



## EXECUTIVE SUMMARY

### HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

MEETING DATE: February 8, 2019

HCR19-022

SUBJECT: Approval of the Contract between the San Diego Housing Commission and Simon Landscape Architecture to perform Engineering/Landscape Architecture Design Services

COUNCIL DISTRICT(S): Citywide

ORIGINATING DEPARTMENT: Real Estate Finance & Portfolio Management

CONTACT/PHONE NUMBER: Amanda Sousa (619) 578-7448

REQUESTED ACTION: Award a contract to Simon Landscape Architecture for Engineering/Landscape Architecture design services to be utilized for landscape design services at San Diego Housing Commission-owned properties in the City of San Diego. The contract cost is \$324,800.

#### EXECUTIVE SUMMARY OF KEY FACTORS:

- The San Diego Housing Commission in partnership with the University of California San Diego – Urban Studies & Planning Program, Bioregional Center for Sustainability Science, Planning & Design have partnered in a grant activity funded by the State of California, Department of Water Resources under Proposition 1 Disadvantaged Community Involvement grant.
- The grant activities will result in construction-ready landscape plans as well as reporting on the regulatory, policy, and permitting responses needed to enhance alternative non-potable water reuse in San Diego.
- The deliverables from the Disadvantaged Community Involvement Landscape Planning contract will be completed designs and cost estimates, and identification of permitting required to implement these water resilient landscapes on the Housing Commission's properties.
- In September, 2018 the Housing Commission issued a Request for Qualifications for Engineering/Landscape Architecture Design services seeking qualified architects. A source selection committee evaluated, scored, and ranked the responses based upon the following criteria: qualifications of assigned team, similar project experience, past experience working with public agencies, and quality and clarity of submitted proposal.
- The committee ranked Simon Landscape Architecture as the top rated firm and commission staff negotiated lower hourly rates than the grant activities budgeted that have resulted in a cost savings for the Housing Commission.



## REPORT

**DATE ISSUED:** January 31, 2019

**REPORT NO:** HCR19-022

**ATTENTION:** Chair and Members of the San Diego Housing Commission  
For the Agenda of February 8, 2019

**SUBJECT:** Approval of the Contract between the San Diego Housing Commission and Simon Landscape Architecture to perform Engineering/Landscape Architecture Design Services

**COUNCIL DISTRICT:** Citywide

### **REQUESTED ACTION**

Award a contract in an amount not to exceed \$324,800 to Simon Landscape Architecture for Engineering/Landscape Architecture design services at San Diego Housing Commission-owned properties in the City of San Diego.

### **STAFF RECOMMENDATION**

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

- 1) Approve the award of a five-month agreement with Simon Landscape Architecture in an amount not to exceed \$324,800 with no renewal options; and
- 2) Authorize the President & Chief Executive Officer (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 and the University of California San Diego - Bioregional Center for Sustainability Science, Planning & Design (UCSD) have partnered in a grant activity funded by the State of California Department of Water Resources under Proposition 1 Disadvantaged Community Involvement (DACI) grant. The San Diego County Water Authority submitted the grant application on behalf of the Tri-County Funding Area Coordinating Committee and the San Diego Funding Area in May 2017. The integrated design approach in this activity will further water-conserving approaches to xeriscape design, flood control, water use management, and urban agriculture. The activities will result in construction-ready landscape plans as well as reporting on the regulatory, policy, and permitting responses needed to enhance water conservation and alternative non-potable water use in San Diego. The grant activities are part of the Property Management and Maintenance Department's objectives in support of the Housing Commission's Strategic Plan to create and preserve quality affordable housing by leveraging funding opportunities identified from the Housing Commission's Grants function.

The grant activity was approved by the State of California Department of Water Resources to engage disadvantaged communities' residents in the design of xeriscaped (i.e., low water use) landscapes, and the effective use of alternative non-potable water supplies, while also expanding the understanding of the safety of the appropriate use of non-potable water resources. The project is specifically focusing on rainwater harvesting, storm water capture, and laundry greywater approaches, and how these can be used as a complement to conventional irrigation. The overall goal of the landscape designs will be to enhance and improve different types of green spaces, support appropriate community garden opportunities, reduce storm water runoff and potable water consumption and help alleviate urban heat island impacts in disadvantaged communities.

The deliverables from the DACI Landscape Planning contract will be completed designs and cost estimates, and identification of permitting required to implement these water resilient landscapes on the Housing Commission's properties located within disadvantaged communities. It is expected that, depending on site characteristics and participation by residents and maintenance staff, the designs will integrate different alternative non-potable water supplies and drought- and flood-resistant features into plans for common green spaces, community gardens, and green storm water/drainage infrastructure.

The engineering/landscape architecture contractor will prepare site plans, cost estimates, and preparation of technical materials as applicable for the Housing Commission properties. To the extent possible within the project budget, sites will be grouped by landscape and building type or typical landscape condition (e.g., interior courtyard, lawn, passive recreation, etc.) so that the Housing Commission can develop typical specifications for the renovation and management of its properties with water-conserving landscapes, community garden opportunities where desired, and use of different alternative non-potable systems.

The Housing Commission anticipates landscape designs for a minimum of five site types, but as many as 15, based on the sites selected and input from the Engineering/Landscape Architecture contractor. Estimated water use savings will be developed with the site plans, depending on the selected properties. Permitting efforts under this task will include preparation of supporting technical materials, but not acquisition of permits.

### **CONTRACT SELECTION PROCESS**

On September 27, 2018, the Housing Commission issued a Request for Qualifications (RFQ) for Engineering/Landscape Architecture Design Services, seeking qualified architects. The RFQ was posted and made available for download on the Housing Commission's PlanetBids website. Additional direct outreach efforts were undertaken to ensure the highest participation level possible. A total of 98 company notifications were sent through the PlanetBids system. The proposal was downloaded by 12 plan holders.

At the RFQ closing date on October 29, 2018, four proposals were received. Proposals were submitted by Simon Landscape Architecture; Neri Landscape; LPA; and Spurlock Landscape. Subsequent to the closing, a responsiveness review was conducted of all proposals received. All four proposals were found to be responsive.

A source selection committee evaluated, scored, and ranked the responses based upon the following criteria: qualifications of assigned team, similar project experience, past experience working with

public agencies, and quality and clarity of submitted proposal. The three-member source selection committee independently evaluated proposals based upon the listed criteria. On November 16, 2018, Simon Landscape Architecture; Neri Landscape; and LPA were invited to the Housing Commission for interviews. On November 27, 2018, the committee conducted a second and final interview with both Simon Landscape Architecture and Neri Landscape. The committee ranked Simon Landscape Architecture as the top rated firm and Housing Commission staff negotiated lower hourly rates with Simon Landscape Architecture that have resulted in a cost savings for the Housing Commission. Below are the proposal ranking summaries:

	Simon	Neri	LPA	Spurlock
Final Ranking	1	2	3	4

After careful consideration, the source selection committee recommends the award of this contract for Engineering/Landscape Architecture Design Services to Simon Landscape Architecture.

**FISCAL CONSIDERATIONS**

The proposed funding sources and uses approved by this action for the Simon Landscape Architecture agreement were approved in the Fiscal Year 2019 Housing Authority-approved Budget. Approving this action will not change the Fiscal Year 2019 budget.

Approving this action will result in Engineering/Landscape Architectural design services for the Housing Commission at a total cost not to exceed \$324,800. The not-to-exceed amount does not constitute a guaranteed award amount.

Fiscal Year 2019 funding sources approved by this action will be as follows:  
UCSD as Lead Project Partner granted by San Diego County Water Authority, Lead Project Sponsor, through grant funds awarded by the State of California Department of Water Resources, Proposition 1 Disadvantaged Community Involvement Grant - \$324,800

Fiscal Years 2019 funding uses approved by this action will be as follows:  
Grant Expense - \$324,800

**EQUAL OPPORTUNITY/CONTRACTING**

Simon Landscape Architecture is a local business. Simon Landscape Architecture will submit the required Equal Opportunity Contracting forms and Workforce Report prior to contract execution.

**KEY STAKEHOLDERS and PROJECTED IMPACTS**

Stakeholder for this project include: Housing Commission residents, Housing Commission Property Management and Maintenance Department, University of California San Diego - Bioregional Center for Sustainability Science, Planning & Design, San Diego County Water Authority, Simon Landscape Architecture as the contractor, with the sub-contractor team of Hermann Design Group, Tetra Tech, Snipes-Dye Associates, Manuel Oncina Architects, Inc., and SCST Engineers. The contract is expected to have a positive impact on the community as it will plan for enhanced and improved green spaces at the Housing Commission properties, engage the Housing Commission residents and staff in design planning,

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while strengthening the Housing Commissions' relationship with the University of California San Diego and the San Diego County Water Authority.

**ENVIRONMENTAL REVIEW**

The proposed project and associated actions are categorically exempt from the California Environmental Quality Act (CEQA). Processing under the National Environmental Policy Act (NEPA) is not required as there are no Federal funds involved with this action.

Respectfully submitted,

*Amanda Sousa*

Amanda Sousa  
Housing Programs Manager  
Real Estate Division

Approved by,

*Jeff Davis*

Jeff Davis  
Executive Vice President & Chief of Staff  
San Diego Housing Commission

Hard copies are available for review during business hours at the security information desk in the main lobby and 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 "Governance & Legislative Affairs" section of the San Diego Housing Commission website at [www.sdhc.org](http://www.sdhc.org)