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HOUSING
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San Diego Housing Commission (SDHC)
Award of Landscape and Irrigation Maintenance Services Contract
Presentation to the SDHC Board of Commissioners
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SDHC – Landscape and Irrigation Maintenance Services Contract

Introduction

- SDHC has an ongoing need for landscaping and irrigation maintenance services at its affordable rental housing sites.
- In 2019, SDHC issued a Request for Proposals (RFP) for landscaping and irrigation maintenance services.
 - One-year contract, with three one-year renewal options awarded to Naturescape.
 - Contract ended August 31, 2023.
- To prevent a gap in services, SDHC executed a contract with Naturescape with a maximum compensation of \$250,000 for a one-year period of September 1, 2023, through August 31, 2024.
 - Within the contract signing authority of SDHC’s President & CEO
- June 29, 2023: SDHC issued an RFP for Landscape and Irrigation Maintenance Services.
 - July 27, 2023: SDHC received two proposals.
 - Evaluation committee ranked Naturescape as the highest responsive respondent and, after careful consideration, recommended the award of the contract to Naturescape.



SDHC – Landscape and Irrigation Maintenance Services Contract

Fiscal Considerations

- The landscaping and irrigation maintenance agreement is a combination of a negotiated terms contract with fixed annual costs for scheduled services and an on-call, as-needed agreement for maintenance and repairs of irrigation and landscaping.
 - Maximum annual contract not to exceed \$483,856.60 per year.
 - 20% contingency of \$88,771.32 per year.
 - Contract + Contingency is \$532,627.92 per year.

Fiscal Year 2024 Funding Sources

Local Unrestricted Funds	\$483,856.60
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Fiscal Year 2024 Funding Uses

Property Expenses	\$483,856.60
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SDHC – Landscape and Irrigation Maintenance Services Contract

Fiscal Considerations (Continued)

- One-year contract with four one-year renewal options awarded to Naturescape.

Contract Term	Contract Amount	Contingency	Contract plus Contingency
Year 1 (September 1, 2023 – August 31, 2024)	\$443,856.60	\$88,771.32	\$532,627.92
1 st Option (September 1, 2024 – August 31, 2025)	\$443,856.60	\$88,771.32	\$532,627.92
2 nd Option (September 1, 2025 – August 31, 2026)	\$443,856.60	\$88,771.32	\$532,627.92
3 rd Option (September 1, 2025 – August 31, 2027)	\$443,856.60	\$88,771.32	\$532,627.92
4 th Option (September 1, 2027 – August 31, 2028)	\$443,856.60	\$88,771.32	\$532,627.92
Total	\$2,219,283.00	\$443,856.60	\$2,663,139.60





SDHC – Landscape and Irrigation Maintenance Services Contract Staff Recommendations

That the SDHC Board of Commissioners take the following actions:

- 1) Approve an increase in the amount of \$193,856.60 to the current agreement with Naturescape Services, Inc. for \$250,000 for a maximum compensation amount of \$443,856.60 per year, with four one-year options to renew the agreement with a maximum annual compensation amount of \$443,856.60 to provide landscape and irrigation maintenance services at properties in the City of San Diego that SDHC owns or manages. The contract term shall be for a one-year period, with four one-year renewal options based upon SDHC's needs.
- 2) Authorize the President and Chief Executive Officer (President & CEO), or designee, to substitute the funding sources and/or increase compensation by not more than 20 percent of the total annual agreement amount, or \$88,771.32 per year, for the proposed agreement, if necessary, without further action by the SDHC Board of Commissioners or Housing Authority of the City of San Diego, but only if and to the extent that funds are determined to be available for such purposes.





SDHC – Landscape and Irrigation Maintenance Services Contract Staff Recommendations (Continued)

- 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, provided that a copy of the documents, signed as to form by General Counsel, is submitted to each Housing Commissioner.





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Questions & Comments

