



EXECUTIVE SUMMARY

MEETING DATE: October 10, 2025

HCR25-067

SUBJECT: Approval of the Award of a Contract for Flooring Repair and Replacement Services

COUNCIL DISTRICT: Citywide

ORIGINATING DEPARTMENT: Real Estate Division

CONTACT/PHONE NUMBER: Emmanuel Arellano (619) 578-7586

REQUESTED ACTION:

Approve a new agreement for on-call flooring services in the amount of \$775,000 with Star Flooring and Remodeling for maintenance, repair and installation of flooring at properties owned and/or managed by the San Diego Housing Commission (SDHC) in the City of San Diego. The maximum contract cost for the agreement with a one-year term will be \$775,000, plus a 10 percent contingency of \$77,500, for a total annual amount not to exceed \$852,500. The total cost for a one-year term with four one-year options to renew is not to exceed \$4,262,500, including the 10 percent contingency each year. Option years will be exercised based upon the needs of and at the sole discretion of SDHC. Contingency will be used based upon the needs of and at the sole discretion of SDHC.

EXECUTIVE SUMMARY OF KEY FACTORS:

- SDHC has a continuing need for flooring services for the maintenance, repair and installation of flooring in properties it owns and/or manages. SDHC owns 2,626 rental housing units across 152 properties.
- SDHC's existing contract for flooring services, in the amount of \$225,000, expires October 31, 2025.
- The existing contract for flooring repair and replacement services has been utilized at a significantly faster rate than anticipated. The increased use of the flooring repair and service contract is largely due to the discontinuation of the previously installed Vinyl Composition Tile (VCT) flooring. Because this product is no longer available, even minor repairs often require full replacements. Additionally, many of these replacements are the result of failed inspections—primarily linked to the aging VCT installations—and a rise in tenant turnover, both of which have contributed to the need for more frequent flooring upgrades.
- To ensure continued service capacity, an additional Request for Proposals (RFP) for Flooring Services was issued on June 11, 2025.
- Final proposals were due July 10, 2025, and five bids were received.
- After careful consideration, the evaluation committee recommended the award of the contract for flooring maintenance, repair, and installation services to Hasenin Enterprises dba Star Flooring & Remodeling, as they were deemed the highest scored respondent.
- SDHC staff is confident that Star Flooring & Remodeling, as an incumbent contractor for flooring services, will continue to provide professional, expert services as a reliable partner with SDHC.
- Because the proposed contract for flooring services is structured as an on-call, as-needed contract, the contract maximum compensation does not constitute a guaranteed award amount or expenditure obligation by SDHC to the respective contractor. Neither does the specified maximum contract amount constitute a budgetary encumbrance or obligation by SDHC.
- Approving these actions will not affect the Fiscal Year 2026 Housing Authority-approved budget. Expenditures associated with the contract will be constrained by the fiscal budget for the relevant fiscal year.



REPORT

DATE ISSUED: October 2, 2025

REPORT NO: HCR25-067

ATTENTION: Chair and Members of the San Diego Housing Commission Board of Commissioners
For the Agenda of October 10, 2025

SUBJECT: Approval of the Award of a Contract for Flooring Repair and Replacement Services

COUNCIL DISTRICT: Citywide

Advance notice of San Diego Housing Commission hearing of the following matter has been provided to the Housing Authority Members pursuant to the provisions of San Diego Municipal Code Section 98.0301(e)(4)(A)-(B).

REQUESTED ACTION

Approve a new agreement for on-call flooring services in the amount of \$775,000 with Star Flooring and Remodeling for maintenance, repair and installation of flooring at properties owned and/or managed by the San Diego Housing Commission (SDHC) in the City of San Diego. The maximum contract cost for the agreement with a one-year term will be \$775,000, plus a 10 percent contingency of \$77,500, for a total annual amount not to exceed \$852,500. The total cost for a one-year term with four one-year options to renew is not to exceed \$4,262,500, including the 10 percent contingency each year.

Contract Term	Contract Amount	Contingency	Contract plus Contingency
Year 1 November 1, 2025 – October 31, 2026	\$ 775,000	\$ 77,500	\$ 852,500
Year 2 November 1, 2026 – October 31, 2027	\$ 775,000	\$ 77,500	\$ 852,500
Year 3 November 1, 2027 - October 31, 2028	\$ 775,000	\$ 77,500	\$ 852,500
Year 4 November 1, 2028 – October 31, 2029	\$ 775,000	\$ 77,500	\$ 852,500
Year 5 November 1, 2029 – October 31, 2030	\$ 775,000	\$ 77,500	\$ 852,500
Total Contract Cost	\$ 3,875,000	\$ 387,500	\$ 4,262,500

Option years will be exercised based upon the needs of and at the sole discretion of SDHC.
Contingency will be used based upon the needs of and at the sole discretion of SDHC.

STAFF RECOMMENDATION

That the San Diego Housing Commission (SDHC) Board of Commissioners (Board) take the following actions:

- 1) Authorize SDHC to enter into an agreement with Star Flooring and Remodeling for a one-year term from November 1, 2025, through October 31, 2026, in the amount of \$775,000 with four one-year options to renew and with a contract contingency equal to 10 percent of the contract amount per year.
- 2) Authorize SDHC's President and Chief Executive Officer (President and 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 total approved budget, should the operational need arise or should actions be to the benefit of SDHC and its mission.
- 3) Authorize the President and CEO, or designee, to execute all documents and instruments 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 a copy of the documents, signed as to form by General Counsel, is submitted to each Housing Commissioner.

SUMMARY

SDHC has a continuing need for flooring services for the maintenance, repair and installation of flooring in properties it owns and/or manages. SDHC owns 2,626 rental housing units across 152 properties. The properties include affordable rental housing sites, limited liability company sites, public housing sites and permanent supportive housing sites.

SDHC's existing contract for flooring services, in the amount of \$225,000, expires October 31, 2025. The existing contract for flooring repair and replacement services has been utilized at a significantly faster rate than anticipated. The increased use of the flooring repair and service contract is largely due to the discontinuation of the previously installed Vinyl Composition Tile (VCT) flooring. Because this product is no longer available, even minor repairs often require full replacements. Additionally, many of these replacements are the result of failed inspections—primarily linked to the aging VCT installations—and a rise in tenant turnover, both of which have contributed to the need for more frequent flooring upgrades. To ensure continued service capacity, an additional Request for Proposals (RFP) for Flooring Services was issued on June 11, 2025. RFP No. PM-25-33 was published and made available for download through SDHC's portal on the PlanetBids website. Electronic notifications were also distributed to all registered flooring providers in the portal, inviting them to participate. In total, 171 contractors received the notice, and 25 plan holders downloaded the RFP.

Final proposals were due July 10, 2025, and five bids were received. Responsive reviews were conducted, and five proposals were found to be responsive.

The evaluation committee reviewed, scored and ranked the responses based on the following criteria: company experience and qualifications; company technical capabilities; proposed approach; cost proposal; and company assurances of nondiscrimination.

Hasenin Enterprises dba Star Flooring & Remodeling was the highest ranked respondent.

Proposer	Ranking
Hasenin Enterprises (Star Flooring & Remodeling)	1
Home Carpet Investment (America's Finest)	2
Grondin Construction	3
Berkshire-Anderson Construction	4
G&S Carpet Mills	5

A copy of the evaluation criteria is included as Attachment 1.

After careful consideration, the evaluation committee recommended the award of the contract for flooring maintenance, repair, and installation services to Hasenin Enterprises dba Star Flooring & Remodeling, as they were deemed the highest scored respondent.

SDHC staff is confident that Star Flooring & Remodeling, as an incumbent contractor for flooring services, will continue to provide professional, expert services as a reliable partner with SDHC.

FISCAL CONSIDERATIONS

Because the proposed contract for flooring services is structured as an on-call, as-needed contract, the contract maximum compensation does not constitute a guaranteed award amount or expenditure obligation by SDHC to the respective contractor. Neither does the specified maximum contract amount constitute a budgetary encumbrance or obligation by SDHC. Approving these actions will not affect the Fiscal Year 2026 Housing Authority-approved budget. Expenditures associated with the contract will be constrained by the fiscal budget for the relevant fiscal year.

NONDISCRIMINATION ASSURANCE

At SDHC, we're about people. We are committed to ensuring a compassionate, person-centered approach to SDHC's programs, policies, projects and activities and to serving our community impartially, fairly and without bias. We are also committed to ensuring compliance with all applicable federal, state and local laws and protections to the extent that they affect this action relative to nondiscrimination.

All contractors are required to submit Equal Opportunity Contracting forms and Workforce Reports with each contract execution or renewal.

SDHC STRATEGIC PLAN

This item relates to Strategic Priority 3 in the proposed SDHC Strategic Plan for Fiscal Years (FY) 2026 – 2030, which is being presented to the SDHC Board for consideration on October 10, 2025: Create and Preserve Housing.

KEY STAKEHOLDERS and PROJECTED IMPACTS

Stakeholders include residents at properties owned and/or managed by SDHC and the Property Management Department.

ENVIRONMENTAL REVIEW

California Environmental Quality Act

Flooring services are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301 (Existing Facilities), which allows the operation, repair, maintenance permitting, leasing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use.

National Environmental Policy Act

Federal funds constitute a portion of this contract's funding. NEPA approval for this contract was received April 29, 2025.

Respectfully submitted,

Emmanuel Arellano

Emmanuel Arellano
Vice President of Asset Management
Real Estate Division

Approved by,

Jeff Davis

Jeff Davis
Deputy Chief Executive Officer
San Diego Housing Commission

Attachments: 1) Evaluation Criteria

A printed copy is available for review during business hours at the information desk in the main lobby of SDHC's offices at 1122 Broadway, San Diego, CA 92101. Docket materials are also available in the "Governance & Legislative Affairs" section of SDHC's website at www.sdhc.org.

On Call Flooring Services Evaluation Criteria

Flooring Services Evaluation Criteria	
Points Available	Category
20 Points	<p><u>Qualification & Experience</u> Provide narrative detailing relevant experience to include but not limited to:</p> <ul style="list-style-type: none"> Describe your firm's background, services, size, and history as these factors are relevant to flooring services. Describe your proposed team's experience with work on similar scopes of services with both private entities and public housing authority entities and/or cities, counties, other public entities. Include all applicable resumes and work experiences of key personnel assigned. Describe your experience providing flooring services. Provide at least three client references from whom your firm has performed flooring services. For each client, describe the project, services performed, and provide the name, address, and telephone number for a person at client's firm familiar with such work.
20 Points	<p><u>Technical</u> Company provided detailed information regarding the firm's technical capabilities to include but not limited to:</p> <ul style="list-style-type: none"> Provide a statement of your firm's understanding of the work to be performed. Describe your firm's ability to carry out the specified scope of services. Describe and, if applicable, include examples of, typical relevant flooring services materials made available by your firm. Provide at least three sample post-flooring inspection reports. Provide record of completing work on schedule within the past year.
20 Points	<p><u>Proposed Approach</u> Provide narrative detailing the proposed approach to include but not limited to:</p> <ul style="list-style-type: none"> Describe your prescribed general approach and methodology for providing flooring services. Describe your general approach and methodology for completion of "Go-Back" work assignments.
25 Points	<p><u>Cost Proposal</u> Provide narrative detailing the proposed cost for services:</p> <ul style="list-style-type: none"> Describe and provide a matrix showing cost proposals for each flooring type Describe and provide a matrix showing cost proposals for additional, as needed, services
15 Points	<p><u>Non-Discrimination</u></p> <p>Contractor shall demonstrate its compliance with federal and state (as applicable) non-discrimination and equal opportunity regulations and policies. Provide a narrative detailing the Contractor's knowledge, experience and demonstrated commitment to refrain from unfair treatment and encourage proactive inclusion of all protected classes as outlined in both applicable federal and state regulations.</p> <p>Be sure to provide proactive activities and initiatives which may include but are not limited to:</p> <ul style="list-style-type: none"> Knowledge in the principles and practices of non-discrimination regulatory requirements; Requirement/workplace practices, engagement and outreach efforts to ensure Contractor is not unlawfully discriminating in its recruitment, promotion and other related Human Resources (HR) activities; Outreach and engagement efforts to ensure Contractor is not unlawfully discriminating in its subcontracting opportunities.
100 Points	Total Points Possible