

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

MEETING DATE: June 11, 2025

PREPARED BY: Shawn Muir, Community Services Manager

SUBJECT: RECOMMEND APPROVAL FOR HOUSING AUTHORITY TO ENTER
FACILITIES REPAIRS AND IMPROVEMENTS CONTRACTS

RECOMMENDATION:

1. Award maintenance service agreements to eight vendors for Facilities Repairs and Improvements, in a total amount not to exceed \$4,500,000 per Fiscal Year, for a three-year term with two one-year extensions.
2. Authorize the City Attorney to make necessary non-monetary changes to the agreement.
3. Authorize the City Manager to execute the agreement and any other documents necessary to effectuate this action.
4. Authorize National Community Renaissance of California, to enter into on-call contracts with the eight vendors for Facilities Repairs and Improvements.

BACKGROUND/ANALYSIS:

Facility Maintenance Needs:

The City of Palm Desert (City) and the Palm Desert Housing Authority (Housing Authority) are responsible for maintaining a wide range of public facilities, including municipal buildings, fire stations, parks and recreation amenities, and affordable housing sites. Many of these facilities require ongoing maintenance, repairs, and improvements to ensure safety, operational functionality and continued public use. A list of facility locations is included as Attachment 1.

To address these needs efficiently, staff recommends awarding eight on-call maintenance contracts to qualified vendors. These agreements will allow the City/Housing Authority to issue task orders for a variety of services without the need to conduct separate bid processes for each project. Work may include, but is not limited to, framing, drywall, painting, concrete, carpentry, audiovisual and security systems, welding, flooring, fixture repair, plumbing and electrical work.

The Housing Authority's contracted property management company, National Community Renaissance of California (National CORE), will enter into task order agreements on the Authority's behalf as authorized in accordance with the Property Management Agreement for the day-to-day operations of the properties.

Selection Process:

The Request for Proposals (RFP) was released in the City's online procurement portal (PROJECT ID: 2025-RFP-161) on February 18, 2025, and closed on April 17, 2025. Twelve proposals were received. A selection committee evaluated each submission based on clarity, the quality of the proposed work plan, firm experience, references, and cost.

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The following eight vendors are recommended for contract award. These firms will be used on an as-needed basis through task orders, with assignments determined by project scope, contractor expertise and schedule availability:

Vendor	Location	Ranking
M. Brey Inc, dba MBE Construction	Beaumont, CA	1
R&R B Inc DBA Servpro of Palm Springs/Indio/Coachella/LaQuinta/Indian Wells	Indio, CA	2
PUB Construction, Inc.	Diamond Bar, CA	3
Brian Stemmer Construction	Palm Desert, CA	4
Southern Pacific Construction	Temecula, CA	5
AMTEK Construction	Orange, CA	6
Cove Electric Inc.	Palm Desert, CA	7
Urban Work Construction, Inc.	Palm Desert, CA	8

Scoring and ranking are not factors in the award of these contracts. All vendors meeting the minimum qualifications are being awarded. Awarding a collective not-to-exceed amount of \$4,500,000 per fiscal year across all vendors will enable the City/Housing Authority to coordinate repairs and improvements efficiently and avoid delays related to procurement. This approach supports timely facility upkeep, reduces administrative overhead and allows staff to match project needs with appropriate contractor capabilities.

Legal Review:

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

Appointed Body Recommendation:

The Housing Commission will consider recommendation of this item at its regular meeting on June 11, 2025. Staff will be available to provide information regarding the Commission's recommendation at the City Council and Housing Authority Board Meeting on June 26, 2025.

FINANCIAL IMPACT:

The approved Public Works Operations, Capital Improvement Project (CIP), and Housing Authority Budgets for Fiscal Year 2025/26 include approximately \$6.5 million allocated for repairs and improvement projects across various accounts. Therefore, there is no additional financial impact on the General Fund with this action.

The following outlines the estimated budget allocations for each account; however, these amounts are not intended to limit contract expenditure to specific accounts, nor do they guarantee that the full amounts will be allocated or expended:

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<i>Account No.</i>	<i>Description</i>	<i>Ops Budget</i>	<i>**CIP FY25/26 Budget</i>
1104610-4331000 & 4004674-4400100	Civic Center Park	\$100,000	\$1,600,000
1104611-4331000 & 4004618-4400100	Parks	\$150,000	\$1,500,000
1104330-4331000 & 4004330-4400100	Corporation Yard	\$50,000	\$550,000
1104340-4331000 & 4504161-4400100	City Hall	\$100,000	\$750,000
1104344-4331000 & 4504439-4400100	Portola	\$25,000	\$100,000
1104800-4388500 & 4504164-4388500	Artists Center	\$10,000	\$225,000
2304220-4331000 & -4400100	Fire Stations	\$50,000	\$750,000
2424195-4331101 & -4400100	Aquatic Center	\$50,000	\$300,000
4504164-4400100	Henderson Building	\$10,000	\$250,000
5104361-4400100	State Building	\$15,000	\$750,000
871xxxx-4405000 and 871xxxx-4331000 (Multiple Housing Accounts)	Housing Authority		\$600,000
<i>Totals</i>		\$560,000	\$6,025,000
<i>Total FY 25/26 Available Budget</i>			\$6,585,000

***Includes estimated carryover amount*

Funding for this agreement in future fiscal years is contingent upon City Council/Housing Authority approval of the budget request. By establishing a \$4.5M aggregated annual maximum, any amount approved by City Council/Housing Authority, equal to or less than this amount, would not require a contract amendment in addition to the approved budget allocation.

ATTACHMENTS:

1. Facility Locations
2. City Council-Housing Authority Staff Report
3. Draft Maintenance Services Agreement
4. Draft Payment and Performance Bond Forms
5. Proposal AMTEK Construction
6. Proposal Brian Stemmer Construction
7. Proposal Cove Electric Inc.
8. Proposal M. Brey Inc, dba MBE Construction
9. Proposal PUB Construction, Inc.
10. Proposal R&R B Inc, dba Servpro of Palm Springs/Indio/Coachella/LaQuinta/Indian Wells
11. Proposal Southern Pacific Construction
12. Proposal Urban Worx Construction, Inc.