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**Title:** RESOLUTION SELECTING AND AUTHORIZING AGREEMENT NO. 88-2022JR WITH COUNTYWIDE MECHANICAL SYSTEMS, INC, FOR FULL-SERVICE HVAC SYSTEM MAINTENANCE AND REPAIR SERVICES AT DISTRICT FACILITIES FROM JANUARY 1, 2023 TO JUNE 30, 2026 IN AN AMOUNT NOT TO EXCEED \$800,000. FUNDS FOR FISCAL YEAR 2023 HAVE BEEN BUDGETED IN THE AMOUNT OF \$123,000. 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.

**Sponsors:**

**Indexes:**

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**Attachments:** 1. 4. 2022-0254 Attachment A, 2. 4. 2022-0254 Draft Resolution

Date	Ver.	Action By	Action	Result
10/11/2022	1	Board of Port Commissioners	adopted	

**DATE:** October 11, 2022

**SUBJECT:**

**RESOLUTION SELECTING AND AUTHORIZING AGREEMENT NO. 88-2022JR WITH COUNTYWIDE MECHANICAL SYSTEMS, INC, FOR FULL-SERVICE HVAC SYSTEM MAINTENANCE AND REPAIR SERVICES AT DISTRICT FACILITIES FROM JANUARY 1, 2023 TO JUNE 30, 2026 IN AN AMOUNT NOT TO EXCEED \$800,000. FUNDS FOR FISCAL YEAR 2023 HAVE BEEN BUDGETED IN THE AMOUNT OF \$123,000. 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:**

The San Diego Unified Port District (District) uses a service agreement for heating, ventilation, and air conditioning (HVAC) maintenance and repair services at District facilities. The current agreement for HVAC services with Countywide Mechanical Systems, Inc (Countywide) expires on June 30, 2023 and the proposed new agreement will be in place from January 1, 2023 to June 30, 2026.

In response to a Request for Proposal (RFP No. 22-05JR) issued in accordance with Board of Port Commissioners Policy No. 110, Section II.D, the District received three (3) responsive proposals. The proposals were reviewed, and a District selection panel interviewed all three (3) responsive firms in order to determine which offered the best value to the District. Based upon a decision analysis conducted by staff, which rated service providers according to the standard weighted criteria listed in the RFP, the proposal submitted by Countywide received the highest total score and was deemed as

the proposal that offered the best value to the District.

Staff recommends selecting and authorizing an agreement with Countywide Mechanical Systems, Inc., for full-service and repair services at various District facilities from January 1, 2023 to June 30, 2026 in an amount not to exceed \$800,000.

**RECOMMENDATION:**

Adopt a Resolution selecting and authorizing Agreement No. 88-2022JR with Countywide Mechanic Systems. Inc. for full-service HVAC system maintenance and repair services at various District facilities from January 1, 2023, through June 30, 2026, in an amount not to exceed \$800,000.

**FISCAL IMPACT:**

Funds for FY 2023 are budgeted in the General Services Department Facilities Maintenance - Outside Services budget. 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	FY 2023	FY 2024	FY 2025	FY 2026
	\$123,000	219,000	224,000	234,000
	<b>Total Cash Requirement</b>			<b>\$800,000</b>

**COMPASS STRATEGIC GOALS:**

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

- A vibrant waterfront destination where residents and visitors converge.
- A Port that is a safe place to visit, work and play.
- A financially sustainable Port that drives job creation and regional economic vitality.

**DISCUSSION:**

The District uses a service contract for HVAC maintenance and repair services at various District facilities including the Administration Building and Annex, the Maintenance Facility in National City, the Harbor Police Headquarters Building, and the Broadway Pavilion. Services shall include maintenance of heating, cooling, air handling, control systems, and associated equipment, including replacement of components in kind to ensure the system is always in service. Utilizing a maintenance service agreement has been determined to be the most cost-effective means to supplement maintenance and repair of the District’s HVAC systems.

The current agreement for HVAC services expires on June 30, 2023 and will overlap the proposed new HVAC agreement for six (6) months. This is required to complete an existing HVAC project at the Administration Building that requires an extended lead time for equipment procurement and

installation due to current supply chain shortages.

**DEI and Procurement Details:**

Pursuant to Board of Port Commissioners Policy No. 110, District staff issued RFP No. 22-05JR seeking qualified firms to perform HVAC maintenance and repair services at various District facilities from January 1, 2023, through June 30, 2026. The District’s DEI and Procurement departments also participated and supported the RFP advertisement and selection process. They reviewed their relevant sections and provided administrative support for the RFP.

The RFP was advertised through Planet Bids to five (5) categories related to a variety of HVAC maintenance and repair services (Table 1) and was received by a total of 331 firms. The solicitation was issued on April 19, 2022, with proposals due by May 19, 2022. DEI information for each firm was also required to be included as part of their proposal submittal packet. An information exchange meeting was held on April 26, 2022, which seven (7) firms attended. Four (4) bids were received and three (3) were deemed responsive and acceptable. Table 2 identifies the three firms that submitted acceptable proposals.

**Table 1.** Notified Categories on Planet Bids

Category	Description
3100	Air Conditioning, Heating, and Ventilating Equipment, Parts, and Accessories
82000	Steam and Hot water Boilers and Steam Heating Equipment
91036	Heating, Air Conditioning, and Ventilation Maintenance and Repair Services
91450	Heating, Ventilation and Air Conditioning (HVAC)
96702	Air Conditioning, Heating, and Ventilating Equipment (HVAC) Manufacturing Services

**Table 2.** Companies Submitting Proposals for RFP No. 22-05JR

Firm	Office Location
ATR Mechanical Solutions	San Diego, CA
Countywide Mechanical Systems, Inc	El Cajon, CA
RAM Air Engineering	Dana Point, CA

Following a review of the proposals, a District selection panel interviewed all three (3) firms in order 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 experience of their proposed staff, approach to the project, capability to perform, firm’s relevant experience and fair and reasonable cost. Based on the decision analysis (Table 3) and review of proposals, the selection panel found that Countywide Mechanical Systems, Inc., offered the best value to the District.

**Table 3.** Decision Analysis

EVALUATION CRITERIA	WEIGHT	ATR Mechanical Solutions		Countywide Mechanical Systems, Inc.		Ram Air Engineering, Inc.	
		Score	Total	Score	Total	Score	Total
EXPERIENCE OF PROPOSED STAFF	10	8	80	10	100	6	60
APPROACH TO THE PROJECT	9	10	90	9	81	5	45
CAPABILITY TO PERFORM	8	7	56	10	80	6	48
COST/PRICING	7	7	49	10	70	5	35
FIRM'S RELEVANT EXPERIENCE	6	6	36	10	60	8	48
<b>TOTALS</b>			<b>311</b>		<b>391</b>		<b>236</b>
ADA SCOPE ENHANCEMENT			0		0		0
DVBE/DISABLED STAFF			0		5		0
VETERANS STATUS			0		5		5
SBE PARTICIPATION			0		5		0
<b>GRAND TOTALS</b>			<b>311</b>		<b>406</b>		<b>241</b>

**Countywide Mechanical Systems, Inc. - Additional Information**

Countywide Mechanical is a nationwide and employee-owned HVAC firm originally founded in 1932. They have served the San Diego market for 24 years with HVAC, plumbing, and controls maintenance and support. They employ a staff of 45 locally based HVAC, controller, and plumbing technicians at their El Cajon office. They will provide 24/7 service with six technicians in an on-call status. They have extensive experience with all HVAC control platforms and a dedicated trade team with certifications on various platforms to include experienced plumbers to support all HVAC requirements. Six of their technicians are North American Technician Excellence (NATE) certified with their staff also having TurboCor and SmartChiller experience. Their local San Diego clients include the following: City of National City, Solar Turbines, Teradata, City of La Mesa, City of Encinitas and City of Escondido. From a cost perspective, Countywide offered the lowest fees proposed. Their proposal and interview demonstrated their capabilities to meet the District’s needs, as listed in the scope of services, at a fair and reasonable cost.

Staff recommends the Board select and authorize an agreement with Countywide Mechanical Systems, Inc., for HVAC systems full-service and repair services at various District facilities from January 1, 2023, to June 30, 2026, in an amount not to exceed \$800,000.

**General Counsel’s Comments:**

The Office of the General Counsel has review this agenda sheet and the attachment as presented to it and approves the same as to form and legality.

**Environmental Review:**

The proposed Board action, including without limitation, resolution selecting and authorizing agreement no. 88-2022JR with Countywide Mechanical Systems, Inc. for full-service HVAC system maintenance and repair services at District facilities from January 1, 2023 to June 30, 2026 in an amount not to exceed \$800,000, 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 proposed Board 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 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 the 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 Chapters 3 and 8 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 known sub opportunities, no SBE goal was established for this agreement. Countywide Mechanic Systems, Inc., identified two sub participants, one of which is an SBE for 16.7% SBE participation.

Respondents	Cert	Subs	Subs Cert	DEI Bonus Category			DEI Policy	Total Workforce			Executives		
				ADA	DVBE or Disabled Staff	Veteran Status or Staff		Total	Women	BIPOC	Total	Women	BIPOC
CountyWide Mechanical Systems Inc.	No	Clear Water Technologies	SBE	No	Yes	Yes	Yes	265	19	123	17	3	3
		Mistras Group	No	No	No	No							
ATR Mechanical Solutions	No	ChemTreat	No	No	No	No	Yes	5	2	2	1	0	1
		Condenser & Chiller Services	No	No	No	No							
RAM Air Engineering	No	Condenser & Chiller Services	No	No	No	Yes	Yes	9	1	3	2	0	0
		CCI	No	No	No	No							

**PREPARED BY:**

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Assistant Director, General Services

Attachment(s):

Attachment A: Agreement No. 88-2022JR with Countywide Mechanic Systems. Inc.