

**HOUSING COMMISSION
PALM DESERT HOUSING AUTHORITY
STAFF REPORT**

MEETING DATE: June 11, 2025

PREPARED BY: Lucero Leyva, Senior Project Manager

SUBJECT: AWARD CONTRACT TO GARLAND/DBS, INC., FOR ROOF REPLACEMENTS - LAS SERENAS, NEIGHBORS AND PUEBLOS (PROJECT NO. CHA00011)

RECOMMENDATION:

1. Award the construction contract to Garland/DBS, Inc., for Roof Replacements at Las Serenas, Neighbors, and Pueblos (Project No. CHA00011), in an amount not to exceed \$4,594,147.
2. Authorize the Director of Finance to set aside contingency in the amount of \$459,415 for unforeseen conditions.
3. Authorize Director of Finance to appropriate \$369,415 from Housing Authority Reserve to Account No. 8714195-4331100.
4. Authorize the Chairman and/or the Executive Director to execute the Agreement and written requests for change orders up to the contingency amount, amendments, and any documents necessary to effectuate the actions taken herewith.
5. Authorize the Chairman and/or Executive Director to execute the Notice of Completion (NOC) and the City Clerk to file the NOC upon satisfactory completion of the Project.

BACKGROUND/ANALYSIS:

The Authority Board has authorized the engagement of Garland/DBS, Inc. (Garland), to provide comprehensive roof assessment, repair, and related services across the entire portfolio of properties owned by the Palm Desert Housing Authority (Housing Authority). At the request of city staff, Garland conducted a roof assessment of all properties, and identified Las Serenas, Neighbors, and Pueblos, as the properties with the most critical roof maintenance needs.

Site specific information:

- Las Serenas Apartment – 20 Buildings with 150 Units
- Neighbors Apartments – 3 Buildings with 24 Units
- Pueblos Apartments – 3 Buildings with 15 Units

The scope for this project includes:

- Removal and replacement of existing low slope roofing systems down to the substrate
- Repair or replacement of damaged substrate, fascia, insulation and decking
- Installation of a new roof system using Garland specified materials
- Upgrades to the drainage system

Please see attached “Garland/DBS, Inc. PDHA Proposal” for the complete description of scope of work.

The delivery method for this project involves Garland/DBS, Inc. serving as the prime contractor, responsible for supplying the roofing materials, while a subcontractor provides the labor and installation. Garland provided the Housing Authority with three competitive contractor bids for the roof replacement and/or repair work. Each bid included two distinct scopes of work for the Las Serenas Apartments:

- **Option 1** includes targeted roof repairs, with replacement of damaged tiles as needed and matching existing materials to maintain visual consistency.
- **Option 2** includes the roof repairs outlined in Option 1 for the Neighbors and Pueblos apartments, as well as the installation of a new waterproofing layer and full tile replacement for all 20 buildings in the Las Serenas complex.

These options were developed at the request of City staff following Tropical Storm Hilary, which resulted in approximately 28 emergency roof repair incidents at Las Serenas. Subsequent inspections revealed significant signs of deterioration in the visible portions of the underlayment—the primary waterproof barrier of the roof system—raising concerns about the overall integrity of the roof. Based on these findings, staff evaluated long-term repair solutions. Both proposed options include a five-year installation warranty from the contractor and a 30-year material warranty from Garland. The following is a summary of the bids submitted for option 1 and 2:

- **Option 1 – Roof Repairs for all three Properties:**

R&R Roofing & Waterproofing, Inc.	\$2,041,076
Chapman Coast Roof Co	\$2,432,401
Commercial Roofing Systems	\$2,498,181

- **Option 2 – Complete Tile Replacement of Las Serenas Apartment and Roof Repairs for Neighbors and Pueblos Apartments:**

R&R Roofing & Waterproofing, Inc.	\$4,594,147
Chapman Coast Roof Co	\$6,125,644
Commercial Roofing Systems	\$6,751,025

R&R Roofing & Waterproofing, Inc., submitted the lowest bids across both options.

The Housing Authority would like to enter into an agreement with Garland through the Omnia Contract No. PW1925 (a copy is on file with the City of Palm Desert’s City Clerk’s office) to complete the proposed Project. Omnia is a cooperative purchasing organization, established through a collaborative effort to assist public agencies and non-profits across the United States with the specific purpose of reducing procurement costs by leveraging group volume. Omnia accomplishes this by soliciting proposals and awarding contracts that are held by a principal procurement agency for commonly purchased products and services at prices that have been assessed to be fair, reasonable, and competitive. The provisions of the City of Palm Desert

Housing Commission
City of Palm Desert
Award Contract to Garland/DBS, Inc., for Roof Replacements Project (CHA00011)

Municipal Code Section 3.30.160(E) allows the Housing Authority to participate as a government entity with Omnia under their cooperative pricing for purchases through the named vendor.

Staff recommends awarding the contract for the Roof Replacements Project at Las Serenas, Neighbors, and Pueblos to Garland/DBS, Inc., with R&R Roofing and Waterproofing, Inc. serving as their subcontractor. This recommendation is based on the comprehensive scope of work outlined in Option 2, which includes both targeted roof repairs and full roof replacements as specified.

Legal Review:

This report has been reviewed by the City Attorney's Office.

FINANCIAL IMPACT:

Funds for this action have been allocated in the Housing Authority's proposed Fiscal Year 2024-25 budget, however an appropriation is necessary to cover a portion of the 10% contingency. This action does not have any financial impact on the General Fund.

<i>PDHA Roof Replacements Project (CHA00011)</i>	<i>Approved Budget</i>	<i>Expenditures</i>	<i>Available Balance</i>
<i>Housing Authority Replacement Expenditures Fund (8714195-4331100)</i>	4,684,147		
<i>Construction Contract:</i>			
<i>Garland/DBS, Inc.</i>		4,594,147	
<i>Appropriation/Contingency</i>	369,415	459,415	
<i>Totals</i>	5,053,562	5,053,562	0.00

ATTACHMENTS:

1. PDHA Garland DBS Proposal #25-CA-250256
2. CHA00011 Garland/DBS Construction Contract
3. Payment and Performance Bonds