



# AGENDA

FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE  
WEDNESDAY, JUNE 15, 2022, 12:00 PM

TELECONFERENCE CALL-IN NUMBER: (747) 200-6781  
CONFERENCE ID: 525 710 562#

To join via phone, dial (747) 200-6781, then enter 525 710 562# when prompted.

= = = = = = = = = = = = =

1. **Call to Order**

2. **Roll Call**

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

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

Regular Meeting of April 20, 2022

4. **Report of the Executive Director**



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

5. **Presentations**

Family Self-Sufficiency Program Graduate - Leticia Castellanos  
Emergency Housing Vouchers, Homeless Incentive Program, and Open Doors

6. **Public Comments**

**Regular Agenda**

7. **Award a Contract for Building Materials and Supplies (All Districts)**

Recommend that the Board of Commissioners:

Authorize the Executive Director or designee to execute a one-year Contract with W.W. Grainger, Inc., using up to \$1,200,000 in program funds included in the LACDA's approved Fiscal Year 2022-2023 budget, to be effective following approval as to form by County Counsel and execution by all parties.

Authorize the Executive Director or designee to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of two additional years, in one-year increments, with an annual compensation of \$1,200,000 using funds to be included in the LACDA's annual budget approval process.

Authorize the Executive Director or designee to amend the Contract to modify the Statement of Work, add services, and increase the annual compensation by up to 10% of the Contract total as needed for unforeseen costs.

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

Find that approval of a Contract to provide building materials and supplies is exempt from the California Environmental Quality Act.

8. **Award Four Job Order Contracts (All Districts)**

Recommend that the Board of Commissioners:

Award Job Order Contract (JOC) 71 to PUB Construction, Inc., the lowest responsive and responsible bidder, for an amount not to exceed \$5,185,091, to be financed through various funding sources included in the LACDA's approved Fiscal Year 2022-2023 budget and to be included in the Fiscal Year 2023-2024 budget.

Award JOCs 72, 73, and 74 to Harry H. Joh Construction, Inc., the lowest responsive and responsible bidder, for an amount not to exceed \$5,185,091 per

JOC, to be financed through various funding sources included in the LACDA's approved Fiscal Year 2022-2023 budget and to be included in the Fiscal Year 2023-2024 budget.

Authorize the Executive Director or designee to execute JOCs 71, 72, 73, and 74, in the form previously approved by County Counsel, and to establish the effective date following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds filed by the Contractors.

Authorize the Executive Director or designee to authorize project work orders for repair, refurbishment, rehabilitation, and other repetitive-type work for LACDA public and affordable housing developments and/or projects, on an as-needed basis, to the Contractors in the aggregate work order amount not-to-exceed the maximum amount of each JOC.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the JOCs, to amend the JOCs; to terminate either of the four JOCs for convenience; to terminate the Contractors' right to proceed with the performance of the JOCs; to assess 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 project, as applicable, and assess liquidated damages as authorized under Government Code Section 53069.85 and the contract specifications for each JOC.

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.

Find that the proposed actions are not a project under the California Environmental Quality Act.

**9. Amendments to Temporary Personnel Services Contracts and Software Contract for the Emergency Housing Voucher Program**

Recommend that the Board of Commissioners:

Authorize the Executive Director or his designee to execute amendments to the Temporary Personnel Services Contracts and all related documents with the LA Business Personnel, Inc., Hart Employment Services, MoxieIT Solutions, Inc., Jada Systems, Inc., and Infojini, Inc. (collectively, "Contractors") to increase the aggregate annual compensation by \$1,000,000 for a maximum annual

compensation of up to \$3,000,000 to be shared by the Contractors, using program funds included in the LACDA's approved Fiscal Year 2022-2023 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 Temporary Personnel Services Contracts, to extend the term for a maximum of four additional years, in one-year increments, with the same aggregate annual compensation not to exceed \$3,000,000, contingent upon satisfactory performance and continued funding, using program funds to be included in the LACDA's 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 terms of the contracts, to amend the contracts to add or delete services, modify the scope of work, and increase the annual compensation by up to 10% as needed for additional services, and if necessary, to terminate for convenience.

Authorize the Executive Director or his designee to amend the existing contract with Compulink Management Center, Inc. dba Laserfiche to increase the maximum contract amount by \$130,575.50 for a new maximum contract amount of \$581,365.95, using program funds included in LACDA's approved Fiscal Year 2022-2023 budget and future budgets as needed.

Find that approval of the recommended contracts and contract amendments is not subject to the California Environmental Quality Act because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

**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 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](mailto:nick.teske@lacda.org).

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

**Wednesday, April 20, 2022**

The meeting was convened via teleconference.

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

The meeting was called to order by Commissioner Knight at 12:01 p.m.

<b><u>Roll Call</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Zella Knight	X	
Pamela Williams	X	
James Brooks	X	
Mary Canoy	X	
Renee Contreras	X	
Kelli Lloyd	X	
Connor Lock	X	
Elda Mendez-Lemus	X	
Ruthie Myers	X	
Takao Suzuki	X	
Anna Swett	X	

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

On motion by Commissioner Myers, seconded by Commissioner Lock, the minutes of the Regular Meeting of March 16, 2022 were approved as presented.

**Agenda Item No. 4 – Report of the Executive Director**

Chief of Programs Tracie Mann reported on recent shootings at Carmelitos on April 15, 2022 and at South Scattered Sites on April 16, 2022. The Housing Operations team has been engaged with residents, site staff and neighbors at the affected sites as well as the victims' families to offer resources.

Tracie reported that the Board of Supervisors recently proclaimed April 2022 as "Fair Housing Month" in the County of Los Angeles to recognize the value and importance of the rights guaranteed under Title VIII of the Civil Rights Act of 1968 and its amendments and commit to the furtherance of the Act's goals and ideals throughout the year. This is also a reminder as to why we are all here to work together to ensure housing access to those in most need. In this vein, Secretary Fudge has instructed U.S. Department of Housing and Urban Development (HUD) staff to review programs and policies that pose barriers to housing for persons with criminal histories or their families.

Tracie reported on Assembly Bill 2434, which aims to establish the creation of the Homelessness Action Authority (HAA), a Joint Powers Authority, to fund housing to assist the homeless population and persons and families of low, very low, and extremely low incomes in the County of Los Angeles. The HAA would be authorized as a Housing Authority and upon creation, would be authorized to receive State and Federal funding designated for combating homelessness in the County of Los Angeles. In its present form, the bill does not outline the funding mechanisms, allocation methods, means and methods of County service provision oversight, means and methods of bond and tax credit allocation, or a timeline. It is unclear how HAA would interact with the LACDA or other jurisdictions in the County. The LACDA is collecting input from other stakeholder and professional organizations to finalize an assessment of the bill and provide feedback to the CEO.

Tracie reported that on March 28, 2022, the White House released President Biden's \$5.8 trillion proposed budget for Federal spending in Federal Fiscal Year (FFY) 2023. The President's budget proposes increases in Community Development Block Grant (CDBG), Section 8, Family Self-Sufficiency, Continuum of Care (CoC), and the Jobs Plus Initiative; however, proposed decreases to Public Housing Operating Fund and level funding for the Public Housing Capital Fund. The budget proposes \$32.1 billion for the Housing Choice Voucher program, accommodating 200,000 new vouchers – the largest one-year increase in vouchers since the program was authorized in 1974.

Tracie reported that during the first week of April 2022, virtual meetings were held with members of the Los Angeles County Congressional Delegation, HUD, and County staff in Washington D.C., as part of the LACDA's annual advocacy efforts. In particular, the LACDA is focusing on specific regulatory, statutory, and appropriations requests, including an increase of the PBV cap, reframing of how the CoC program is funded, flexibilities afforded through the CARES Act, preservation of Public Housing Capital Funds, CDBG, HOME, and Section 8 operating and administrative funding.

Tracie reported that the Blue-Ribbon Commission on Homelessness released its Governance Report on March 30, 2022. The Board of Supervisors established the Blue-Ribbon Commission on Homelessness on July 27, 2021 to address the increasing homelessness crisis and related systemic issues, with a goal of studying the Los Angeles Homeless Services Authority's (LAHSA) governance structure, as well as identifying and analyzing challenges inherent in the existing homelessness system.

Tracie reported that the Housing Assistance Division continues to work diligently on the Emergency Housing Voucher program. As of this meeting, there are 1,500 voucher holders in search of housing, an additional 163 who successfully located housing and 318 are leased-up (16.2%). The Housing Assistance Division is currently processing over 2,600 applications. We received nearly 5,000 applications from LAHSA.

**Agenda Item No. 5 - Presentations**

Blue Ribbon Commission on Homelessness  
Action Plan for 2022-2023  
Fiscal Year 2022-2023 Budget

**Agenda Item No. 6 - Public Comments**

Mary Martin

**Agenda Item No. 7 – Fiscal Year 2022-2023 Budget of the Los Angeles County Development Authority**

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

Recommend that the Board of Commissioners:

Adopt and instruct the Chair to sign a Resolution approving the \$982,361,800 Fiscal Year (FY) 2022-2023 Budget.

Instruct the Executive Director, or his designee, to implement the LACDA's FY 2022-2023 Budget and take all related actions for this purpose, including execution of all required documents.

Find that the approval of the LACDA's FY 2022-2023 Budget is not subject to the California Environmental Quality Act (CEQA) because the activities are not defined as a project under CEQA.

Authorize the Executive Director, or his designee, to execute Funding Agreements or amendments to existing Funding Agreements with the County of Los Angeles (County) and all required documents necessary to accept \$102,000 in Centro Estrella Rent funds, \$700,000 in South Whittier Resource Center funds, \$475,000 for the Cooperative Extension Program, \$1,007,000 for the Community Policing Program, \$425,000 for South County Family Sites, \$11,105,000 for Measure H: Homeless Initiative Strategy B4, and \$216,000 for the Homeless Coordinator and ancillary services.

Authorize the Executive Director, or his designee, to execute a Memorandum of Understanding (MOU), and any necessary amendments to the MOU, with the County and all required documents necessary to accept \$566,318 for the Juvenile Justice Crime Prevention Act.

Adopt and instruct the Chair to sign the PHA Board Resolution approving the operating budget and certifying submission of the LACDA's FY 2022-2023 Budget to the United States Department of Housing and Urban Development.

**Agenda Item No. 8 – Amendment to Increase Annual Compensation to Building Materials and Supplies Contract**

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

Recommend that the Board of Commissioners:

Find that approval of an amendment to the existing contract with HD Supply Maintenance, Ltd. (HD Supply) for building materials and operating supplies is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities are not defined as a project under CEQA.

Authorize the Executive Director or designee to execute an amendment to the contract with HD Supply to increase the annual compensation to \$1,335,000, using program funds included in the LACDA’s approved Fiscal Year 2021-2022 budget, following approval as to form by County Counsel.

**Agenda Item No. 9 - Commissioner Comments or Suggestions for Future Agenda Items**

Commissioner Lock requested additional information about public transit connections, accessibility, and bicycling options around housing sites.

The meeting was adjourned at 1:40 p.m.

Respectfully submitted,



---

EMILIO SALAS  
Executive Director  
Secretary-Treasurer





June 15, 2022

TO: Housing Advisory Committee

FROM: Medina D. Johnson Jennings, Acting Director  
Housing Assistance Division

RE: **FSS PROGRAM UPDATE – MAY 2022**

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**

<b>NUMBER CURRENTLY ENROLLED</b>	350	As of June 1, 2022, there were 296 Housing Choice Voucher (HCV) and 54 Public Housing (PH) FSS participants.
<b>NEW ENROLLMENTS</b>	2	(2) FSS participants enrolled for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
<b>CONTRACTS EXPIRED</b>	6	(6) FSS contracts expired for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
<b>DIRECT ASSISTANCE REFERRALS</b>	1054 669 521 365 340 219 27 1 0 0 0 0	Job Referrals Work Source/Job Fairs Credit Repair Financial Literacy Educational/Vocational/Job Training Other/Utility/Legal Aid/Covid-19/Child Care Services Home Ownership Counseling Computer Training Youth Services LACDA Home Ownership Program Small Business Scholarship
<b>OUTREACH &amp; COMMUNITY EVENT</b>	0	
<b>GRADUATIONS</b>	10	(6) Request for Graduation for Housing Choice Voucher (HCV) and (4) for Public Housing (PH).

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

Attachment



June 15, 2022

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

Dear Commissioners:

**AWARD A CONTRACT FOR BUILDING MATERIALS AND SUPPLIES  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval of a contract with W.W. Grainger, Inc., to provide building materials and supplies to the various public and affordable housing developments and administrative sites managed by the Los Angeles County Development Authority (LACDA).

**IT IS RECOMMENDED THAT THE COMMITTEE:**

1. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute a one-year Contract with W.W. Grainger, Inc., using up to \$1,200,000 in program funds included in the LACDA's approved Fiscal Year 2022-2023 budget, to be effective following approval as to form by County Counsel and execution by all parties.
2. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of two additional years, in one-year increments, with an annual compensation of \$1,200,000 using funds to be included in the LACDA's annual budget approval process.
3. Recommend that the Board of Commissioners authorize the Executive Director or designee to amend the Contract to modify the Statement of



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

Work, add services, and increase the annual compensation by up to 10% of the Contract total as needed for unforeseen costs.

4. 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 Contract, to terminate the Contract.
5. Recommend that the Board of Commissioners find that approval of a Contract to provide building materials and supplies is exempt from the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this Board letter and the record of the project.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this action is to approve a Contract for building materials and supplies for various public and affordable housing developments and administrative sites managed by the LACDA. This service will provide the LACDA access to a wide variety of materials to adequately address maintenance needs and to maintain safe and effective operations of the sites.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund.

The cost for the first year of service will be up to \$1,200,000 using funds included in the LACDA's approved Fiscal Year 2022-2023 budget.

If extended, the cost of the second through the third year of the Contract will remain at the same annual amount of up to \$1,200,000, using program funds included in the LACDA's annual budget approval process.

A 10% contingency, in the amount of \$120,000 per year, is also being set for any additional needed building materials and supplies. If the Contract is fully extended, the total Contract and contingency amount for all three years will be \$3,960,000.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

This Contract will primarily be federally funded and is 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, W.W. Grainger, Inc. will 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.

This Contract will not result in any additional hires; however, in support of the agency's efforts to employ public housing residents, W.W. Grainger, Inc. has committed to provide job postings for employment opportunities available at W.W. Grainger, Inc. This effort will enhance the LACDA's efforts to share employment opportunities with recipients of our services.

### **ENVIRONMENTAL DOCUMENTATION**

The proposed 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 have a physical impact on, or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to State CEQA Guideline 15301 because it involves activities that do not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

On January 31, 2018, the Regents of the University of California (UC), a California public corporation, in conjunction with the National Intergovernmental Purchasing Alliance Company (National IPA) an OMNIA Partners, Public Sector member, conducted a Request for Proposals Solicitation, RFP-MRO-UCSystemWide-Jan312018. On May 18, 2018 the UC awarded a Contract to W.W. Grainger, Inc., with options to extend the term of performance. The LACDA intends to utilize the procurement conducted by the UC for building materials and supplies, which is made available to public agencies nationwide through OMNIA Partners.

HUD, under 2 Code of Federal Regulations 200.318 (e), states that to foster greater economy and efficiency, the LACDA is encouraged to enter into State and local intergovernmental agreements for procurement or use of common goods and services. The procurement process conducted by the UC has been reviewed and has been determined to comply with the LACDA's Procurement and Contracting Policy and Procedures.

### **IMPACT ON CURRENT PROJECT SERVICES**

Approval of the proposed Contract will provide the LACDA a purchasing avenue for building materials and supplies necessary to maintain LACDA properties. These materials will facilitate maintenance operations throughout properties to maintain a safe and sanitary condition for residents and staff.

Respectfully submitted,



EMILIO SALAS  
Executive Director



June 15, 2022

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

Dear Commissioners:

**AWARD FOUR JOB ORDER CONTRACTS  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends the award of four (4) separate Job Order Contracts (JOCs); JOC 71 to PUB Construction, Inc.; and JOCs 72, 73, and 74 to Harry H. Joh Construction, Inc., (collectively, Contractors) the lowest responsive and responsible bidders in each of the individual solicitations. These JOCs will be used exclusively to provide repair, refurbishment, remodeling and other repetitive-type work for the Los Angeles County Development Authority (LACDA) public and affordable housing developments. This letter further requests authority for the Executive Director or designee to issue work orders and perform other actions with respect to the JOCs.

**IT IS RECOMMENDED THAT THE COMMITTEE:**

1. Recommend that the Board of Commissioners find that the proposed actions are not a project under the California Environmental Quality Act (CEQA) for the reasons stated in this Board letter and the record.
2. Recommend that the Board of Commissioners award JOC 71 to PUB Construction, Inc., the lowest responsive and responsible bidder, for an amount not to exceed \$5,185,091, to be financed through various funding sources included in the LACDA's approved Fiscal Year 2022-2023 budget and to be included in the Fiscal Year 2023-2024 budget.
3. Recommend that the Board of Commissioners award JOCs 72, 73, and 74 to Harry H. Joh Construction, Inc., the lowest responsive and responsible



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

bidder, for an amount not to exceed \$5,185,091 per JOC, to be financed through various funding sources included in the LACDA's approved Fiscal Year 2022-2023 budget and to be included in the Fiscal Year 2023-2024 budget.

4. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute JOCs 71, 72, 73, and 74, in the form previously approved by County Counsel, and to establish the effective date following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds filed by the Contractors.
5. Recommend that the Board of Commissioners authorize the Executive Director or designee to authorize project work orders for repair, refurbishment, rehabilitation, and other repetitive-type work for LACDA public and affordable housing developments and/or projects, on an as-needed basis, to the Contractors in the aggregate work order amount not-to-exceed the maximum amount of each JOC.
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 JOCs, to amend the JOCs; to terminate either of the four JOCs for convenience; to terminate the Contractors' right to proceed with the performance of the JOCs; to assess 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 project, as applicable, and assess liquidated damages as authorized under Government Code Section 53069.85 and the contract specifications for each JOC.
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.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions to award four JOCs to the lowest responsive and responsible bidder for each JOC and authorize the Executive Director or designee to issue work orders and take other action with respect to the JOCs.

The JOC program is a flexible, cost-effective, unit price, and indefinite quantity contracting method used to effectively and efficiently accomplish repair, refurbishment, remodeling, and other repetitive-type work for LACDA public and affordable housing development projects without extensive plans and specifications. 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, the County's Internal Services Department, Department of Public Works and other local, State and Federal agencies.

The proposed JOCs will each have a one-year term, and will be used for repair, remodeling, and refurbishment, and other repetitive work, but will not be used for new construction.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The JOCs will be funded with various program funds included in the LACDA's approved Fiscal Year 2022-2023 budget and to be included in the Fiscal Year 2023-2024 budget.

The LACDA will incur JOC expenditures to the extent that project funds are available. Total expenditures will not exceed \$5,185,091 for each JOC.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

On December 31, 2018, the Board awarded 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 September 2021.

The Contractors will comply with the requirements of 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.

The Executive Director, or designee, will determine on a case-by-case basis that a JOC work order is 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.

The JOCs have been approved as to form by County Counsel and executed by the Contractors.

### **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 JOCs and authorization for the Executive Director, or designee, to issue work orders under the JOCs are not a project under State 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, 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 JOCs does not include approval of work completed pursuant to specific work orders. The implementation of each work order under the JOCs 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 JOCs.

### **CONTRACTING PROCESS**

On March 22, 2022, the LACDA publicly advertised bids for four separate and identical JOCs on an open-competitive basis, in accordance with applicable Federal and County requirements, to identify contractors to complete work as part of the JOC program. Announcements were sent to 760 contractors identified from the LACDA vendor list.

### **JOC 71 (CDC22-024)**

On April 7, 2022, three bids were received and formally opened. The lowest bid, submitted by PUB Construction, Inc. was determined to be responsive and responsible, and it is being recommended for the award.



**JOC 72 (CDC22-024)**

On April 7, 2022, three bids were received and formally opened. The lowest bid, submitted by Harry H. Joh Construction, Inc. was determined to be responsive and responsible, and it is being recommended for the award.

**JOC 73 (CDC22-024)**

On April 7, 2022, three bids were received and formally opened. The lowest bid, submitted by Harry H. Joh Construction, Inc. was determined to be responsive and responsible, and it is being recommended for the award.

**JOC 74 (CDC22-024)**

On April 7, 2022, four bids were received and formally opened. The lowest bid, submitted by Harry H. Joh Construction, Inc. was determined to be responsive and responsible, and it is being recommended for the award.

The Summary of the Outreach Activities and bid results are provided as Attachment A.

**IMPACT ON CURRENT PROJECT**

The award of the JOCs will expedite the completion of repair, refurbishment, and other repetitive-type work for LACDA public and affordable housing developments and/or projects in a timely and cost-effective manner.

Respectfully submitted,



EMILIO SALAS  
Executive Director

Enclosures

**ATTACHMENT A**  
Summary of Outreach Activities

On March 22, 2022, the following outreach was initiated to identify contractors for four separate Job Order Contracts.

**A. Advertising**

An announcement was posted on the County Web Ven and LACDA websites.

**B. Distribution of Bid Packages:**

The LACDA's vendor list was used to email notifications to 627 Class B licensed contractors. As a result of the outreach, 23 bid packages were requested and downloaded through the LACDA's website by contractors.

**C. Pre-Bid Conference and Site Walk**

On March 30, 2022, a mandatory pre-bid conference was conducted, and nine firms were in attendance.

**D. Bid Results:**

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

**JOC 71 (LACDA22-024)**

On April 7, 2022, three bids were received and publicly opened. The bid result was as follows:

<u>Company</u>	<u>Composite Bid</u>
PUB Construction, Inc.	1.2500
Harry H. Joh Construction, Inc.	1.2580
Vincor Construction, Inc.	1.4820

PUB Construction, Inc.'s Adjustment Factor of 1.2500 indicates that PUB Construction, Inc. will charge the LACDA 125% of the listed price for items in the CTC.

**JOC 72 (LACDA22-024)**

On April 7, 2022, three bids were received and publicly opened. The bid result was as follows:

<u>Company</u>	<u>Composite Bid</u>
Harry H. Joh Construction, Inc.	1.2320
PUB Construction, Inc.	1.2500
Vincor Construction, Inc.	1.4820

Harry H. Joh Construction, Inc.'s Adjustment Factor of 1.2320 indicates that Harry H. Joh Construction, Inc. will charge the LACDA 123.2% of the listed price for items in the CTC.

**JOC 73 (LACDA22-024)**

On April 7, 2022, three bids were received and publicly opened. The bid result was as follows:

<u>Company</u>	<u>Composite Bid</u>
Harry H. Joh Construction, Inc.	1.2320
PUB Construction, Inc.	1.2500
Vincor Construction, Inc.	1.4820

Harry H. Joh Construction, Inc.'s Adjustment Factor of 1.2320 indicates that Harry H. Joh Construction, Inc. will charge the LACDA 123.2% of the listed price for items in the CTC.

**JOC 74 (LACDA22-024)**

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

On April 7, 2022, four bids were received and publicly opened. The bid result was as follows:

<u>Company</u>	<u>Composite Bid</u>
Harry H. Joh Construction, Inc.	1.1140
Thomasville Construction, Inc.	1.1275
PUB Construction, Inc.	1.2500
Vincor Construction, Inc.	1.4820

Harry H. Joh Construction Inc.'s Adjustment Factor of 1.1140 indicates that Harry H. Joh Construction Inc. will charge the LACDA 111.4% of the listed price for items in the CTC.

**E. Minority Participation – JOC 71-74 (LACDA22-024)**

<u>Name</u>	<u>Ownership/Certification</u>	<u>Employees</u>
Vincor Construction, Inc.	Minority No County Certification	Total: 30
PUB Construction, Inc.	Minority No County Certification	Total: 45
Harry H. Joh Construction, Inc.	Minority No County Certification	Total: 28
Thomasville Construction, Inc.	Minority Social Enterprise	Total: 12

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:** Job Order Contracts 71, 72, 73 and 74

**Location:** County of Los Angeles

**Bid Number:** LACDA22-024

**Bid Date:** April 7, 2022

**Contractor:** PUB Construction, Inc. (JOC 71)  
Harry H. Joh Construction, Inc. (JOC 72, 73, and 74)

**Services:** Repair, refurbishment, rehabilitation, retrofit, and other repetitive-type work for various LACDA projects.

**Contract Documents:** Instructions to Bidders and General Conditions; Construction Task Catalog and Specifications, Bidder's Documents, Representations, Certifications, Bid, Other Statements of Bidder.

**Time of Commencement and Completion:** These are annual JOCs for repair, remodeling or other repetitive 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 each JOC is \$5,185,091 for a 12-month contractual period.



June 15, 2022

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

Dear Commissioners:

**AMENDMENTS TO TEMPORARY PERSONNEL SERVICES CONTRACTS AND SOFTWARE CONTRACT FOR THE EMERGENCY HOUSING VOUCHER PROGRAM (ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval of amendments to the Los Angeles County Development Authority's (LACDA) existing Temporary Personnel Services Contracts with LA Business Personnel, Inc., Hart Employment Services, MoxieIT Solutions, Inc., Jada Systems, Inc., and Infojini, Inc. (collectively, "Contractors") to increase the aggregate annual compensation by \$1,000,000 to a new total of \$3,000,000. This letter also recommends approval of a related amendment to the LACDA's existing contract with Compulink Management Center, Inc. dba Laserfiche to increase the maximum contract amount by \$130,575.50, for additional Laserfiche electronic document and records management software licenses and software maintenance and support, for a new maximum contract amount of \$581,365.95.

**IT IS RECOMMENDED THAT THE COMMITTEE:**

1. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute amendments to the Temporary Personnel Services Contracts and all related documents with the Contractors to increase the aggregate annual compensation by \$1,000,000 for a maximum annual compensation of up to \$3,000,000 to be shared by the Contractors, using program funds included in the LACDA's approved Fiscal Year 2022-2023 budget, to be effective following approval as to form by County Counsel and execution by all parties.



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

2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute amendments to the Temporary Personnel Services Contracts, to extend the term for a maximum of four additional years, in one-year increments, with the same aggregate annual compensation not to exceed \$3,000,000, contingent upon satisfactory performance and continued funding, using program funds to be included in the LACDA's annual budget approval process, 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, upon his determination and as necessary and appropriate under terms of the contracts, to amend the contracts to add or delete services, modify the scope of work, and increase the annual compensation by up to 10% as needed for additional services, and if necessary, to terminate for convenience.
4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the existing contract with Compulink Management Center, Inc. dba Laserfiche to increase the maximum contract amount by \$130,575.50 for a new maximum contract amount of \$581,365.95, using program funds included in LACDA's approved Fiscal Year 2022-2023 budget and future budgets as needed.
5. Recommend that the Board of Commissioners find that approval of the recommended contracts and contract amendments 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.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On March 11, 2021, President Biden signed the American Rescue Plan (ARP) Act, which included the Emergency Housing Voucher (EHV) program to provide additional housing choice vouchers to local public housing agencies in order to assist individuals and families who are homeless or at risk of homelessness. The U.S. Department of Housing and Urban Development (HUD) awarded 1,964 EHVs and \$39,065,616 in housing assistance payments and administrative funding to the LACDA.

On October 5, 2021, the Board approved five contracts with the Contractors, in the aggregate annual amount of up to \$2,000,000, with the EHV program accounting for the \$1,600,000 of the budget, funded with administrative funds included with the LACDA's allocation of EHVs from HUD under the ARP Act. Due to the increased workload and HUD-imposed deadlines for leasing up the EHVs, the LACDA brought on 15 temporary staff to help with this program.



The ability to increase the lease up of individuals for EHV has been challenging. The LACDA is currently leased at 15%, which is 80% from the LACDA's target to meet HUD-imposed deadlines. In addition, lease up for the Housing Choice Voucher (HCV) program has been trending downward as well. The LACDA needs 10 additional temporary staff to assist with these efforts, and two temporary supporting staff to create program forms and scan finalized documents into the LACDA's Laserfiche electronic and document and records management system for secure storage and retrieval. Temporary staff will also have to work beyond normal office hours, and overtime will be necessary to meet deadlines. An additional \$1,000,000 is needed for the additional 12 temporary staff.

To enable EHV temporary program staff access to the LACDA's Laserfiche electronic and document and records management system, the LACDA is requesting authorization to amend its existing contract with Laserfiche to acquire additional user licenses and associated software maintenance and support.

### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund.

The additional annual compensation of \$1,000,000 for the temporary personnel contracts will be paid with program funds included in the LACDA's approved Fiscal Year 2022-2023 budget. The contracts may be extended up to four additional years at the same aggregate annual compensation of \$3,000,000, using funds to be included in the LACDA's annual budget process. A 10% contingency of up to \$300,000 per year is also being set aside for unforeseen costs, using the same source of funds.

The additional compensation of \$130,575.50 for the Laserfiche contract amendment, which includes \$118,705 for additional software licenses and maintenance and support and \$11,870.50 in pool dollars for unforeseen costs, will be paid with program funds included in the LACDA's approved Fiscal Year 2022-2023 budget and future budgets as needed.

### **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, the Contractors 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.

Under the terms of the Temporary Personnel Services Contracts, the LACDA at its discretion may convert temporary employees to contract employees and finder's fee will be paid in accordance with the fee schedule.

In compliance with Board Policy 6.020 "Chief Information Office Board Letter Approval", the Office of the Chief Information Officer (OCIO) reviewed the information technology (IT) components of this request and recommends Board authorization of the Contract Amendment with Crayon. The OCIO determined it does not constitute a technology-related acquisition of hardware, software, or professional services that would necessitate a formal written CIO Analysis.

### **CONTRACTING PROCESS**

For the Temporary Personnel Services Contracts, the LACDA conducted a competitive Invitation for Bids (IFB) to identify vendors to provide temporary personnel services for the LACDA on an as-needed basis. On August 4, 2021, 21 bids were received. Five bidders - LA Business Personnel, Inc., Hart Employment Services, MoxieIT Solutions, Inc., Jada Systems, Inc., and Infojini, Inc. - were determined to be the lowest, responsive and responsible bidders based on the evaluation criteria set forth in the IFB. On October 5, 2021, the Board approved five contracts with the Contractors.

For the Laserfiche contract, the LACDA utilized a cooperative purchasing program and allowed by the LACDA Procurement and Contracting Policies and Procedures for HUD-funded projects and services. Compulink Management Center, Inc. dba Laserfiche agreed to the LACDA terms and conditions, including all latest applicable Board mandated provisions. The original Laserfiche contract was executed in June 2019, and did not require Board approval because it was under the Executive Director's delegated authority of \$100,000. On October 5, 2021, the Board approved an amendment to increase the contract amount for additional Laserfiche licenses and software support.

### **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.

Housing Advisory Committee

June 15, 2022

Page 5

**IMPACT ON CURRENT PROJECT SERVICES**

The proposed contract amendments will allow the LACDA to hire additional temporary personnel to meet HUD-imposed deadlines for leasing up vouchers in the HCV and EHV programs, and to provide more rapid assistance to individuals and families who are homeless or at risk of homelessness.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Emilio Salas" with a stylized flourish at the end.

EMILIO SALAS  
Executive Director