
1110 West Broadway
Missoula, MT 59801
406-207-4019

16. Previous Agreements: This Agreement constitutes the entire understanding of the parties and is intended as a final expression of their agreement and a complete statement of the terms thereof. There are no promises, terms, conditions, or obligations, other than contained herein. This Agreement shall supersede all previous communications, representations, or agreements, either oral or written, between the parties.

17. Applicability: This agreement and any extensions of it shall be governed and construed in accordance with the laws of the State of Montana.

WITNESS, the parties here have executed this instrument the day and year first above written.

CONTRACTOR:
Poverello Center, Inc.

MAYOR
City of Missoula, Montana

Jill Bonny, Executive Director

Jordan Hess

ATTEST:

APPROVED AS TO FORM:

Martha L. Rehbein, CMC, City Clerk

Jim Nugent, City Attorney

EXHIBIT A
Scope of Work & Compensation

SECTION 1 - Scope of Work

A. Description of Scope

- a. Contractor (Poverello Center) will perform general duties to implement the following goals found to be in the public interest by the City of Missoula:
 - i. The emergency shelter program at the Johnson St Shelter at 1919 North Ave W, Missoula, MT 59801 will reduce the number of adults living without shelter in Missoula by operating an additional emergency shelter, implementing a behavior-based policy and offering 24/7 indoor space for sheltering and sleeping.
 - ii. The Johnson St Shelter will open in September 2023 for, at minimum, one year.
- b. Contractor shall perform specific life-saving and supportive services in the emergency shelter for the City of Missoula including, but not limited to:
 - i. The Poverello Center will operate the secondary location in an overflow emergency shelter capacity and ensure staffing ratios are appropriate to safely provide 24/7 indoor sheltered space and meet the needs of the population being served in both locations.
 1. Convene regular emergency shelter meetings to monitor successes and challenges of current operation and close gaps as needed. Report successes, gaps, and challenges to Houseless Programs team staff and collaborating community partners.
 2. Hire and train additional staff and volunteers.
 3. Utilize Homeless Management Information System and other database or tracking system to track the below data. Make data available to Houseless Programs staff or report updated data at least bi-weekly.
 - a. Nightly utilization of the shelter
 - b. Unduplicated individuals accessing the shelter
 - c. Demographic information
 4. Continue to operate as an Access Point agency within Missoula's Coordinated Entry System.
 5. Conduct meetings with law enforcement, first responders, mobile crisis team and other stakeholders to address any concerns and maintain positive relationships.
- c. Contractor will understand and mitigate neighborhood impacts to any extent possible.
 - i. Conduct regular neighborhood meetings to maintain relationships with neighbors and neighboring businesses, and co-create solutions to quickly address concerns. City staff will regularly attend these meetings.
 - ii. Homeless Outreach Team will visit neighboring businesses to offer partnership in addressing concerns.
 - iii. Coordinate with project partners to address neighborhood concerns in a timely manner.

B. Outcomes

- a. Contractor agrees to measure, track, and report on the following outcomes:
 - i. Guests using the Johnson St Shelter who were previously living without shelter.
 - ii. Guests who exit shelter to a housing solution and to what solutions, including but not limited to: permanent housing, rental with or without subsidy, treatment,

family reunification.

1. These outcomes will be collected in a qualitative fashion and contractor agrees to include no less than three stories per reporting period that include outcome information in narrative form.
- iii. Guests who are receiving their medications at the shelter in an attempt to support better physical and mental health outcomes.
- iv. Guests who are turned away from accessing services at the shelter due to maximum capacity and/or rule violations.
- v. Opportunities for neighbors of the Johnson St Shelter to share concerns and co-create solutions regarding shelter impacts in their neighborhood.

C. Roles and Responsibilities

- a. **City of Missoula Staff Leads** - consists of the Houseless Programs Manager, Houseless Operations Specialist and Coordinated Entry Specialist, with support from the Community Development Division of Community Planning, Development & Innovation. Staff serve to coordinate and facilitate the execution of the contract, payment of invoices, and collection of progress reporting; making sure the grantee is making progress towards the outcomes outlined in Section 1.B. in the Scope of Work. Staff will also support siting of the facility, communications, and operations as needed.
- b. **Contractors** are responsible for accomplishing the defined work plan objectives that support the City of Missoula's goals and all items outlined in Exhibit A Scope of Work & Compensation. They will communicate and collaborate directly with the identified Staff Leads.

A. Code of Conduct

- i. **Purpose.** The intent of the Code of Conduct is to set the City of Missoula's expectations for partners, stakeholders, and contractors.
- ii. **Good faith.** All parties agree to act in a good faith effort. All accept that other participants bring with them the legitimate purposes and goals of their organizations. The work within this collaboration will remain as outlined in this contractual agreement. Any additional work that the contractor wishes to take on will be at their own will, and will occur without additional resource, including the support of staff time, from the City of Missoula.
- iii. **Exchange of information.** All parties agree to exchange information in good faith and provide information in advance of meetings where such information will be necessary. All agree not to divulge information shared by others in confidence outside of the group.

SECTION 2 - Compensation

- A. **ARPA funding background.** Funding for this project comes from the City of Missoula's direct allocation of Coronavirus State and Local Fiscal Recovery Funds (SLFRF), made possible by the American Rescue Plan Act (ARPA) and received from the U.S. Treasury May 18, 2021, SLFRF Assistance Listing Number (ALN) 21.027, FAIN SLFRP0579.

Applicable compliance and reporting requirements for use of SLFRF funds apply. As the pass-through entity, it is the City of Missoula's responsibility to monitor and report use of SLFRF award funds, including determining expense eligibility compliance with Code of Federal Regulations (CFR). [CFR 200.400 Subpart E Cost Principles](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E) can be found at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>

- B. **Payment.** For the satisfactory completion of the Scope of Work, the City of Missoula will pay the Contractor the sum not to exceed \$789,345.00 for emergency shelter services provided between September 2023 and August 2024, as needs dictate. The City agrees to pay the Contractor for actual portions of the work completed for each task described under the Scope of Work.
- C. **Reporting.**
- a. Contractor is responsible for submitting quarterly progress reports and a final close-out report on the dates listed below, or on the Friday before the due date if the due date falls on a weekend.
 - i. **Progress report: December 31, 2023** for 9/1-11/30
 - ii. **Progress report: March 31, 2024** for 12/1-2/29
 - iii. **Progress report: June 30, 2024** for 3/1-5/31
 - iv. **Progress report: September 30, 2024** for 6/1-8/31
 - v. **Close-out report: October 31, 2024** for 9/1-end date
 - b. City Staff Leads are responsible for providing a report template to Contractor to utilize for each reporting period.
- D. **Claims.**
- a. Contractor may submit for reimbursement on a quarterly basis in alignment with the reporting schedule in Section 2.C. Contractor should submit claims on the Friday before the due date if the due date falls on a weekend.
 - i. If Contractor needs to request a claim at an alternate interval, they will discuss with Houseless Programs staff and get approval prior to submitting the claim.
 - b. When submitting claims, Contractor shall provide an invoice for the full amount being requested, as well as full documentation of expenses included in the request.
 - c. City Staff Leads will review all documentation and submit the claim to City finance within two weeks of receipt of all documentation.