

**CITY OF OCEANSIDE**

**PROFESSIONAL SERVICES AGREEMENT**

**PROJECT: Oceanside Bridge Transitional Housing**

THIS AGREEMENT, dated July 1, 2026, for identification purposes, is made and entered into by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and Interfaith Community Services Inc, hereinafter designated as "CONSULTANT."

**NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:**

1. **SCOPE OF WORK.** The project is more particularly described as follows: Interfaith Community Services shall provide bridge housing operations, case management, housing navigation, resident coordination, and supportive services for eligible Oceanside residents experiencing homelessness who have an identified pathway to permanent housing. Services shall include operation of three two-bedroom bridge housing units with capacity for up to 12 participants at any given time, program oversight, participant intake and orientation, twice-weekly case management engagement, housing plan coordination, documentation support, wellness and safety checks, data collection, and performance reporting. The project is more particularly described in Exhibit A.
2. **INDEPENDENT CONTRACTOR.** CONSULTANT'S relationship to the CITY shall be that of an independent contractor. CONSULTANT shall have no authority, express or implied, to act on behalf of the CITY as an agent, or to bind the CITY to any obligation whatsoever, unless specifically authorized in writing by the CITY. CONSULTANT shall be solely responsible for the performance of its employees, agents, and subcontractors under this Agreement, including the training of each employee regarding the rights and responsibilities of an employer and employee for any potential discrimination or harassment claim under state or federal law. CONSULTANT shall report to the CITY any and all employees, agents, and consultants performing work in connection with this project, and all shall be subject to the approval of the CITY.
3. **WORKERS' COMPENSATION.** Pursuant to Labor Code section 1861, the CONSULTANT hereby certifies that the CONSULTANT is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and the CONSULTANT will comply with such provisions, and provide certification of such compliance as a part of this Agreement.

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### **4. LIABILITY INSURANCE.**

4.1. CONSULTANT shall, throughout the duration of this Agreement maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of CONSULTANT, its agents and employees, performed in connection with this Agreement including but not limited to premises and automobile.

4.2 CONSULTANT shall maintain liability insurance in the following minimum limits:

Comprehensive General Liability Insurance  
(bodily injury and property damage)

Combined Single Limit Per Occurrence	\$ 2,000,000
General Aggregate	\$ 4,000,000*

Commercial General Liability Insurance  
(bodily injury and property damage)

General limit per occurrence	\$ 2,000,000
General limit project specific aggregate	\$ 4,000,000

<u>Automobile Liability Insurance</u>	\$ 2,000,000
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\*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of CONSULTANT under this Agreement.

4.3 If coverage is provided through a Commercial General Liability Insurance policy, a minimum of 50% of each of the aggregate limits shall remain available at all times. If over 50% of any aggregate limit has been paid or reserved, the CITY may require additional coverage to be purchased by the CONSULTANT to restore the required limits. The CONSULTANT shall also notify the CITY promptly of all losses or claims over \$25,000 resulting from work performed under this contract, or any loss or claim against the CONSULTANT resulting from any of the CONSULTANT'S work.

4.4 All insurance companies affording coverage to the CONSULTANT for the purposes of this Section shall add the City of Oceanside as "additional insured" under the designated insurance policy for all work performed under this agreement. Insurance coverage provided to the City as additional insured shall be primary insurance and other insurance maintained by the City of Oceanside, its officers, agents, and

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employees shall be excess only and not contributing with insurance provided pursuant to this Section.

- 4.5 All insurance companies affording coverage to the CONSULTANT pursuant to this agreement shall be insurance organizations admitted by the Insurance Commissioner of the State of California to transact business of insurance in the state or be rated as A-X or higher by A.M. Best.
- 4.6 CONSULTANT shall provide thirty (30) days written notice to the CITY should any policy required by this Agreement be cancelled before the expiration date. For the purposes of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.
- 4.7 CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing, at minimum, a Certificate of Insurance and applicable endorsements, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.
- 4.8 CONSULTANT shall provide a substitute Certificate of Insurance no later than thirty (30) days prior to the policy expiration date. Failure by the CONSULTANT to provide such a substitution and extend the policy expiration date shall be considered a default by CONSULTANT and may subject the CONSULTANT to a suspension or termination of work under the Agreement.
- 4.9 Maintenance of insurance by the CONSULTANT as specified in this Agreement shall in no way be interpreted as relieving the CONSULTANT of any responsibility whatsoever and the CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.
5. **PROFESSIONAL ERRORS AND OMISSIONS INSURANCE.** Throughout the duration of this Agreement and four (4) years thereafter, the CONSULTANT shall maintain professional errors and omissions insurance for work performed in connection with this Agreement in the minimum amount of Two Million Dollars (\$2,000,000.00).

CONSULTANT shall provide evidence of compliance with these insurance requirements by providing a Certificate of Insurance.

6. **CONSULTANT'S INDEMNIFICATION OF CITY.** To the greatest extent allowed by law, CONSULTANT shall indemnify and hold harmless the CITY and its officers, agents and employees against all claims for damages to persons or property arising out of CONSULTANT's work, including the negligent acts, errors

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or omissions or wrongful acts or conduct of the CONSULTANT, or its employees, agents, subcontractors, or others in connection with the execution of the work covered by this Agreement, except for those claims arising from the willful misconduct, sole negligence or active negligence of the CITY, its officers, agents, or employees. CONSULTANT'S indemnification shall include any and all costs, expenses, attorneys' fees, expert fees and liability assessed against or incurred by the CITY, its officers, agents, or employees in defending against such claims or lawsuits, whether the same proceed to judgment or not. Further, CONSULTANT at its own expense shall, upon written request by the CITY, defend any such suit or action brought against the CITY, its officers, agents, or employees resulting or arising from the conduct, tortious acts or omissions of the CONSULTANT.

CONSULTANT'S indemnification of CITY shall not be limited by any prior or subsequent declaration by the CONSULTANT.

7. **COMPENSATION.** CONSULTANT'S compensation for all work performed in accordance with this Agreement, shall not exceed the total contract price of **\$233,000.**

No work shall be performed by CONSULTANT in excess of the total contract price without prior written approval of the CITY. CONSULTANT shall obtain approval by the CITY prior to performing any work that results in incidental expenses to CITY.

8. **TIMING REQUIREMENTS.** Time is of the essence in the performance of work under this Agreement and the timing requirements shall be strictly adhered to unless otherwise modified in writing. All work shall be completed in every detail to the satisfaction of the CITY by June 30, 2027.
9. **ENTIRE AGREEMENT.** This Agreement comprises the entire integrated understanding between CITY and CONSULTANT concerning the work to be performed for this project and supersedes all prior negotiations, representations, or agreements.
10. **INTERPRETATION OF THE AGREEMENT.** The interpretation, validity and enforcement of the Agreement shall be governed by and construed under the laws of the State of California ("State"). The Agreement does not limit any other rights or remedies available to CITY.

The CONSULTANT shall be responsible for complying with all local, state, and federal laws whether or not said laws are expressly stated or referred to herein.

Should any provision herein be found or deemed to be invalid, the Agreement shall

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be construed as not containing such provision, and all other provisions, which are otherwise lawful, shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

11. **PROTECTION OF PERSONAL INFORMATION.** “Personal information” means information that identifies, relates to, describes, is reasonably capable of being associated with, or could reasonably be linked, directly or indirectly, with a particular consumer or household, as more fully defined in California Civil Code section 1798.140. The CONSULTANT shall not collect any Personal Information except as is necessary for performance of obligations under this Agreement or otherwise required by law. The CONSULTANT shall protect, according to reasonable industry standards, the privacy and security of any Personal Information to which CONSULTANT has access in connection with this Agreement and shall not disclose such Personal Information to any third party or government agency, including federal immigration enforcement agents, unless required by this Agreement or by State or federal law.
12. **AGREEMENT MODIFICATION.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto.
13. **TERMINATION OF AGREEMENT.** Either party may terminate this Agreement by providing thirty (30) days’ written notice to the other party. If any portion of the work is terminated or abandoned by the CITY, then the CITY shall pay CONSULTANT for any work completed up to and including the date of termination or abandonment of this Agreement. The CITY shall be required to compensate CONSULTANT only for work performed in accordance with the Agreement up to and including the date of termination.

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14. **SIGNATURES.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY.

IN WITNESS WHEREOF, the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Professional Services Agreement to be executed by setting hereunto their signatures on the dates set forth below.

CONSULTANT NAME

CITY OF OCEANSIDE

By: *Filipa Rios*  
Filipa Rios, Chief Operating Officer

By: \_\_\_\_\_  
City Manager

By: \_\_\_\_\_  
Name/Title  
95-3837714  
Employer ID No.

APPROVED AS TO FORM:  
\_\_\_\_\_  
City Attorney

**NOTARY ACKNOWLEDGMENTS OF CONSULTANT MUST BE ATTACHED.**

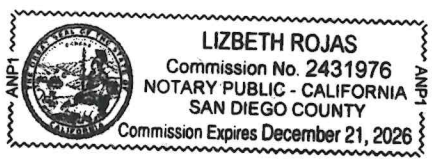
**CALIFORNIA ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }  
County of San Diego }  
On June 12<sup>th</sup>, 2026 before me, Lizbeth Rojas, Notary Public  
Date Here Insert Name and Title of the Officer  
personally appeared Filipa Bettencourt Rios  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Handwritten Signature]  
Signature of Notary Public

Place Notary Seal and/or Stamp Above

**OPTIONAL**

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Oceanside Bridge Transitional Housing  
Document Date: 06/12/2026 Number of Pages: 10  
Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Filipa Bettencourt Rios Signer's Name: \_\_\_\_\_  
 Corporate Officer – Title(s): \_\_\_\_\_  Corporate Officer – Title(s): \_\_\_\_\_  
 Partner –  Limited  General  Partner –  Limited  General  
 Individual  Attorney in Fact  Individual  Attorney in Fact  
 Trustee  Guardian or Conservator  Trustee  Guardian or Conservator  
 Other: Chief Operating Officer  Other: \_\_\_\_\_  
Signer is Representing: Interfaith Community Services Signer is Representing: \_\_\_\_\_

# SCOPE OF WORK

## Oceanside Bridge Housing Program

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### Program Purpose

The Oceanside Bridge Housing Program is a collaborative initiative between the City of Oceanside and partnering interfaith departments, including Housing, Clinical Services, and Operations. The program provides short-term, interim housing combined with intensive case management and supportive services for individuals experiencing homelessness who have an identified pathway to permanent housing.

The Program Manager (0.20 FTE), in coordination with agency leadership, will oversee program implementation, compliance, and performance outcomes.

The program operates three (3) two-bedroom bridge housing units with a total capacity of 12 participants at any given time. The program is designed to serve up to 24 unduplicated individuals annually, with an average length of stay of approximately 90 days.

### Program Goals and Objectives

#### Goal:

To reduce homelessness in Oceanside by providing safe, temporary housing and coordinated services that support rapid transition to permanent housing.

#### Objectives:

- Provide immediate access to safe, stable bridge housing for eligible participants
- Support participants in securing permanent housing within 90 days
- Increase housing stability through coordinated case management and service delivery
- Address barriers to housing, including documentation, income, and behavioral health needs

### Target Population

The program serves adults experiencing homelessness in the City of Oceanside who:

- Meet HUD's definition of homelessness or are at imminent risk
- Have an identified and viable housing plan
- Are referred through coordinated entry or approved partner agencies

### Referral and Intake Process

Referrals will be accepted from established community partners, including:

- City of Oceanside OHA Case Managers
- Mental Health Systems (MHS)
- Oceanside Navigation Center
- Internal agency programs and contracted providers

All participants will undergo a standardized pre-screening process conducted by the referring entity to assess eligibility and appropriateness for bridge housing.

#### Upon acceptance:

- The Bridge Housing Case Manager will complete intake and orientation
- Participants will receive program guidelines, expectations, and available support.
- Primary case management responsibilities will remain with the referring agency, ensuring continuity of care

## **Program Design and Service Delivery**

### **Bridge Housing Model**

Participants will reside in shared, furnished units (two individuals per bedroom, up to four per unit). The program emphasizes stability, accountability, and progression toward permanent housing.

### **Supportive Services**

Participants will receive:

- Intensive case management (minimum twice weekly contact)
- Housing navigation and placement support
- Assistance obtaining vital documents (ID, Social Security card, etc.)
- Coordination with healthcare, mental health, and employment services
- Life skills support and housing readiness preparation

## **Roles and Responsibilities**

### **Program Manager (0.20 FTE)**

- Provide program oversight and ensure compliance with grant requirements
- Monitor performance metrics and outcomes
- Coordinate across departments and stakeholders

### **Bridge Housing Case Manager (1.0 FTE)**

- Maintain daily program operations and participant roster
- Conduct in-person case management at least twice per week
- Coordinate housing plans and service delivery with referring case managers
- Monitor participant progress and address barriers to housing
- Facilitate exits to permanent housing or other appropriate placements
- Document all services, outcomes, and incidents

### **Referring Agency Case Managers**

- Develop and lead participant housing plans
- Provide ongoing case management and weekly on-site engagement
- Coordinate with Bridge Housing staff to address participant needs

### **Resident Coordinator**

- Conduct twice-daily wellness and safety checks
- Monitor unit conditions and ensure cleanliness standards
- Provide basic supplies and report participant concerns
- Enforce program rules and communicate behavioral issues
- Maintain daily logs and shift reports

## **Program Policies and Participant Accountability**

Participants are required to comply with program rules and actively engage in their housing plan. The program utilizes a progressive engagement approach, including:

- Verbal and written behavioral agreements when necessary
- Ongoing monitoring and support to address challenges
- Coordination of exits when participants are unable to comply with program requirements

## **Data Collection and Performance Measurement**

All program activities and outcomes will be tracked through:

- HMIS (Clarity) for enrollments, services, and exits
- ETO database for case notes and service documentation

- Internal file management for compliance and audit purposes

### **Outcomes and Performance Metrics**

The program will track and report the following outcomes:

- Number of individuals served annually (target: 24)
- Average length of stay (target: ≤ 90 days)
- Percentage of participants exiting to permanent housing
- Percentage of participants maintaining engagement in housing plans
- Reduction in returns to homelessness

### **Equity and Accessibility**

The program is committed to equitable access and service delivery, ensuring that all eligible individuals regardless of race, ethnicity, gender identity, disability, or background have access to housing and supportive services.

### **Summary**

Through this Scope of Work, Interfaith Community Services will operate the Oceanside Bridge Housing Program to provide structured, interim housing paired with intensive supportive services. By leveraging strong partnerships, coordinated care, and housing-focused interventions, the program will facilitate rapid transitions to permanent housing and contribute to measurable reductions in homelessness within the City of Oceanside.