

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: September 11, 2025

PREPARED BY: Shawn Muir, Community Services Manager

SUBJECT: AWARD A MAINTENANCE SERVICES AGREEMENT TO URBAN WORX CONSTRUCTION, INC., AND PRO-CRAFT CONSTRUCTION, INC., FOR ON-CALL PLUMBING SERVICES (PROJECT NO. MPK00010)

RECOMMENDATION:

1. Award a Maintenance Service Agreement to Urban Worx Construction, Inc. and Pro-Craft Construction, Inc., for on-call plumbing services in the amount of \$150,000 each, for a total not to exceed \$300,000 per fiscal year for a three-year term with the option of 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, two one-year extensions, change orders, and any other documents necessary to effectuate the actions taken herewith.
4. Authorize National Community Renaissance of California, to enter into on-call contracts with Urban Worx Construction, Inc. and Pro-Craft Construction, Inc., for on-call plumbing services, on behalf of the Palm Desert Housing Authority.

BACKGROUND/ANALYSIS:

The City of Palm Desert (City) maintains 15 parks and 13 city owned facilities. The Palm Desert Housing Authority maintains 15 affordable housing properties. Prompt attention to plumbing issues is crucial to mitigate risks, including structural deterioration, mold growth, and health hazards from contaminated water or sewage exposure. Delayed repairs can lead to increased costs, facility disruptions and higher water consumption and expenses. By securing prompt and reliable as-needed general plumbing services, the City can achieve effective, efficient and safe operations.

The City typically contracts with at least two highly skilled vendors that provide on-call plumbing services based on the level of need citywide and to have redundancy in case a vendor cannot respond to a work request to support the maintenance and operation of the various buildings and outdoor facilities. Typical services include troubleshooting and repairing leaks or blockages; replacing faucets, fixtures, and water heaters; installing or repairing water supply lines, drains, toilets, sinks, and garbage disposals; addressing water pressure and drainage issues; performing routine inspections; minor pipe rerouting; installing backflow prevention devices; maintaining irrigation connections; and responding to emergency plumbing failures. The scope of work covers the repair, replacement, and installation of plumbing components.

Staff issued Request for Proposal No. 2025-RFP-197 through the City's electronic bidding platform, OpenGov, on July 8, 2025. The solicitation closed on August 11, 2025, with four proposals received. A selection committee (Committee) evaluated the proposals based on clarity and conformance of the proposal to RFP requirements; quality and completeness of the work

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plan; experience and performance of proposed team members; comments provided by references; and fee proposals. The Committee ranked the proposals as follows:

| Vendor | Location | Rank |
|-------------------------------|-----------------|------|
| Urban Worx Construction, Inc. | Palm Desert, CA | 1 |
| Pro-Craft Construction, Inc. | Redlands, CA | 2 |
| AMTEK Construction | Orange, CA | 3 |
| Best Tec | Palm Desert, CA | 4 |

Based on the committee’s evaluation and the City’s past experience, staff recommends awarding the Maintenance Service Agreement to Urban Worx Construction, Inc., & Pro-Craft Construction, Inc., for an initial three-year term, with the option to extend for two additional one-year periods, subject to satisfactory performance and available funding. The proposed agreement is for on-call services, which allows staff to request work quickly as part of the City’s day-to-day business. The City also holds task-order based contracts intended for larger construction/installation projects.

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 September 10, 2025. Staff will be available to provide information regarding the Commission’s recommendation at the City Council and Housing Authority Board Meeting on September 11, 2025.

FINANCIAL IMPACT:

Funds have been included in the approved Fiscal Year 2025-26 Financial Plan under Public Works and Authority Operations in the amount of \$305,000 under various accounts for On-Call Plumbing Services. Of this amount, allocations cover both City-owned facilities and Palm Desert Housing Authority properties.

For the Housing Authority, funding is included within its approved operating budget, and expenses related to Housing Authority properties will be charged to the appropriate Housing Authority accounts. Therefore, there is no further financial impact to the General Fund.

The table below lists the some but not all the various accounts and funds available:

| Description | Account No. | Budget | Contract |
|---|-----------------|----------|----------|
| <i>Civic Center Park</i> | 1104610-4332100 | \$25,000 | |
| <i>Tri-Cities Sports Parks</i> | 1104610-4337100 | \$7,500 | |
| <i>Medians</i> | 1104611-4332501 | \$25,000 | |
| <i>Entrada Del Paseo Corporation Yard</i> | 1104614-4332501 | \$10,000 | |
| <i>City Hall</i> | 1104614-4392101 | \$10,000 | |
| <i>Portola Community Center</i> | 1104330-4331000 | \$10,000 | |
| | 1104340-4331000 | \$25,000 | |
| | 1104344-4331000 | \$5,000 | |

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|--------------------------|------------------|------------------|------------------|
| <i>Fire Stations</i> | 2304220-4331000 | \$25,000 | |
| <i>Aquatic Center</i> | 2424549-4331101 | \$25,000 | |
| <i>Desert Willow</i> | 4414195-4332000 | \$15,000 | |
| <i>Government Bldgs</i> | 5104195-Multiple | \$47,500 | |
| <i>Housing Authority</i> | 871xxxx-xxxx000 | \$75,000 | |
| **Urban Worx | | | \$150,000 |
| **Pro-Craft | | | \$150,000 |
| | TOTAL | \$305,000 | \$300,000 |

***Current request*

Although the amounts listed are intended to cover the costs, actual distribution will vary based on actual use.

Staff will continue to budget accordingly during the annual budget process to ensure adequate funding in future fiscal years.

ATTACHMENTS:

1. Urban Worx Construction Agreement
2. Pro-Craft Construction Agreement
3. Urban Worx Construction Payment and Performance Bonds
4. Pro-Craft Construction Payment and Performance Bonds
5. Urban Worx Construction Proposal
6. Pro-Craft Construction Proposal