



REPORT

DATE ISSUED: April 14, 2015

REPORT NO: HCR15-037

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of May 8, 2015

SUBJECT: Award of Landscape Maintenance Services Contract

COUNCIL DISTRICT: Citywide

REQUESTED ACTION

Award a one-year contract with four (4) one-year renewal options to Benchmark Landscaping, Inc. for ongoing routine services related to landscape maintenance at San Diego Housing Commission-owned properties in the City of San Diego.

Contract term	Funding amount
Year 1 (July 1, 2015- June 30, 2016)	\$333,630.00
1 st Option (July 1, 2016 June 30, 2017)	\$333,630.00
2 nd Option (July 1, 2017- June 30, 2018)	\$333,630.00
3 rd Option (July 1, 2018- June 30 2019)	\$333,630.00
4 th Option (July 1, 2019- June 30 2020)	\$333,630.00
Total Contract Cost	\$1,668,150.00

STAFF RECOMMENDATION

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

- 1) Approve the award of a one-year contract to Benchmark Landscaping, Inc., in an amount not to exceed \$333,630. The contract term shall be for a one-year period with four (4) one-year renewal options based on the needs of the Housing Commission;
- 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 has a continuing need for landscape maintenance services at its affordable housing rental properties.

With the current Level 2 drought restrictions from the San Diego County Water Authority, irrigation of Housing Commission properties is treated as a priority at all times and its optimized operation is considered

paramount. On January 16, 2015, the Housing Commission Board of Commissioners approved the award of a one-year contract to Priceless Services Inc. for irrigation maintenance services at the Housing Commission's affordable housing rental properties (Housing Commission Board Report HCR15-013).

The scope of services for this landscape maintenance services contract with Benchmark Landscaping includes, but is not limited to, weekly mowing, edging, irrigation, fertilization, shrub and ground cover care and cleanup.

On February 24, 2015, the Housing Commission issued a request for proposals (RFP) for Landscape Maintenance Services seeking contractors to provide landscaping services at Housing Commission properties. The RFP was posted and made available for download on the Onvia Demandstar website. Advertisements were placed in U-T San Diego, the San Diego Daily Transcript, La Prensa and The San Diego Voice & Viewpoint. A total of 150 company notifications were sent through the Onvia Demandstar system to registered landscape maintenance contractors. The proposal was downloaded by 20 plan holders. A pre-proposal meeting was held on March 11, 2015. Personnel from four companies attended the meeting.

At the RFP closing date on March 23, 2015, five (5) proposals were received. Proposals were submitted by Aztec Landscaping, Inc., SD Lawn Maintenance, Greenstone Landcare Inc., Benchmark Landscape, Inc. and Blue Skies Landscape Maintenance. A responsiveness review was conducted of all proposals on March 24, 2014. The proposal submitted by Aztec Landscaping, Inc. was found to be non-responsive due to its failure to comply with the Section 3 requirements of the RFP. Aztec Landscaping, Inc. was given an opportunity to cure the deficiency within their Section 3 documentation but ultimately failed to provide proper documentation of a Section 3 outreach as required by the Housing Commission.

A source selection committee subsequently evaluated, scored and ranked the responses based on the following criteria: cost (35), past performance (30), Plan/Methodology (10), Qualifications (10), Availability (10) and Environmental Stewardship (5). A copy of the Proposal Evaluation Scoring form is attached to this report (Attachment 1). Below are the Final Rankings:

	Benchmark	Blue Skies	Greenstone	SD Lawn	Aztec
Final Ranking	1	2	3	4	Non-responsive

Prevailing wage labor compliance requirements shall apply to the proposed contract. Benchmark Landscaping, Inc. has agreed to comply with the requirements and obligations in accordance with Section 1770 et seq. of the labor code.

FISCAL CONSIDERATIONS

The proposed funding sources and uses approved by this action are included in the proposed Fiscal Year (FY) 2016 Budget. Approving this action will not change the proposed FY 2016 Total Budget.

Approving this action will further give the President & CEO, or his designee, the authority to substitute the above funding sources with other funding sources available, should the operational need arise or should such action be to the benefit of the Housing Commission and its mission.

EQUAL OPPORTUNITY/CONTRACTING

Benchmark Landscape, Inc. is a local business. The company 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 Section 21065 and State CEQA Guidelines Section 15378(b)(5), as it is an administrative 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 Section 58.35(b)(3) of Title 24 of the Code of Federal Regulations as operating or maintenance related.

Respectfully submitted,

George Hunt

George Hunt
Quality Assurance Coordinator
Real Estate Division

Approved by,

Deborah N. Ruane

Deborah N. Ruane
Senior Vice President
Real Estate Division

Attachments: 1) Proposal Evaluation Scoring Form

Hard copies are available for review during business hours in the main lobby 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 on the San Diego Housing Commission website at www.sdhc.org.



EVALUATION CRITERIA	CRITERIA DESCRIPTION	WEIGHTED RATING (Maximum Point Value)
A. Cost	As defined in the Bid Quotation Sheet, starting on <u>page no.25</u>	35
B. Past Performance	The past record of performance providing Landscape Maintenance Services in a residential environment to public sector and/or large property management firms specifically the quality of the work, and the ability to meet schedules. Please list the point of contact (Name, Title, Phone, and Email) for the last five contracts. Please indicate whether each respective contract is active.	30
C. Plan/Methodology for Performing Services	Please describe the plan/methodology to meet the specifications of the RFP as indicated in Section VII Technical Specifications. Also, highlight the measures of quality control.	10
D. Qualifications of the Contractor	The qualifications/experience, certifications, and financial capacity of the vendor as represented on STATEMENT OF OFFEROR'S QUALIFICATIONS Page 29, in particular please note, the project team members, including the consultants. Please list the key personnel that will be assigned to this project and a brief biographical background of their credentials and experience. Include any other information that may highlight qualifications and experience.	10
E. Availability of the Contractor	The personnel, equipment, and facilities to perform the services currently available or demonstrated to be made available at the time of contracting. Include the current and projected workloads that would affect the ability to perform the required work on schedule, and the availability of key personnel to be assigned to the project. Please indicate if you have a local presence within the County.	10
D. Environmental Stewardship	Proposers policies regarding the use of environmentally sound practices employed in performance of their business activities and use of environmentally preferable products	5
	TOTAL POINTS AVAILABLE	100