



REPORT

DATE ISSUED: September 29, 2016

REPORT NO: HCR16-082

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of October 7, 2016

SUBJECT: Award of Smart Corner 3rd Floor Carpet Replacement Contract

COUNCIL DISTRICT: 3

REQUESTED ACTION

Award a contract to ProSpectra Contract Flooring for 3rd Floor Carpet Replacement at the Smart Corner office building located at 1122 Broadway, San Diego.

STAFF RECOMMENDATION

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

- 1) Approve the award of contract to ProSpectra Contract Flooring in the amount of \$132,500.00 for the replacement of carpet on the 3rd floor of the Housing Commission office spaces located at 1122 Broadway (Smart Corner), and expend up to a 10 percent contingency (\$13,250), if necessary, for items not anticipated in the original scope of work;
- 2) Authorize the President & Chief Executive Officer (President & CEO), or designee, to substitute the funding sources with other available funding sources provided that 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; and
- 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's headquarters building is known as the Smart Corner office building, located at 1122 Broadway, San Diego, California. Smart Corner is a five-story Class A facility. The Housing Commission occupies the first, third, fourth, and fifth floors. The second floor is occupied by the San Diego Family Justice Center. In addition, street level retail space is occupied by 7-Eleven and Metro PCS.

The Housing Commission occupies approximately 84,400 square feet of space. The Smart Corner Building was completed in late 2006 with occupancy starting in 2007. The carpeting is approaching 10 years of life and is showing considerable wear in many areas throughout the building. Typically, commercial grade carpeting lasts three to 10 years; however there are many

factors that can impact a carpet's useful life, including: fiber, density, color selection and the volume of foot traffic. Staff has identified a need to replace the carpeting, starting on the 3rd floor, which is primarily dedicated to the Housing Commission's Rental Assistance Division.

Carpet replacement will begin on the 3rd floor due to the considerably high volume of foot traffic. In a recent study done on the 3rd floor from February to March 2016, there were an estimated 1,700 visitors who signed in at the front desk with reception, which equates to more than 20,000 people a year. This number does not include the accompanying family members or visitors picking up literature at the Housing Commission. There are also 95 employees of the Rental Assistance Division of the Housing Commission who work on the third floor.

In February of 2016, the Housing Commission contracted with an interior design consultant, Odd Rose Studio, to identify a suitable replacement carpet for the 3rd floor. Assessing the current wear patterns, design of the building and budget for the project, the designer identified commercial carpet tiles as the best option. Carpet tiles will allow for easier replacement if damaged or stained beyond cleaning, which will result in extending the useful life of the floor covering. Multiple designs were presented, with the final selection made by the Rental Assistance Division staff.

The installation will be performed after hours when the building is free of occupants and phased over the weekend and on weekday Fridays during compressed work schedule weeks. The project is expected to last approximately four consecutive weekends.

On June 23, 2016 the Housing Commission issued an Invitation for Bids (IFB) for this work. The IFB was posted and made available for electronic download through the Onvia Demandstar system. Twenty-nine notifications were sent as outreach to registered carpet installation contractors, seven of which identified as being certified as a Disabled Veteran Business Enterprise/Small Business or Section 3 Business Concerns. Bid advertisements were placed in the La Prensa, Voice and Viewpoint, and The San Diego Union-Tribune.

On July 6 and July 7, 2016, pre-bid conferences were conducted with six contractors in attendance. During the bid period, bid packages were downloaded by nine interested parties.

At bid closing on July 19, 2016, two bids were received. Information on the submitted bids is outlined below:

Bidder	Amount	Responsive Bidder	Diversity Status
ProSpectra Contract Flooring	\$132,500.00	Yes	None
Star Carpet & Flooring	\$160,000.00	Yes	Section 3; Small Business (Micro)

Staff analysis indicates that ProSpectra has provided the lowest cost and most responsive bid and is capable of performing this work.

FISCAL CONSIDERATIONS

The proposed sources and uses requested in this report were approved by the Housing Authority in the Fiscal Year (FY) 2017 Housing Commission Budget. Approving this action will not increase FY 2017 budget.

EQUAL OPPORTUNITY/CONTRACTING

ProSpectra Contract Flooring has a nationwide network of 30 locations with a local office in the City of Poway. Vendor has submitted the required Workforce Report and EOC forms.

ENVIRONMENTAL REVIEW

The proposed action is categorically exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15301 because Smart Corner is an existing facility and the proposed actions do not involve expansion of the existing use. Processing under the National Environmental Policy Act (NEPA) is not required as no federal funds are involved in this action.

Respectfully submitted,

George Hunt

George Hunt
Housing Construction Supervisor
Real Estate Division

Approved by,

Deborah N. Ruane

Deborah N. Ruane
Senior Vice President
Real Estate Division

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.