



EXECUTIVE SUMMARY

HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

DATE: January 12, 2018

HCR18-011

SUBJECT: Award of Plumbing Maintenance and Repair Services Contract

COUNCIL DISTRICT(S): Citywide

ORIGINATING DEPARTMENT: Real Estate Division

CONTACT/PHONE NUMBER: Jason Woo/619-578-7416

REQUESTED ACTION:

Award a contract to GPS Plumbing for plumbing maintenance and repair services to be utilized on an as-needed basis at San Diego Housing Commission-owned and/or managed properties in the City of San Diego. The total contract cost for the one-year contract with four one-year options to renew, is \$2,495,000.

EXECUTIVE SUMMARY OF KEY FACTORS:

- The Housing Commission has a continuing need for plumbing maintenance and repair services at its affordable rental housing sites, including ongoing routine, preventive, and emergency maintenance on a 24-hour basis to be billed as needed.
- Both in-house staff and skilled maintenance service providers are utilized.
- On November 8, 2017, the Housing Commission issued a Request for Proposals (RFP) for Plumbing Maintenance and Repair Services, seeking contractors at Housing Commission properties on an as-needed basis.
- At the RFP closing date on December 7, 2017, five proposals were received.
- A source selection committee evaluated, scored, and ranked the responses based on cost, past performance, and qualifications.
- GPS Plumbing received the highest ranking out of all of the proposals, and Housing Commission staff negotiated lower hourly rates with GPS Plumbing that have resulted in a cost savings for the Housing Commission.
- The Housing Commission initially executed a contract with GPS Plumbing in February of 2014. This contract is out of renewal options.
- GPS Plumbing has provided excellent service to both Property Management staff and the residents of Housing Commission properties.
- The proposed contract term shall be for a one-year period, with four one-year renewal options based on the need of the Housing Commission. Spending against the contract will not exceed the approved total budget each fiscal year.



REPORT

DATE ISSUED: January 4, 2018

REPORT NO: HCR18-011

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of January 12, 2018

SUBJECT: Award of Plumbing Maintenance and Repair Services Contract

COUNCIL DISTRICT: Citywide

REQUESTED ACTION

Award a contract to GPS Plumbing for plumbing maintenance and repair services to be utilized on an as-needed basis at San Diego Housing Commission-owned and/or managed properties in the City of San Diego. The contract cost, with four one-year options to renew for a total contract cost of \$2,495,000, is allocated as follows:

Contract term	Funding amount (Not to Exceed)
Year 1 (February 1, 2018 - January 31, 2019)	\$499,000
1 st Option (February 1, 2019 - January 31, 2020)	\$499,000
2 nd Option (February 1, 2020 - January 31, 2021)	\$499,000
3 rd Option (February 1, 2021 - January 31, 2022)	\$499,000
4 th Option (February 1, 2002- January 31, 2023)	\$499,000
Total Contract Cost	\$2,495,000

STAFF RECOMMENDATION

That the San Diego Housing Commission (Housing Commission) take the following actions:

1. Approve the award of a one-year, as-needed contract to GPS Plumbing, in an amount not to exceed \$499,000. The contract term shall be for a one-year period, with four one-year renewal options based on the need of the Housing Commission. Spending against the contract will not exceed the approved total budget each fiscal year.
2. Authorize the President & Chief Executive Office (President & CEO), or designee, to substitute the funding sources with other available funding sources so long as the total program/project budget amount after substitution does not exceed the approved total budget, should the operational need arise or should such actions be to the benefit of the Housing Commission and its mission.
3. Authorize the President & CEO, or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and take such actions as are necessary and/or appropriate to implement these approvals.

SUMMARY

The Housing Commission has a continuing need for plumbing maintenance and repair services at its affordable rental housing sites. These plumbing services include ongoing routine, preventive, and emergency maintenance on a 24-hour basis to be billed as needed. To maintain maximum efficiency in providing these services, both in-house staff and skilled maintenance service providers are utilized.

On November 8, 2017, the Housing Commission issued a Request for Proposals (RFP) for Plumbing Maintenance and Repair Services, seeking contractors at Housing Commission properties on an as-needed basis. The RFP was posted and made available for download on the Onvia Demandstar and PlanetBids websites. Advertisements were placed in the La Prensa and Voice & Viewpoint. Additional direct outreach efforts were undertaken to ensure the highest participation level possible. A total of 65 company notifications were sent through the Onvia Demandstar and PlanetBids systems. The proposal was downloaded by 19 plan holders. A pre-proposal meeting was held on November 29, 2017. Personnel from five companies attended the meeting.

At the RFP closing date on December 7, 2017, five proposals were received. Proposals were submitted by GPS Plumbing; Sigma Construction Group; ASAP Drain Guys & Plumbing; HPS Mechanical, Inc.; and Vet Force Engineering & Construction, Inc. Subsequent to the closing, a responsiveness review was conducted of all proposals received. All five proposals were found to be responsive.

A source selection committee evaluated, scored, and ranked the responses based on the following criteria: cost, past performance, and qualifications. GPS Plumbing received the highest ranking out of all of the proposals, and Housing Commission staff negotiated lower hourly rates with GPS Plumbing that have resulted in a cost savings for the Housing Commission. A copy of the Proposal Evaluation Scoring form is included as Attachment 1. Below are the proposal ranking summaries:

	GPS	Sigma	HPS	ASAP	Vet Force
Final Ranking	1	2	3	4	5

After careful consideration, the source selection committee recommends the award of this contract for plumbing maintenance and repair services to GPS Plumbing. As the incumbent plumbing vendor for the Housing Commission, GPS Plumbing has provided excellent service to both Property Management staff and the residents of Housing Commission properties. The existing contract, which is out of renewal options, was initially executed in February of 2014. It is the committee's recommendation that GPS Plumbing would continue its stellar services as a reliable partner to the Housing Commission.

FISCAL CONSIDERATIONS

Because the GPS Plumbing contract is structured as an on-call, as-needed contract, the above referenced maximum annual contract capacity of not to exceed \$499,000 annually does not constitute a guaranteed award amount or expenditure obligation by the Housing Commission to the respective contractor. Neither does the specified maximum contract amount constitute a budgetary encumbrance or obligation by the Housing Commission. Approving this contract will not affect the Fiscal Year 2018 budget, wherein plumbing services have been budgeted at approximately \$360,000 and approximately \$160,000 has been spent, thus far, in Fiscal Year 2018.

Budgetary encumbrances for future fiscal years will occur in accordance with the Housing Commission's budgetary process.

EQUAL OPPORTUNITY/CONTRACTING

GPS Plumbing is a local woman-owned business that is certified as a Section 3 Business Concern by the Housing Commission. GPS Plumbing has submitted the required EOC forms and Workforce Report.

ENVIRONMENTAL REVIEW

This activity is not a project as defined by the California Environmental Quality Act (CEQA) Section 21065 and State CEQA Guidelines Section 15378(b)(2), as it is a continuing administrative or maintenance related activity of government that will not result in direct or indirect physical changes in the environment. The determination that this activity is not subject to CEQA, pursuant to Section 15060(c)(3), is not appealable and a Notice of Right to Appeal the Environmental Determination (NORA) is not required. This activity is categorically excluded from the National Environmental Policy Act pursuant to 24 CFR Part 58.35(b)(3) as an operating or maintenance related cost.

Respectfully submitted,

Jason Woo

Jason Woo
Housing Programs Manager
Real Estate Division

Approved by,

Deborah N. Ruane

Deborah N. Ruane
Executive Vice President & Chief Strategy Officer
San Diego Housing Commission

Attachments: 1) Proposal Evaluation scoring form

Hard copies are available for review during business hours at the security information desk in the main lobby and at the fifth floor reception desk of the San Diego Housing Commission offices at 1122 Broadway, San Diego, CA 92101 and at the Office of the San Diego City Clerk, 202 C Street, San Diego, CA 92101. You may also review complete docket materials in the "Public Meetings" section of the San Diego Housing Commission website at www.sdhc.org

Attachment 1

EVALUATION CRITERIA	CRITERIA DESCRIPTION	WEIGHTED RATING (Maximum Point Value)
A. Cost	As defined in the Proposal Pricing Sheet, page no. <u>25</u>	40
B. Past Performance	The past record of performance providing Plumbing Maintenance and Repair Services to the public sector and/or large property management firms, or other public agencies specifically highlight the quality of the work, and the ability to meet schedules. <u>Please include all experience in residential plumbing repair and maintenance. Please list the point of contact (Name, Title, Phone, and Email) for the last five related contracts. Please indicate whether each respective contract is active.</u>	40
C. Qualifications of the Contractor	The qualifications/experience, certifications of the firm and firm members, in addition please note (if applicable), the project team members, including the consultants. <u>Please list the key personnel that will be assigned to this project and a brief biographical background credentials and experience. Include any other information that may highlight qualifications and experience.</u>	20
	TOTAL POINTS AVAILABLE	100