



*City of Arts & Innovation*

# Joint City Council/Housing Authority/Successor Agency to the Redevelopment Agency of the City of Riverside Memorandum

**TO: HONORABLE MAYOR, CITY COUNCIL  
AND HOUSING AUTHORITY MEMBERS**

**DATE: MARCH 3, 2020**

**FROM: COMMUNITY & ECONOMIC DEVELOPMENT  
DEPARTMENT**

**WARDS: ALL**

**SUBJECT: SERVICE AGREEMENTS WITH LYLE CASTILLO DBA TWIN BUILDERS FOR  
PROPERTY MAINTENANCE SERVICES ON SUCESSOR AGENCY-OWNED  
PROPERTIES IN THE AMOUNT OF \$800,000, CITY-OWNED PROPERTIES IN  
THE AMOUNT OF \$800,000, AND HOUSING AUTHORITY-OWNED  
PROPERTIES IN THE AMOUNT OF \$500,000 FOR AN INITIAL THREE-YEAR  
TERM PLUS TWO OPTIONAL ONE-YEAR EXTENSIONS**

## **ISSUES:**

Approval of Services Agreements with Lyle Castillo dba Twin Builders for Property Maintenance Services for City-owned properties in the amount of \$800,000 and for Housing Authority-owned properties in the amount of \$500,000 for a three- year term with the option to extend the agreement for two one-year extensions; and recommend that the Countywide Oversight Board adopt a resolution authorizing the Successor Agency to enter into a Services Agreement for Property Maintenance Services with Lyle Castillo dba Twin Builders in the amount of \$800,000, for a three-year term with the option to extend the agreement for two one-year terms.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the attached Services Agreement with Lyle Castillo dba Twin Builders for property maintenance services of City-owned properties in the amount of \$800,000 for a three-year term with the option to extend the agreement for two one-year terms; and
2. Authorize the City Manager, or his designee, to execute the Services Agreement including making minor non-substantive changes, and the optional two one-year extensions thereto, for property maintenance services of City-owned properties.

That the Housing Authority:

1. Approve the attached Services Agreement with Lyle Castillo dba Twin Builders for property maintenance services of Housing Authority-owned properties in the amount of

\$500,000 for a three-year term with the option to extend the agreement for two one-year extensions; and

2. Authorize the Executive Director or his designee to execute the Services Agreement including making minor non-substantive changes, and the optional two one-year extensions thereto, for property maintenance services of Housing Authority-owned properties.

That the Successor Agency:

1. Adopt the attached resolution authorizing the Successor Agency to enter into a Services Agreement for Property Maintenance Services with Lyle Castillo dba Twin Builders in the amount of \$800,000 for a three-year term with the option to extend the agreement for two one-year extensions;
2. Recommend that the Countywide Oversight Board adopt a resolution authorizing the Successor Agency to enter into a Services Agreement for Property Maintenance Services with Lyle Castillo dba Twin Builders in the amount of \$800,000 for a three- year term with the option to extend the agreement for two one-year extensions; and
3. Authorize the Executive Director or his designee to execute the attached Services Agreement, including making minor non-substantive changes, and the optional two one-year extensions thereto, for property maintenance services of Successor Agency-owned properties.

### **BACKGROUND:**

On July 17, 2015 staff issued a Request for Proposals (RFP) 1531 for property maintenance services and three proposals were received from Twin Builders, Vizion's West, Inc., and Environmental Klean-Up. After evaluation, Twin Builders, Vizion's West, Inc., and Environmental Klean-Up were selected based up on their experience with similar property maintenance services. Twin Builders was determined as the primary contractor and Vizion's West, Inc., and Environmental Kelan-Up, Inc. will service as additional contractors in the event their services are needed to complete the necessary work in a timely manner. Their agreement for these services was executed in April 2016 and expired on December 31, 2019.

### **DISCUSSION:**

Twin Builders has worked in the City of Riverside in various capacities for the past nine years, which includes property maintenance services. Twin Builders has worked with the City Housing Authority, Successor Agency and the Code Enforcement Division to help maintain an acceptable standard for City and Housing Authority-owned properties.

On September 11, 2019 staff released RFP 1970 Property Maintenance Services to select one organization that could continue maintaining the City and Housing Authority-owned properties. Proposals were due on October 9, 2019 and the City received three proposals. The screening and selection committee was comprised of representatives from Community & Economic Development Department. The potential organizations were all evaluated accordingly. The

outcome of the selection process identified Twin Builders as the best suited organization to provide property maintenance services to the City based on qualifications and competitive cost. The proposed term of the agreement is for three years with an optional two, one year extensions not to exceed five years.

The Purchasing Manager concurs that the recommendation to award is in compliance with Purchasing Resolution 23256.

**FISCAL IMPACT:**

Successor Agency property maintenance agreements will be funded in accordance with the amounts budgeted on a property specific basis in accordance with the Recognized Obligation Payment Schedules as approved by the department of Finance.

The Housing Authority Services Agreement will be funded by appropriated project budgets based on eligible funding sources which include but are not limited to Neighborhood Stabilization Program Funds and the City Council approved Housing Authority Biennial Budget.

The City Services Agreement will be funded in accordance with the City Council approved Biennial Budget. Sufficient funds exist in department budgets for FY 2019/20; future budgets will include necessary funding.

Prepared by:	David Welch, Community & Economic Development Director
Certified as to	
availability of funds:	Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Gary Geuss, City Attorney

**Attachments:**

1. Resolution
2. Services Agreement with Twin Builders Re: Successor Agency Properties
3. Services Agreement with Twin Builders Re: City-Owned Properties
4. Services Agreement with Twin Builders Re: Housing Authority-Owned Properties