



EXECUTIVE SUMMARY

HOUSING COMMISSION EXECUTIVE SUMMARY SHEET

MEETING DATE: July 18, 2019

HCR19-095

SUBJECT: Award of Landscape and Irrigation Maintenance Service Contract

COUNCIL DISTRICT: Citywide

ORIGINATING DEPARTMENT: Real Estate Operations

CONTACT/PHONE NUMBER: Jennifer McKinney, (619) 578-7162

REQUESTED ACTION:

Award a one-year contract with four one-year renewal options to NatureScape Services, Inc. for routine landscape and irrigation maintenance services at San Diego Housing Commission-owned and/or managed properties in the City of San Diego. The total contract cost, including the four one-year renewal options, is \$2,125,000.

EXECUTIVE SUMMARY OF KEY FACTORS:

- The San Diego Housing Commission (Housing Commission) has an ongoing need for landscaping and irrigation maintenance services at its affordable housing sites.
- The scope of services for the landscape and irrigation maintenance services contract with NatureScape Services, Inc. includes, but is not limited to, routine turf mowing, edging, pruning, fertilizing, weeding, and cleanup.
- The scope of work also includes as-needed maintenance and repair service for the irrigation systems that irrigate the landscape areas. Typical irrigation maintenance and repair service includes replacement of sprinkler heads, repairing valves, and adjusting timers in accordance with seasonal changes and industry best practices.
- To maintain maximum efficiency in providing these services, the contractor shall assign a full-time supervisor for the entire duration of this contract.
- On April 5, 2019, the Housing Commission issued a Request for Proposals (RFP) for Landscape and Irrigation Maintenance Services, seeking well-qualified contractors to provide scheduled routine and on-call maintenance. The RFP was posted and made available for download on the Housing Commission's online vendor portal, PlanetBids.
- The proposed funding uses approved by this action were approved by the Housing Authority in the Fiscal Year 2020 Housing Commission Budget. Approving this action will not have an impact on the FY 2020 Total Budget.
- NatureScape is a Small Local Business Enterprise (SLBE) and Small Business (SB) certified by the City of San Diego and the State of California, respectively. NatureScape has submitted the required Equal Opportunity Contracting forms and Workforce Report.



REPORT

DATE ISSUED: July 11, 2019

REPORT NO: HCR19-095

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of July 18, 2019

SUBJECT: Award of Landscape and Irrigation Maintenance Service Contract

COUNCIL DISTRICT: Citywide

REQUESTED ACTION

Award a one-year contract with four one-year renewal options to NatureScape Services, Inc. for routine landscape and irrigation maintenance services at San Diego Housing Commission-owned and/or managed properties in the City of San Diego. The total contract cost, including the four one-year renewal options, is \$2,125,000:

Contract Term	Funding amount
Year 1 (September 1, 2019 – August 31, 2020)	\$425,000
1st Option (September 1, 2020 - August 31, 2021)	\$425,000
2nd Option (September 1, 2021 – August 31, 2022)	\$425,000
3 rd Option (September 1, 2022 – August 31, 2023)	\$425,000
4 th Option (September 1, 2023 – August 31, 2024)	\$425,000
Total Contract Cost	\$2,125,000

STAFF RECOMMENDATION

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

- 1) Approve the award of a one-year contract to NatureScape Services, Inc. in an amount not to exceed \$425,000. The contract term shall be for a one-year period, with four 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 an ongoing need for landscaping and irrigation maintenance services at its affordable housing sites.

The scope of services for the landscape and irrigation maintenance services contract with NatureScape Services, Inc. includes, but is not limited to, routine turf mowing, edging, pruning, fertilizing, weeding, and cleanup. The scope of work also includes as-needed maintenance and repair service for the irrigation systems that irrigate the landscape areas. Typical irrigation maintenance and repair service includes replacement of sprinkler heads, repairing valves, and adjusting timers in accordance with seasonal changes and industry best practices.

To maintain maximum efficiency in providing these services, the contractor shall assign a full-time supervisor for the entire duration of this contract.

On April 5, 2019, the Housing Commission issued a Request for Proposals (RFP) for Landscape and Irrigation Maintenance Services, seeking well-qualified contractors to provide scheduled routine and on-call maintenance. The RFP was posted and made available for download on the Housing Commission's online vendor portal, PlanetBids. A total of 46 vendors were notified through the PlanetBids system. In addition, advertisements were placed in the Voice & Viewpoint and La Prensa. The RFP was downloaded by 10 interested contractors. A pre-proposal meeting was held on April 18, 2019, with personnel from three companies in attendance.

At the RFP closing date on May 9, 2019, three proposals were received. Proposals were submitted by Benchmark Landscaping; Aztec Landscaping; and NatureScape Services, Inc. A responsiveness review was conducted on all proposals received. The proposals from Aztec Landscaping and NatureScape Services, Inc. were found to be responsive.

The evaluation committee reviewed, scored, and ranked the responses based on the following criteria: cost, past performance, methodology, qualifications, availability, and environmental stewardship. The committee ranked NatureScape Services, Inc. as the highest scored respondent. A copy of the Proposal Evaluation Scoring form is included as Attachment 1. A summary ranking of the proposals is listed below:

	NatureScape	Aztec	Benchmark
Final Ranking	1	2	NR

After final review, the evaluation committee recommends the award of this Landscape and Irrigation Maintenance Services contract to NatureScape Services, Inc. Finally, the committee found that NatureScape offers innovative landscaping and irrigation maintenance service methodologies that would positively impact the Housing Commission and the residents it serves.

FISCAL CONSIDERATIONS

The NatureScape contract and respective amendments cross over fiscal years. The proposed funding uses approved by this action were approved by the Housing Authority in the Fiscal Year 2020 Housing Commission Budget. Approving this action will not have an impact on the FY 2020 Total Budget. Landscaping and irrigation expenses for FY 2021 will be considered through the budget process.

The aggregate FY 2020 budget for landscaping and irrigation are as follows:

Landscaping Contract	\$411,972
Landscaping Irrigation – Contract	\$89,153

EQUAL OPPORTUNITY/CONTRACTING

NatureScape is a Small Local Business Enterprise (SLBE) and Small Business (SB) certified by the City of San Diego and the State of California, respectively. NatureScape has submitted the required Equal Opportunity Contracting forms and Workforce Report.

KEY STAKEHOLDERS and PROJECTED IMPACTS

Stakeholders include residents at Housing Commission-owned properties and the Housing Commission Property Management Department.

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. Processing under the National Environmental Policy Act is not required as no federal funds are involved in this action.

Respectfully submitted,



Jason Woo
Housing Programs Manager
Real Estate Division

Approved by,



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 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 "Governance & Legislative Affairs" section of the San Diego Housing Commission website at www.sdhc.org