

FILE NUMBER: 2025-119

DATE: Friday, June 6, 2025

SUBJECT: As-Needed Roofing Maintenance Services

DESCRIPTION: Resolution Authorizing Service Agreement With Chambers Inc. dba Roof Construction for As-Needed Roofing Maintenance Services from July 1, 2025, to June 30, 2030, in an Amount not to Exceed \$2,000,000. All Funds Required for Future Fiscal Years Will be Budgeted in the Appropriate Fiscal Year, Subject to Board Approval Upon Adoption of Each Fiscal Year's Budget

EXECUTIVE SUMMARY:

Seek Board approval to select and authorize service agreement with Chambers Inc. dba Roof Construction for As-Needed Roofing Maintenance Services at the San Diego Unified Port District (District) facilities and properties from July 1, 2025, through June 30, 2030, in an amount not to exceed \$2,000,000. The proposed service agreement was competitively bid through a Request for Proposal.

Service Provider shall provide As-Needed Roofing Maintenance Services at District facilities and properties within the Cities of San Diego, Coronado, National City, Chula Vista, and Imperial Beach.

The Service Provider shall include, but are not limited to, roofing inspection and reports, and maintenance of the roofing system. Maintenance shall consist, but is not limited to, resealing of flashing, sealing of holes, roof drainage maintenance, maintenance repairs to metal roofing, flat roofing, single-ply roofing, skylights, clay tiles, composite asphalt shingles, wood shingle tiles, wood shakes, and built-up or cracked TPO membrane.

In addition to the services outlined above, the Service Provider may be required to perform other roofing-related tasks that are necessary for the proper maintenance, preservation, or enhancement of District properties. These additional services may include but are not limited to roof modifications or retrofitting to accommodate new equipment installations (e.g., HVAC, solar panels, etc.), structural reinforcements or repairs due to unforeseen conditions, or specialty roofing services for unique materials and any other roofing maintenance, repair, or enhancement services requested by the District that fall within the general scope of roofing maintenance but are not explicitly listed above.

RECOMMENDATION:

Staff recommends the Board select and authorize a service agreement with Chambers Inc. dba Roof Construction for as-needed roofing maintenance services from July 1, 2025, through June 30, 2030, for an amount not to exceed \$2,000,000.

FISCAL IMPACT:

Funds for FY 2026 are budgeted in the General Services Department Facilities Maintenance – As- Needed Maintenance budget (650131). The full requirement was not funded for FY 2026. The estimated maintenance requirement for FY 2026 is \$400,000. General Services will request funding for FY 2026 maintenance during the mid-year budget review. Funds required for future fiscal years will be budgeted in the appropriate year subject to Board approval upon adoption of each fiscal year's budget.

Cash Requirement Forecast

FY2026	FY2027	FY2028	FY2029	FY2030
\$70,000	\$400,000	\$400,000	\$400,000	\$400,000
Requirements				
\$330,000				
Total Cash Requirement				\$2,000,000

The requirements (\$1.2M) pertain only to preventive maintenance, not repairs

COMPASS STRATEGIC GOALS:

This agenda item supports the following Strategic Goal(s).

- A Port that the public understands and trusts.
- A vibrant waterfront destination where residents and visitors converge.
- A Port with a healthy and sustainable bay and its environment.
- A Port that is a safe place to visit, work and play.
- A Port with an innovative and motivated workforce.
- A financially sustainable Port that drives job creation and regional economic vitality.

DISCUSSION:

Current As-Needed Roofing Maintenance Services, Service Agreement:

Current Service Provider: Best Contracting Services, Inc. has been the Service Provider since January 2017 under an As-Needed Roofing Maintenance Services agreement as follows:

- July 1, 2017, through June 30, 2022, for an amount not to exceed \$350,000 (with 3 amendments).
- Amendment #1: November 19, 2021, extend the Agreement from June 30, 2022, to June 30, 2025.
- Amendment #2: December 27, 2022, to add additional fee schedule to the Agreement.

- Amendment #3: June 17, 2024, increasing the maximum expenditure to a new total amount of \$500,000.

Scope of Work Under Agreement: The scope shall include without limitation (1) roofing inspection and reports, and (2) maintenance of the roofing system. Maintenance shall consist of, but is not limited to, resealing of flashing, sealing of holes, roof drainage maintenance, maintenance repairs to metal roofing, flat roofing, single-ply roofing, skylights, clay tiles, composite asphalt shingles, wood shingle tiles, wood shakes, and built-up or cracked TPO membrane.

Area of Work: Service Provider shall provide and Maintenance at District facilities and properties within the Cities of San Diego, Coronado, National City, Chula Vista, and Imperial Beach.

- The spaces below are rented by tenants, however the roofs are maintained by the District:
 - Caliber Collision, San Diego
 - SDRS, TAMT, San Diego
 - Aquatic Center, National City
 - Chesapeake Fish Company, San Diego

New Service Provider: Chambers Inc. dba Roof Construction

Procurement Details:

Policy No. 110, District staff issued RFP No. 25-05MB seeking qualified firms to perform As-Needed Roofing Maintenance Services for all District facilities from July 1, 2025, through June 30, 2030.

The RFP was advertised through Planet Bids to six (6) categories related to a variety of roofing maintenance services (Table 1):

- RFP received by a total of 26 firms.
- Solicitation was issued on March 5, 2025
- Information exchange meeting held on March 12, 2025
- Proposals due by April 8, 2025
- 26 proposals were received and (3) were deemed responsive and acceptable. Table 2 identifies the (3) firms that submitted responsive proposals.

Table 1. Notified Categories on Planet Bids

Categories	77000 - Roofing Materials And Supplies
	91038 - Insulation And Asbestos Installation, Maintenance, Repair And Removal Services (Includes Spray-On Insulation)
	91473 - Roofing And Siding
	91813 - Asbestos Consulting
	91891 - Roofing Consultant
	96894 - Waterproofing Systems And Repair

Table 2. Companies Submitting Proposals for RFP No. 25-05MB

Firm	Office Location
Chambers, Inc.	Escondido, California
Best Contracting Services, Inc.	Gardena, California
Resilient Roofing	San Diego, California

Following a review of the proposals, a District selection panel interviewed the responsive firms to determine which offered the best value to the District. A decision analysis was conducted by staff to evaluate the Service Providers according to the standard weighted criteria listed in the RFP. The evaluation criteria included:

- Approach to the project
- Capability to perform
- Firm's relevant experience
- Fair and reasonable cost

Table 3. Decision Analysis

EVALUATION MATRIX FOR RFP 25-05MB: AS-NEEDED ROOFING MAINTENANCE SERVICES PROJECT MANAGER: Francisco Alvarez						
Purpose: Select and recommend the best value proposal for this services agreement. Objectives: Use the RFP's objectives and weights.						
Process Facilitator: Michael Bautista Date: Shortlist 4/16/2025 // Decision Analysis 4/29/2025 Evaluation Committee: Francisco Alvarez, Michael Hastings, Chauncey Murray, Veronica Garcia, Russell Keltner						
		Best Contracting Services		Chambers, Inc.		
EVALUATION CRITERIA	WEIGHT	Score	Total	Score	Total	Comments
APPROACH TO THE PROJECT	9	8	72	10	90	
CAPABILITY TO PERFORM	8	7	56	10	80	
FAIR AND REASONABLE COST	7	10	70	10	70	
FIRM'S RELEVANT EXPERIENCE	6	10	60	9	54	
TOTALS			258		294	
DVBE/DISABLED STAFF			0		0	
VETERANS STATUS			0		0	
SBE PARTICIPATION			5		5	
GRAND TOTALS			263		299	
Risks: See matrix						
Decision:						

Based on the decision analysis (Table 3) and review of proposals, the selection panel determined that Chambers Inc. offered the best value to the District.

General Counsel's Comments:

The Office of the General Counsel has review this staff report and the attachments as presented to it and approves them as to form and legality.

Environmental Review:

The proposed Board Action, including without limitation a resolution authorizing service agreement with Chambers Inc. for as-needed roofing maintenance services from July 1, 2025, to June 30, 2030, does not constitute a project under the definition set forth in California Environmental Quality Act (CEQA) Guidelines Sections 15352 and 15378 because no direct or indirect changes to the physical environment would occur. CEQA requires that the District adequately assess the environmental impacts of projects and reasonably foreseeable activities that may result from projects prior to the approval of the same. Any project developed as a result of the Action requiring the District or the Board's discretionary approval resulting in a physical change to the environment would be analyzed in accordance with CEQA prior to such approval. CEQA review may result in the District, in its sole and absolute discretion, requiring implementation of mitigation measures, adopting an alternative, including without limitation, a "no project alternative" or adopting a Statement of Overriding Consideration, if required. The exercise of this discretion is in no way limited by this proposed Board Action. Therefore, no further CEQA review is required.

The proposed Board Action complies with Sections 21 and 35 of the Port Act, which allow for the Board to pass resolutions and to do all acts necessary and convenient for the exercise of its powers. The Port Act was enacted by the California Legislature and is consistent with the Public Trust Doctrine. Consequently, the proposed Board Action is consistent with the Public Trust Doctrine.

The proposed Board Action does not allow for development, as defined in Section 30106 of the California Coastal Act, or new development, pursuant to Section 1.a. of the District's Coastal Development Permit (CDP) Regulations because there will not be, without limitation, a physical change, change in use or increase in intensity of uses. Therefore, issuance of a Coastal Development Permit or exclusion is not required. However, development within the District requires processing under the District's CDP Regulations. Future development would remain subject to its own independent review pursuant to the District's certified CDP Regulations, Port Master Plan (PMP), and the relevant chapter(s) of the Coastal Act. The exercise of the District's discretion under the District's CDP Regulations is in no way limited by the proposed Board Action.

Diversity, Equity, and Inclusion Program:

Due to limited subcontracting opportunities, no SBE goal was established for this opportunity.

PREPARED BY:

Chauncey Murray
Department Business Manager, General Services

Attachment(s):

Attachment A: Agreement No. 77-2025MB

Attachment B: Request For Proposal (RFP) 25-05MB