



AGENDA

FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE
WEDNESDAY, AUGUST 25, 2021, 12:00 PM

TELECONFERENCE CALL-IN NUMBER: (747) 200-6781
CONFERENCE ID: 928 734 548#

To join via phone, dial (747) 200-6781, then enter 928 734 548# when prompted.

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1. **Call to Order**

2. **Roll Call**

- Ruthie Myers, Chair
- Zella Knight, Vice Chair
- James Brooks
- Mary Canoy
- Renee Contreras
- Elda Mendez-Lemus
- Takao Suzuki
- Anna Swett
- Pamela Williams

3. **Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of July 28, 2021

4. **Report of the Executive Director**

5. **Presentations**

None



Administrative Office
700 West Main Street, Alhambra, CA 91801
Tel: (626) 262-4511 TDD: (626) 943-3898



Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Sheila Kuehl, Janice Hahn, Kathryn Barger

6. Public Comments

Regular Agenda

7. Plumbing Job Order Contract (All Districts)

Recommend that the Board of Commissioners:

Find that the award of the Job Order Contract (JOC) and authorization for the Executive Director or designee to issue work orders in accordance with the Board-adopted JOC Construction Task Catalog are not a project under Section 15378(b) of the California Environmental Quality Act.

Award a JOC to Suttles Plumbing, Inc, the lowest responsive and responsible bidder, for a maximum amount not to exceed \$500,000, to be financed through various funding sources included in the LACDA's approved Fiscal Year 2021-2022 budget and to be included in the Fiscal Year 2022-2023 budget.

Authorize the Executive Director or designee to execute the JOC in the form previously approved as to form by County Counsel and to establish the effective date following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds filed by Suttles Plumbing, Inc.

With respect to projects not governed by the State Public Contract Code, including maintenance work and federally funded projects, authorize the Executive Director or designee to issue work orders under the JOC in an amount not to exceed the maximum amount of the JOC.

With respect to projects governed by the State Public Contract Code that constitute plumbing repair, remodeling, refurbishment, and other repetitive type work, authorize the Executive Director or designee to issue work orders under the JOC in an amount not to exceed \$330,000 per work-order, in the aggregate work order amount not to exceed the maximum amount of the JOC, pursuant to the authority granted under the Public Contract Code Section 20145.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the JOC, to amend the JOC, to terminate the JOC for convenience, or to terminate the contractor's right to proceed with the performance of the JOC; to determine and collect sums as liquidated damages in accordance with provisions stated in the JOCs for each calendar day that the contractor shall be in default on an individual work order; to accept projects and file notices upon final completion of the projects; to release retention money withheld pursuant to the applicable provisions of the Public Contract Code; to grant extensions of time on projects, as applicable, and to assess liquidated damages

as authorized under Government Code Section 53069.85 and the JOC specifications.

Authorize the Executive Director or designee to determine, on a case-by-case-basis, that a JOC work order shall be exempt from the application of the County's Local Targeted Worker Hire Policy, provided that the Executive Director or designee first determines that the JOC work order will be funded in whole or in part by federal funds, which prohibit geographic preferences, in which case Section 3 requirements will apply.

8. Contracts for Public Housing Vacant Unit Cleaning Services (All Districts)

Recommend that the Board of Commissioners:

Authorize the Executive Director or designee to execute, amend, and if necessary, terminate two one-year Contracts with Ultimate Maintenance Services, Inc. and Mid-City Maintenance Services Inc. for public housing vacant unit cleaning services, in an aggregate annual compensation not to exceed \$250,000, using funds included in the Los Angeles County Development Authority's (LACDA) approved Fiscal Year 2021-2022 budget.

Authorize the Executive Director, or his designee, to amend the Contracts to extend the term for a maximum of four additional years, in one-year increments, with an aggregate annual compensation of up to \$250,000, using funds to be included in the LACDA's annual budget approval process.

Authorize the Executive Director, or his designee, to amend the Contracts to add or delete sites, to modify the scope of work and fee schedule, to increase the annual compensation by up to 10% as needed for unforeseen costs, and if necessary, to terminate the Contracts for convenience.

Find that approval of the Contracts is exempt from the California Environmental Quality Act (CEQA), for the reasons stated in this Board letter and the record of the project.

9. Amendments to Acquisition, Relocation, and Housing Locator Services Contracts (All Districts)

Recommend that the Board of Commissioners:

Find that the approval of amendments to the existing Contracts for acquisition, relocation, and housing locator services is exempt from the California Environmental Quality Act, for the reasons stated in this Board letter and the record of the project.

Authorize the Executive Director or his designee to execute amendments to the Contracts with DRA, OPC, PSI, and EPIC (collectively, "Contractors") for acquisition, relocation, and housing locator services, to increase the aggregate annual compensation by \$270,000 for a maximum contract cost not to exceed \$370,000 to be shared among the Contractors, using program funds included in the LACDA's Fiscal Year (FY) 2021-2022 approved budget, to be effective following approval as to form by County Counsel and execution by all parties.

Authorize the Executive Director, or his designee, to execute amendments to the Contracts with the Contractors to extend the term for an additional two years, in one-year increments, with an aggregate annual compensation of \$370,000 to be shared among the Contractors, using program funds to be approved through the annual budget approval process, to be effective following approval as to form by County Counsel and execution by all parties.

Authorize the Executive Director, or his designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate the Contracts for convenience.

Authorize the Executive Director, or his designee, to execute amendments to the Contracts, to add or delete programs, modify the Statement of Work, and revise the Fee Schedule, and to increase the annual compensation by up to 10% as needed for unforeseen costs.

10. Commissioner Comments or Suggestions for Future Agenda Items

Access to the agenda and supporting documents are available on the LACDA website. Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Advisory Committee meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least four (4) business days prior to the meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the LACDA by phone at (626) 586-1855 from 8:00 a.m. to 6:00 p.m., Monday through Thursday, or by e-mail at nick.teske@lacda.org.

**MINUTES FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY DEVELOPMENT AUTHORITY
HOUSING ADVISORY COMMITTEE**

Wednesday, July 28, 2021.

The meeting was convened via teleconference.

Digest of the meeting. The Minutes are being reported seriatim.

The meeting was called to order by Commissioner Myers at 12:03 p.m.

<u>Roll Call</u>	<u>Present</u>	<u>Absent</u>
Ruthie Myers	X	
Zella Knight		X
James Brooks	X	
Mary Canoy	X	
Renee Contreras	X	
Elda Mendez-Lemus	X	
Takao Suzuki	X	
Pamela Williams	X	

Agenda Item No. 3 – Reading and Approval of the Minutes of the Previous Meeting

On motion by Commissioner Brooks, seconded by Commissioner Canoy, with Commissioners Suzuki and Contreras abstaining, the minutes of the Regular Meeting of June 23, 2021 were approved as presented.

Agenda Item No. 4 – Report of the Executive Director

Executive Director Emilio Salas welcomed Commissioner Contreras, who introduced herself to the Committee.

Emilio reported that on June 28, 2021, the State updated their Rent Relief program, incorporating most of the changes that the LACDA had advocated, including paying 100% of rental arrearages dating back to March 2020, paying 100% of rent directly to tenants in cases when landlords decline to participate in the program, and paying for forward rent. Since the program design changes were made, the total amount paid out within Los Angeles County has increased from approximately \$27 million at the end of June to approximately \$98 million only four weeks later.

Emilio reported that that American Rescue Plan allocation of approximately \$211 million will be coming to the County soon. Emilio is recommending to the Board that we continue to administer these additional funds through the State’s existing Rent Relief program now that the program design improvements have been made. The LACDA is working with the State to further modify its program to focus on eviction diversion.

Emilio reported that on July 27, 2021, the Board of Supervisors approved the spending plan for the County's separate allocation of \$975 million from the American Rescue Plan. The plan includes four programs that the LACDA will administer, including \$40 million to augment our Notice of Funding Availability for development of new affordable housing, \$20 million for a childcare grant program, \$10 million for the Keep LA County Dining Program, and \$7.5 million for a new Small Business Rent Relief program.

Emilio provided an update on COVID-19 as it relates to County and LACDA operations, including the uptick in cases due to the Delta variant, which will probably delay the timeline for reopening the lobby and bringing all staff back to the office, as well as in-person meetings for the Housing Advisory Committee.

Emilio reported on the launch of the new LACDA website. Created with the user experience in mind, the new website, which maintains the original URL, www.lacda.org, offers a clean, modern design, with easy navigation to help guide users to quickly search through the vast array of housing, community, and economic development programs and services. The primary goal of the redesign is to update and streamline the agency's information delivery.

Finally, Emilio reported on the House Appropriations Committee draft spending bill. If enacted, the bill would provide significant increases to nearly all HUD programs compared to the previous fiscal year.

Agenda Item No. 5 - Presentations

None

Agenda Item No. 6 - Public Comments

Phillip Caron

Agenda Item No. 7 – Approve Contract for Housing Inspection Services (All Districts)

On motion by Commissioner Williams, seconded by Commissioner Brooks, the following was approved:

Recommend that the Board of Commissioners:

Authorize the Executive Director, or his designee, to execute a one-year Contract and all related documents with NMAI, LLC for housing inspection services, in the amount of up to \$700,000 using program funds included in the LACDA's approved Fiscal Year 2021-2022 budget.

Authorize the Executive Director, or his designee, to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with an annual compensation of up to \$700,000 per year plus annual consumer price index (CPI) adjustments at the sole discretion of the LACDA.

Authorize the Executive Director, or his designee, upon his determination and as necessary and appropriate under terms of the Contract, to amend the Contract to add or delete services, add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% of the contract total as needed for additional services, and if necessary, to terminate for convenience.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contract, to terminate for convenience the Contract.

Find that approval of a Contract with NMAI, LLC is not subject to the California Environmental Quality Act (CEQA) because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

Agenda Item No. 8 - Commissioner Comments or Suggestions for Future Agenda Items

The meeting was adjourned at 12:51 p.m.

Respectfully submitted,



EMILIO SALAS
Executive Director
Secretary–Treasurer



August 25, 2021

TO: Housing Advisory Committee
 FROM: Tracie Mann, Director *[Signature]*
 Housing Assistance Division

RE: FSS PROGRAM UPDATE – JULY 2021

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher and Public Housing participants achieve economic independence and self-sufficiency.

ACTIVITIES

NUMBER CURRENTLY ENROLLED	387	As of August 1, 2021, there were 328 Housing Choice Voucher (HCV) and 59 Public Housing (PH) FSS participants.
NEW ENROLLMENTS	11	(11) FSS participants enrolled for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
CONTRACTS EXPIRED	6	(6) FSS contracts expired for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
DIRECT ASSISTANCE REFERRALS	2021 888 414 369 348 317 135 122 54 5 3 1	Job Referrals Work Source/Job Fairs Home Ownership Counseling Educational/Vocational/Job Training Other/Utility/Legal Aid/Covid-19/Child Care Services Credit Repair Financial Literacy Computer Training Youth Services LACDA Home Ownership Program Small Business Scholarship
OUTREACH & COMMUNITY EVENT	0	
GRADUATIONS	1	(1) Request for Graduation for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).

If you have any questions, please feel free to contact me at (626) 586-1670.

Attachment

FAMILY SELF-SUFFICIENCY (FSS) GLOSSARY OF TERMS

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled in the FSS program as of the date the FSS Report is presented.
2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date in the month the FSS Report is presented.
3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.
4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.
5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.
6. **Graduations** – FSS participants that graduated last month.
7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.



August 25, 2021

Housing Advisory Committee
Los Angeles County Development Authority
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**AWARD OF A PLUMBING JOB ORDER CONTRACT
(ALL DISTRICTS)**

SUBJECT

This letter recommends award of a Plumbing Job Order Contract (JOC) to Suttles Plumbing, Inc., the lowest responsive and responsible bidder, to provide plumbing maintenance, repair, refurbishment, rehabilitation, retrofit, and other repetitive-type work for the Los Angeles County Development Authority (LACDA). This letter also recommends authority for the Executive Director to issue work orders according to the Board-adopted JOC Construction Task Catalog, which includes labor, equipment, material costs, and specifications necessary for work under a JOC.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that the award of the JOC and authorization for the Executive Director or designee to issue work orders in accordance with the Board-adopted JOC Construction Task Catalog are not a project under Section 15378(b) of the California Environmental Quality Act (CEQA).
2. Recommend that the Board of Commissioners award a JOC to Suttles Plumbing, Inc, the lowest responsive and responsible bidder, for a maximum amount not to exceed \$500,000, to be financed through various funding sources included in the LACDA's approved Fiscal Year 2021-2022 budget and to be included in the Fiscal Year 2022-2023 budget.



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Executive Director: Emilio Salas

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3. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute the JOC in the form previously approved as to form by County Counsel and to establish the effective date following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds filed by Suttles Plumbing, Inc.
4. With respect to projects not governed by the State Public Contract Code, including maintenance work and federally funded projects, recommend that the Board of Commissioners authorize the Executive Director or designee to issue work orders under the JOC in an amount not to exceed the maximum amount of the JOC.
5. With respect to projects governed by the State Public Contract Code that constitute plumbing repair, remodeling, refurbishment, and other repetitive type work, recommend that the Board of Commissioners authorize the Executive Director or designee to issue work orders under the JOC in an amount not to exceed \$330,000 per work-order, in the aggregate work order amount not to exceed the maximum amount of the JOC, pursuant to the authority granted under the Public Contract Code Section 20145.
6. Recommend that the Board of Commissioners authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the JOC, to amend the JOC, to terminate the JOC for convenience, or to terminate the contractor's right to proceed with the performance of the JOC; to determine and collect sums as liquidated damages in accordance with provisions stated in the JOCs for each calendar day that the contractor shall be in default on an individual work order; to accept projects and file notices upon final completion of the projects; to release retention money withheld pursuant to the applicable provisions of the Public Contract Code; to grant extensions of time on projects, as applicable, and to assess liquidated damages as authorized under Government Code Section 53069.85 and the JOC specifications.
7. Recommend that the Board of Commissioners authorize the Executive Director or designee to determine, on a case-by-case-basis, that a JOC work order shall be exempt from the application of the County's Local Targeted Worker Hire Policy, provided that the Executive Director or designee first determines that the JOC work order will be funded in whole or in part by federal funds, which prohibit geographic preferences, in which case Section 3 requirements will apply.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will award a JOC to the lowest responsive and responsible bidder and authorize the Executive Director or designee to issue work orders according to the Board-adopted March 2020 JOC Construction Task Catalog.

The JOC program is a flexible, cost-effective, unit price, and indefinite quantity contracting method used to effectively and efficiently accomplish maintenance, repair, refurbishment, rehabilitation, retrofit, and other repetitive-type work for LACDA projects. This process reduces administrative costs and lowers direct construction costs while meeting all Federal, State, and County procurement requirements.

JOC programs have been successfully implemented by the LACDA, County's Internal Services Department, Department of Public Works and other local and Federal agencies.

As required by the California Public Contract Code section 20128.5, the proposed JOC will have a one-year term and will be utilized to deliver projects that constitute maintenance, repair, remodeling, and refurbishment or other repetitive plumbing work. The JOC will not be used for new construction.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The JOC will be funded with various funds included in the LACDA's approved Fiscal Year 2021-2022 budget and to be included in the Fiscal Year 2022-2023 budget.

The LACDA will incur JOC expenditures to the extent that project funds are available. Total expenditures will not exceed \$500,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On May 1, 2017, the Board approved the award of a contract to the Gordian Group for consulting services to assist the LACDA with the development, implementation, and support of the JOC program. The Gordian Group prepared the JOC Construction Task Catalog, which includes the labor, equipment, material costs, and specifications necessary for work under a JOC. The JOC Construction Task Catalog was updated in March 2020.

The JOC includes federal funds and will not be subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Suttles Plumbing, Inc. has agreed to comply with Section 3 of the Housing and Community Development Act of 1968, as amended (Section 3). Section 3 requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban

Development (HUD) assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.34 (a)(3), this action is exempt from the National Environmental Policy Act (NEPA) because it involves administrative actions of government. JOC construction activities are generally categorically excluded from NEPA pursuant to 24 CFR 58.35 (a)(3)(i),(ii) and (iii). NEPA review and clearance will be completed for each JOC project prior to approval of specific work orders.

Award of the JOC and authorization for the Executive Director or designee to issue work orders are not a project under CEQA Guidelines because they are excluded from the definition of project under Section 15378(b) of the State CEQA Guidelines. These activities are administrative actions of government and also involve the creation of a government funding mechanism or other government fiscal activities that do not involve any commitment to any specific project, which may result in a potentially significant impact or direct or indirect changes to the environment.

JOCs provide facilities repairs, maintenance, retrofits, and refurbishment services requested by the LACDA, which are generally categorically exempt under Section 15301, Class 1 of the State CEQA Guidelines. The proposed projects are covered by the general rule that CEQA applies only to the projects that have the potential for causing a significant effect on the environment. The Board's approval of the JOC does not include approval of work done pursuant to specific work orders. The implementation of each work order under the JOC shall be subject to prior determination and documentation by the LACDA that the work is categorically exempt from CEQA. In the event the work is not exempt, the Board will be requested to approve the appropriate environmental finding and any applicable documentation pursuant to CEQA prior to implementation of work orders under the JOC.

CONTRACTING PROCESS

On December 8, 2020, the LACDA publicly advertised bids for JOC on an open-competitive basis, in accordance with applicable Federal, State, and County requirements. Announcements were sent to 217 contractors identified from the LACDA vendor list. Advertisements also appeared on the L.A. County WebVen. The JOC IFB solicitation package was posted on the LACDA website and L.A. County WebVen for 73 days.

On February 18, 2021, four bids were received and formally opened. The bid submitted by Suttles Plumbing, Inc. was determined to be the lowest, responsive, and responsible bid, and it is being recommended for the JOC award. The Summary of the Outreach Activities and bid results are provided as Attachment A.

For this type of work, the LACDA has determined that a JOC is the most appropriate contracting method to perform the tasks involved. Specifically, projects may entail repair, remodeling, refurbishment, alteration or work of an emergency nature, and such projects could not be delayed by a traditional procurement method.

IMPACT ON CURRENT PROJECT

The award of the JOC will expedite the completion of maintenance, repair, refurbishment, and other repetitive-type plumbing work for various LACDA projects in a timely and cost-effective manner.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Emilio Salas". The signature is stylized and written in a cursive-like font.

EMILIO SALAS
Executive Director

Enclosure

ATTACHMENT A

Summary of Outreach Activities Plumbing Job Order Contract

On December 8, 2020, the following outreach was initiated to identify a contractor to perform an ongoing series of individual projects at different locations throughout Los Angeles County including a collection of detailed plumbing tasks and specifications that have established unit prices for the repair and remodeling (including but not limited to alteration, modernization, maintenance or rehabilitation) of all plumbing and configuration features associated with LACDA's housing units (residential) and office buildings (commercial).

A. Announcement and Distribution of Request for Proposals (RFP)

On December 8, 2020, announcements were posted on the LACDA's and County WebVen websites for seventy-three (73) days and released over 217 email notices to plumbing contractors identified on both websites. In the solicitation for the Plumbing Job Order Contract, 120 contractors downloaded a copy of the solicitation package.

B. Pre-Bid Conference and Site Walk

On January 12, 2021, a mandatory pre-bid conference was conducted. Nine contractors were in attendance.

C. Bid Results

Suttles Plumbing, Inc. was determined to be the lowest, responsive and responsible bidder.

Bidders provided Adjustment Factors which will be applied to items listed in the Construction Task Catalog (CTC) in order to determine the cost of jobs.

On February 18, 2021, a total of four bids were received and publicly opened. The bid results were as follows:

<u>Company</u>	<u>Composite Bid</u>
1. Harry H Joh Construction Inc.	0.9250
2. Pub Construction Inc.	1.1990
3. Suttles Plumbing Inc.	1.6000
4. Oscalibur Plumbing Inc.	2.2200

The bids from Harry H Joh Construction Inc. and Pub Construction Inc. were determined non-responsive for not meeting the IFB requirements.

Suttles Plumbing, Inc's Adjustment Factor of 1.6000 indicates that Suttles Plumbing, Inc will charge the LACDA 160.00% of the listed price for items in the CTC.

D. Minority/Women Participation

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
PUB Construction, Inc.	Minority Certified LSBE	Total:35
Harry H. Joh Construction, Inc.	Minority	Total: 21
Suttles Plumbing, Inc.	Women Owned Business	Total:16
Oscalibur Plumbing Inc.	Minority	Total: 3

The LACDA conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the LACDA.

The recommended awards of the JOCs are being made in accordance with the LACDA's policies and Federal regulations, and without regard to race, creed, color, or gender.

ATTACHMENT B
Contract Summary

Project Name: Plumbing Job Order Contract

Location: Los Angeles County Development Authority (LACDA)

Bid Number: LACDA20-066

Bid Date: December 8, 2020

Contractor: Suttles Plumbing Inc.

Services: Maintenance, repair, refurbishment, rehabilitation, retrofit, and other repetitive-type work for various plumbing projects.

Contract Documents: Part A – Instructions to Bidders and General Conditions; Part B – Construction Task Catalog and Specifications; Part C – Bidders Documents, Representations, Certifications, Bid, Other Statements of Bidder.

Time of Commencement and Completion: This is an annual JOC for repair, remodeling or other repetitive plumbing work to be done according to unit prices specified in individual Job Orders. The effective date of the JOC shall be the date that the JOC is fully executed. All job orders must be issued within one year from the effective date of the Contract. In the event that a Job Order has been issued within this year period, but the work has not been completed within such period, the work may be completed thereafter, subject to all provisions of the JOC.

Liquidated Damages: Should a Contractor fail to substantially complete the work specified in the Job Order in accordance with the approved construction schedule, and provided the Contractor has not previously obtained a written extension of time from the Contracting Officer according to the General conditions, a sum appropriate with the following schedule may be deducted from each succeeding request for payment as liquidated damages on each Work Order if applicable.

SCHEDULE FOR LIQUIDATED DAMAGES – PROPOSAL PREPARATION

<u>Days Delinquent</u>	<u>Liquidated Damages per Day</u>
1-3 Business Days	\$2,500
3+ Business Days	\$5,000

SCHEDULE FOR LIQUIDATED DAMAGES – CONSTRUCTION

<u>Work Order Price</u>	<u>Liquidated Damages per Day</u>
Up to \$100,000	\$500
\$100,001 to \$500,000	\$750
Over \$500,000	\$1,000

SCHEDULE FOR LIQUIDATED DAMAGES – CLOSE-OUT

<u>Days Delinquent</u>	<u>Liquidated Damages Per Day</u>
1-5 (Business Days)	\$100
5-30 (Business Days)	\$500
Over 30 (Business Days)	\$750

JOC Value: The maximum dollar value for the JOC is \$500,000 for a 12-month contractual period.



August 25, 2021

Housing Advisory Committee
Los Angeles County Development Authority
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**APPROVAL OF CONTRACTS FOR PUBLIC HOUSING VACANT UNIT CLEANING SERVICES
(ALL DISTRICTS)**

SUBJECT

This letter requests approval of two Contracts with Ultimate Maintenance Services, Inc. and Mid-City Maintenance Services Inc. to provide public housing vacant unit cleaning services on an as-needed basis to 68 public and affordable housing developments located throughout the County of Los Angeles.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute, amend, and if necessary, terminate two one-year Contracts with Ultimate Maintenance Services, Inc. and Mid-City Maintenance Services Inc. for public housing vacant unit cleaning services, in an aggregate annual compensation not to exceed \$250,000, using funds included in the Los Angeles County Development Authority's (LACDA) approved Fiscal Year 2021-2022 budget.
2. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to amend the Contracts to extend the term for a maximum of four additional years, in one-year increments, with an aggregate annual compensation of up to \$250,000, using funds to be included in the LACDA's annual budget approval process.



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3. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to amend the Contracts to add or delete sites, to modify the scope of work and fee schedule, to increase the annual compensation by up to 10% as needed for unforeseen costs, and if necessary, to terminate the Contracts for convenience.
4. Recommend that the Board of Commissioners find that approval of the Contracts is exempt from the California Environmental Quality Act (CEQA), for the reasons stated in this Board letter and the record of the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this recommended action is to award Contracts to provide public housing vacant unit cleaning services for 68 public and affordable housing developments located throughout the County of Los Angeles.

FISCAL IMPACT/ FINANCING

There is no impact on the County general fund.

The cost for the first year of services is up to \$250,000 included in the LACDA's approved Fiscal Year 2021-2022 budget for the first year of the Contract. This is the aggregate cost for both Contracts.

If extended, the cost for the second through the fifth year will be included in the LACDA's annual budget approval process. The maximum cost for all five years will be \$1,250,000.

A 10% contingency, in the amount of up to \$25,000 per year, is also being set aside for any unforeseen needed public housing vacant unit cleaning services, using the same source of funds described above. If the Contracts are fully extended, the total contingency for all five years will be \$125,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed Contracts provide for as-needed public housing vacant unit cleaning services for 68 public and affordable housing developments located throughout the County of Los Angeles.

The public housing vacant unit cleaning services include federal funds, and will not be subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Ultimate Maintenance Services, Inc. and Mid-City Maintenance Inc. have agreed to comply with Section 3 of the Housing and Community Development Act of 1968, as amended. The Housing and Community Development Act of 1968, as amended, requires that employment and other economic opportunities generated by

certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not alter existing environmental conditions. This action is exempt from CEQA. The maintenance activities are within a class of projects that have been determined not to have a significant effect on the environment and which meets the criteria set forth in section 15301 of the State CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G.

CONTRACTING PROCESS

On April 14, 2021, an Information for Bids (IFB) process was initiated to identify contractors to provide public housing vacant unit cleaning services for the LACDA. Notices were emailed to vendors from the LACDA vendor list. An announcement was also posted on the County's WebVen and LACDA websites and 41 vendors downloaded the solicitation package and addendum. On April 29, 2021, seven bids were received.

A total of seven bids were received by the submission deadline of April 29, 2021. Three bidders were determined non-responsive. The two lowest most responsive and responsible bidders are being recommended for the Contract awards. The two selected contractors are Ultimate Maintenance Services, Inc. and Mid-City Maintenance Services, Inc.

The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT PROGRAMS

The proposed Contracts will provide necessary public housing vacant unit cleaning services for 68 public and affordable housing developments located throughout the County of Los Angeles and continue to provide the residents and staff with decent, safe and sanitary living conditions.

Respectfully submitted,



EMILIO SALAS
Executive Director

ATTACHMENT A

Summary of Outreach Activities

Modular and Office Furniture Services

On April 14, 2021, an Information for Bids (IFB) process was initiated to identify contractors to provide public housing vacant unit cleaning services for the LACDA.

A. Announcement

An announcement was posted on the County's WebVen and on the LACDA's websites.

B. Distribution of Notices

The LACDA's vendor list was used to e-mail notices to 244 contractors to visit the LACDA's website and download the solicitation package. In addition, contractors on the County's Webven were directed to download the solicitation package from the LACDA website. As a result of the outreach, 41 IFB packages were downloaded from the LACDA website.

C. Bid Results

On April 29, 2021, 7 bids were received. Three bidders were determined non-responsive. The two lowest most responsive and responsible bidders are being recommended for the Contract awards. The two selected contractors are Ultimate Maintenance Services, Inc. and Mid-City Maintenance Services, Inc. Because the services are federally funded, price preferences were not applied for Local Small Business Enterprise (LSBE) status.

Bid Amount

Ultimate Maintenance Services, Inc.	\$ 39,195.00
Mid-City Maintenance Services, Inc.	\$ 85,445.00
DNS Solutions Inc.	\$109,720.00
Dedicated Building Services, LLC	\$140,650.00

D. Minority/Women Participation

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Ultimate Maintenance Services, Inc.	Minority	Total: N/A
Mid-City Maintenance Services, Inc.	Minority	Total: N/A

The LACDA conducts ongoing outreach to encourage participation by minorities and women in the contract award process, including: providing information at local and national conference, expos and vendor fairs, and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the LACDA.

The recommended award of Contract is being made in accordance with the LACDA's policies and federal regulations, and without regard to race, creed, color, or gender.



August 25, 2021

Housing Advisory Committee
Los Angeles County Development Authority
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**AMENDMENTS TO ACQUISITION, RELOCATION, AND HOUSING LOCATOR
SERVICES CONTRACTS
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of amendments to the Los Angeles County Development Authority's (LACDA) existing Acquisition, Relocation, and Housing Locator Services Contracts (collectively, "Contracts") with Del Richardson & Associates, Inc. (DRA), Overland, Pacific & Cutler, LLC (OPC), Property Specialists, Inc. (PSI), and EPIC Land Solutions, Inc. (EPIC), to increase the annual Contract amount by an aggregate amount of \$270,000 to \$370,000 for the third year of the Contracts and for the remaining two one-year extensions.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that the approval of amendments to the existing Contracts for acquisition, relocation, and housing locator services is exempt from the California Environmental Quality Act (CEQA), for the reasons stated in this Board letter and the record of the project.
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute amendments to the Contracts with DRA, OPC, PSI, and EPIC (collectively, "Contractors") for acquisition, relocation, and housing locator services, to increase the aggregate annual compensation by \$270,000 for a maximum contract cost not to exceed



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Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Sheila Kuehl, Janice Hahn, Kathryn Barger

\$370,000 to be shared among the Contractors, using program funds included in the LACDA's Fiscal Year (FY) 2021-2022 approved budget, to be effective following approval as to form by County Counsel and execution by all parties.

3. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to execute amendments to the Contracts with the Contractors to extend the term for an additional two years, in one-year increments, with an aggregate annual compensation of \$370,000 to be shared among the Contractors, using program funds to be approved through the annual budget approval process, to be effective following approval as to form by County Counsel and execution by all parties.
4. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate the Contracts for convenience.
5. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to execute amendments to the Contracts, to add or delete programs, modify the Statement of Work, and revise the Fee Schedule, and to increase the annual compensation by up to 10% as needed for unforeseen costs.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

This letter recommends approval of amendments to the existing Contracts with Contractors to increase the annual Contract amount by an aggregate amount of \$270,000 to a maximum of \$370,000 to be shared among the Contractors for the third year of the Contracts. In addition, this letter recommends authority to execute amendments to the Contracts to extend the Contracts for up to two additional years at the same annual cost.

On June 28, 2019, the LACDA entered into four one-year contracts with Contractors in the shared aggregate amount up to \$100,000 for acquisition, relocation, and housing locator services, with the option to extend up to four additional years at the same annual amount. Under these Contracts, Contractors provide acquisition, relocation, and housing locator services to the LACDA on an as-needed basis. All Contracts have been extended, and are currently in the third year.

Since the start of COVID-19 pandemic in March 2020, the LACDA's need for acquisition, relocation, and housing locator services has increased in order to support various COVID-19 response programs and activities, including but not limited to the Emergency Housing Voucher (EHV) program and the Homekey projects. The EHV program requires additional assistance from the Contractors to provide housing locator services to maximize the lease-up rate for EHV families during their initial housing search. The Contractors will be responsible for providing housing locator services and related advisory and support services needed to aid the LACDA's EHV families.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund.

The additional aggregate annual amount of up to \$370,000 for the Contracts third year and the remaining two one-year extensions will include but be not limited to EHV funds, Community Development Block Grant (CDBG), County General funds, Redevelopment Successor Agency funds, property sales proceeds, Low and Moderate Income Housing Asset funds, or other funding sources available to the LACDA, which are included in the LACDA's approved Fiscal Year 2021-2022 budget and future budgets through the annual budget approval process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed services are primarily federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Greater Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, DRA, OPC, PSI, and EPIC must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. The activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT PROJECT SERVICES

The proposed contract amendments will allow the LACDA to maximize the efforts in assisting eligible EHV voucher holders to receive rental assistance, to achieve the goals for Project Homekey, and to ensure the normal operation of the LACDA.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "E. Salas".

EMILIO SALAS
Executive Director