



AGENDA

FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE
WEDNESDAY, OCTOBER 27, 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
- Connor Lock
- Elda Mendez-Lemus
- Takao Suzuki
- Anna Swett
- Pamela Williams

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

Regular Meeting of September 22, 2021

4. **Report of the Executive Director**

5. **Presentations**

Family Self-Sufficiency Program Graduate – Keyausha Dupree



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. **Authorize Funding Agreements and Budget Incorporation for Supplemental County Funds (All Districts)**

Recommend that the Board of Commissioners:

Authorize the Executive Director or designee to execute and/or amend the necessary funding agreements with the County for the following:

- a. Affordable Housing Trust Fund in the amount of \$75,000,000 to be used for special needs and affordable housing development and program administration, and to incorporate these funds into the LACDA's approved FY 2021-2022 budget.
- b. Measure H – Strategy B4 in the amount of \$11,105,000 to be used for Homeless Initiatives strategies, and to incorporate \$3,183,000 of these funds, currently not included, into the LACDA's approved FY 2021-2022 budget.
- c. Affirmatively Furthering Fair Housing Program in the amount of \$5,000,000 to be used for fair housing activities, and to incorporate these funds into the LACDA's approved FY 2021-2022 budget.
- d. Foster Youth Project in the amount of \$500,000 to be used for the City of Lancaster acquisition of parcels for the SOS Village, and to incorporate these funds into the LACDA's approved FY 2021-2022 budget.
- e. West LA Veterans Affairs (VA) Campus North Village Qualified Infill Area (QIA) project in the amount of \$100,000 to be used for grant administration and monitoring, and to incorporate these funds into the LACDA's approved FY 2021-2022 budget.

Find that acceptance of supplemental funds for the LACDA's FY 2021-2022 budget is not subject to the California Environmental Quality Act (CEQA) because the action is not defined as a project under CEQA.

8. **Award Two Job Order Contracts and Approve a Construction Task Catalog (All Districts)**

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.

Adopt the April 2021 JOC Construction Task Catalog.

Approve and award JOC 65 and JOC 66 to Thomasville Construction, Inc. the apparent lowest responsive and responsible bidder, for an amount not to exceed \$5,000,000.00 for each JOC, to be financed through various funding sources included in 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 JOCs 65 and 66, 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 Thomasville Construction, 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 a per-contract aggregate amount not to exceed the maximum amount.

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 JOCs for convenience; to terminate the contractor's right to proceed with the performance of the JOCs; 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 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.

9. 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, September 22, 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 Knight 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	
Anna Swett	X	
Pamela Williams	X	

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

On motion by Commissioner Canoy, seconded by Commissioner Swett, with Commissioner Brooks abstaining, the minutes of the Regular Meeting of August 25, 2021 were approved as presented.

Agenda Item No. 4 – Report of the Executive Director

Executive Director Emilio Salas provided an update on the State Rent Relief program. The State had paid out approximately \$27 million in LA County as of late June 2021, \$81 million as of late July, and \$145 million as of late August. As of September 19, 2021, that number had increased to \$224 million of the \$330 of the Emergency Rental Assistance Program funding (ERA1) allocated to Los Angeles County under the Consolidated Appropriations Act, 2021. The State has obligated \$385 million, meaning that they will begin drawing from the second tranche of funds (ERAP2) allocated under the American Rescue Plan Act of 2021.

Emilio reported that the LACDA has been preparing for the end of the State’s eviction moratorium on September 30, 2021. Assembly Bill 832 prevents an eviction from being filed if a renter has applied for rent relief, but this requires the local court system to proactively verify the status of rent relief applications. Our staff has been engaging with the Los Angeles Superior Court and the State Judicial Council to advocate and assist.

Emilio provided an update on the Board's COVID-19 vaccination mandate for County and LACDA employees, which includes limited exemptions for medical or religious reasons. The LACDA is still in negotiations with the third-party vendor that will provide testing and vaccination tracking services. The Board's mandate will also apply to contract employees, temporary employees, volunteers, and County Commissions, including the Housing Advisory Committee. Emilio will provide an update at the next meeting once our contract with the vendor is in place.

Emilio reported that County facilities will be reopening to the public on October 1, 2021. The LACDA will be reopening its lobbies and offices to members of the public by appointment only, in order to control the number of people in the lobbies at any given time and allow for physical distancing.

Emilio reported on his recent site walk with Congresswoman Maxine Waters at a homeless encampment near her home. LACDA, County, and Los Angeles Homeless Services staff were present and were successful in clearing the encampment by offering interim housing to everyone on site. Emilio reported that the event was very educational for Congresswoman Waters about some of the difficulties in deploying federal housing resources, and her office will be working with us on strategies to remove some of the barriers.

Agenda Item No. 5 - Presentations

Family Self-Sufficiency Program Graduate – Tamer Ishak

Agenda Item No. 6 - Public Comments

Phillip Caron – Foothill Villa resident

Agenda Item No. 7 – Amendments to the Section 8 Program Administrative Plan (All Districts)

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

Recommend that the Board of Commissioners:

Find that the amended Administrative Plan for Fiscal Year 2021-2022 is not subject to the provisions of the California Environmental Quality Act because it will not have the potential for causing a significant effect on the environment.

Approve the amended Administrative Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the LACDA's policies in its Section 8 program Administrative Plan.

Authorize the Executive Director to incorporate up to \$39,065,616 of HUD funding through the American Rescue Plan Act into the LACDA's approved Fiscal Year 2021-2022 budget for the Emergency Housing Voucher (EHV) program.

Authorize the Executive Director to hire or contract for positions as appropriate to implement the EHV activities.

Agenda Item No. 8 – Amendments to Acquisition, Relocation, and Housing Locator Services Contracts (All Districts)

On motion by Commissioner Myers, seconded by Commissioner Suzuki, the following was approved:

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.

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 annual compensation by \$120,000 for a maximum contract cost not to exceed \$220,000 to be shared by 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 1-year terms for an aggregate annual compensation of \$220,000 to be shared by the Contractors, using program funds in future budgets approved through the annual budget approval process, to be effective following approval as to form by County Counsel and execution by all parties.

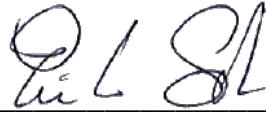
Authorize the Executive Director, or his designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate the Contracts for convenience.

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.

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

The meeting was adjourned at 1:11 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "E. L. Salas", written in a cursive style.

EMILIO SALAS
Executive Director
Secretary–Treasurer



October 27, 2021

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

RE: FSS PROGRAM UPDATE – SEPTEMBER 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	373	As of October 1, 2021, there were 315 Housing Choice Voucher (HCV) and 58 Public Housing (PH) FSS participants.
NEW ENROLLMENTS	2	(2) FSS participants enrolled for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
CONTRACTS EXPIRED	4	(4) FSS contracts expired for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
DIRECT ASSISTANCE REFERRALS	2270	Job Referrals
	665	Work Source/Job Fairs
	483	Home Ownership Counseling
	464	Credit Repair
	464	Financial Literacy
	452	Educational/Vocational/Job Training
	447	Other/Utility/Legal Aid/Covid-19/Child Care Services
	60	Computer Training
	0	Youth Services
	0	LACDA Home Ownership Program
	0	Small Business
	0	Scholarship
OUTREACH & COMMUNITY EVENT	1	AVPH Home Visitation Coalition
GRADUATIONS	3	(3) 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.

Los Angeles County Development Authority

Contract Status Report

District	Project Name	PMWebNo.	Contractor Name	Original Contract Amount	Current Contract Amount	% COR	Approved Payments	% Complete	Status
1st	Nueva Maravilla Roof Replacement	47	ALLSTATE ENGINEERING	\$3,015,125.00	\$2,789,894.37	-8%	\$1,325,941.89	48%	Construction
1st	Nueva Maravilla Ceiling Repairs	70	KLD CONSTRUCTION CORP	\$63,224.06	\$63,224.06	0%	\$60,062.86	95%	Construction
1st	Nueva Maravilla Doors	73	KLD CONSTRUCTION CORP	\$72,752.38	\$72,752.38	0%	\$72,752.38	100%	Construction
1st	Nueva Maravilla Doors	73	KLD CONSTRUCTION CORP	\$717,008.43	\$717,008.43	0%	\$681,158.01	95%	Construction
1st	East County Window Replacement	110	PUB CONSTRUCTION INC.	\$293,991.80	\$293,991.80	0%	\$25,321.56	9%	Construction
1st	Francisquito Villa Generator Installation	116	PUB CONSTRUCTION INC.	\$115,357.67	\$115,357.67	0%	\$109,589.79	95%	Construction
2nd	South Bay Garden Generators	107	PUB CONSTRUCTION INC.	\$56,499.83	\$56,499.83	0%	\$53,674.84	95%	Construction
3rd	West Knoll & Palm Drainline Repair	101	PUB CONSTRUCTION INC.	\$120,434.20	\$120,434.20	0%	\$114,412.49	95%	Construction
4th	Harbor Hills Exterior Site Improvements	124	HARRY H JOH CONSTRUCTION INC	\$255,662.82	\$255,662.82	0%	\$117,956.44	46%	Construction
4th	Carmelitos YMCA Flooring and Painting Project	128	PUB CONSTRUCTION INC.	\$98,776.42	\$98,776.42	0%	\$75,070.06	76%	Construction
4th	Whittier Manor Generator Installation	62	PUB CONSTRUCTION INC.	\$92,562.29	\$92,562.29	0%	\$92,562.29	100%	Construction
5th	Foothill Villa Windows and External Lighting	68	PUB CONSTRUCTION INC.	\$288,332.50	\$288,332.50	0%	\$218,079.06	76%	Construction
5th	Orchard Arms Unit Flooring	64	KLD CONSTRUCTION CORP	\$437,339.41	\$437,339.41	0%	\$242,052.12	55%	Construction
5th	Foothill Roof Replacement	100	PUB CONSTRUCTION INC.	\$297,619.34	\$238,326.39	-25%	\$226,410.07	95%	Construction
Totals:				\$5,924,686.15	\$5,640,162.57	-33%	\$3,415,043.86		



October 27, 2021

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

Dear Commissioners:

APPROVE ACCEPTANCE OF SUPPLEMENTAL FUNDS ALLOCATED TO THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY FOR FISCAL YEAR 2021-2022 AND AUTHORIZATION TO EXECUTE FUNDING AGREEMENTS AND INCORPORATE ADDITIONAL BUDGET AUTHORITY FOR FISCAL YEAR 2021-2022 (ALL DISTRICTS)

SUBJECT

This letter recommends approval to accept additional funds from the County of Los Angeles (County) and to incorporate these funds as needed into the Los Angeles County Development Authority's (LACDA) approved Fiscal Year (FY) 2021-2022 budget.

The LACDA's FY 2021-2022 budget was approved by the Board of Commissioners on June 8, 2021 and did not include additional funding provided by the County for housing programs. The County's Measure H Funding Allocation, County's FY 2021-2022 Final Changes, and Supplemental Budgets were approved after the LACDA's FY 2021-2022 budget, and the LACDA's Board of Commissioners must approve the incorporation of these funds in the LACDA's budget.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute and/or amend the necessary funding agreements with the County for the following:



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

- a. Affordable Housing Trust Fund in the amount of \$75,000,000 to be used for special needs and affordable housing development and program administration, and to incorporate these funds into the LACDA's approved FY 2021-2022 budget.
 - b. Measure H – Strategy B4 in the amount of \$11,105,000 to be used for Homeless Initiatives strategies, and to incorporate \$3,183,000 of these funds, currently not included, into the LACDA's approved FY 2021-2022 budget.
 - c. Affirmatively Furthering Fair Housing Program in the amount of \$5,000,000 to be used for fair housing activities, and to incorporate these funds into the LACDA's approved FY 2021-2022 budget.
 - d. Foster Youth Project in the amount of \$500,000 to be used for the City of Lancaster acquisition of parcels for the SOS Village, and to incorporate these funds into the LACDA's approved FY 2021-2022 budget.
 - e. West LA Veterans Affairs (VA) Campus North Village Qualified Infill Area (QIA) project in the amount of \$100,000 to be used for grant administration and monitoring, and to incorporate these funds into the LACDA's approved FY 2021-2022 budget.
2. Recommend that the Board of Commissioners find that acceptance of supplemental funds for the LACDA's FY 2021-2022 budget is not subject to the California Environmental Quality Act (CEQA) because the action is not defined as a project under CEQA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will allow the LACDA to execute and/or amend the necessary funding agreements with the County in order to accept these funds and incorporate County funds into the LACDA's approved FY 2021-2022 budget.

The County's FY 2021-2022 Final Changes Budget was adopted by the Board of Supervisors (Board) on June 28, 2021, and the FY 2021-2022 Measure H funding allocation was adopted on July 13, 2021. On October 5, 2021, the Board approved the County's 2021-2022 Supplemental Budget. Both Budgets and Measure H funding allocation included additional funding appropriations for various LACDA programs. These funds are being provided to advance crucial priorities of the Board of Supervisors and focuses on key initiatives such as increasing COVID-19 response, fighting homelessness, and increasing affordable housing.

FISCAL IMPACT/FINANCING

The LACDA will execute funding agreements or amendments to existing funding agreements with the County and all required documents necessary to accept and incorporate these funds into the LACDA's approved FY 2021-2022 budget. The additional budget authority will bring the LACDA's FY 2021-2022 budget to a total of up to \$959,324,300.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On June 28, 2021 and October 5, 2021, the Board approved the County's 2021-2022 Final Changes and Supplemental Budgets that includes new County funds allocated to various LACDA programs for FY 2021-2022. In addition, on July 13, 2021, the Board approved the annual Measure H funding allocation, which includes LACDA's Strategy B4 funding for FY 2021-2022. Approval of the recommended actions will allow the Executive Director, or designee, to execute and/or amend funding agreements with the County for the following programs:

- \$75,000,000 in Affordable Housing Trust Fund to continue development and administration of housing projects with special needs and affordable units located throughout Los Angeles County, with no less than half of the funds allocated for homeless special needs units. Funds will be made available to projects through the LACDA's Notice of Funding Availability for the development of units that assist homeless and special needs households earning at or below 30% of the Area Median Income. A portion of the funds will be used for project administration and monitoring of each project for no less than 55 years.
- \$11,105,000 in Measure H – Strategy B4 related activities to encourage landlord acceptance of subsidized tenants with a HUD voucher by offering: 1) Damage Mitigation/Property Compliance Fund; 2) Vacancy payments to hold units; 3) Security Deposit Assistance; and 4) Housing Counseling and Retention services.
- \$5,000,000 in Affirmatively Furthering Fair Housing to support programs to create solutions to affirmatively further fair housing, fair housing education and testing, outreach, investigation, and legal consultation for tenants and landlords.
- \$500,000 in Foster Youth Project to support the City of Lancaster acquisition of parcels for the SOS Village.
- \$100,000 in West LA VA Campus North Village QIA project to support the grant administration and monitoring.

Additionally, the Board has allocated \$3,000,000 in Catalytic Development Fund to target underutilized real estate assets for redevelopment purposes to remove blight, strengthen

the tax base, and create jobs, and \$3,000,000 in Manufacturing Loan Fund to provide access to capital for the development, expansion, and retention of manufacturing jobs.

ENVIRONMENTAL DOCUMENTATION

The acceptance of the additional funds 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 they involve administrative activities that will not have a physical impact 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(b) 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 SERVICES (OR PROJECTS)

The requested actions provide additional funds that will enable the LACDA to conduct program activities to benefit low- and moderate-income residents of the County and participating cities.

Respectfully submitted,

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

EMILIO SALAS
Executive Director

ES:MF:sla



October 27, 2021

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

Dear Commissioners:

**AWARD TWO JOB ORDER CONTRACTS AND APPROVE A CONSTRUCTION
TASK CATALOG
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval and award of two separate Job Order Contracts (JOCs) 65 and 66 to Thomasville Construction, Inc., the apparent lowest responsive and responsible bidder, and authority for the Executive Director to take various actions with respect to the JOCs. These JOCs will be used exclusively for Federally funded projects to provide maintenance, repair, refurbishment, remodeling and other repetitive-type work for the Los Angeles County Development Authority (LACDA) public and affordable housing developments and/or community and economic development projects. The letter further recommends adoption of the April 2021 Construction Task Catalog, which includes labor, equipment, material costs and specifications necessary for work under a JOC, and 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. 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. Adopt the April 2021 JOC Construction Task Catalog.
3. Approve and award JOC 65 and JOC 66 to Thomasville Construction, Inc. the apparent lowest responsive and responsible bidder, for an amount not



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to exceed \$5,000,000.00 for each JOC, to be financed through various funding sources included in LACDA's approved Fiscal Year 2021-2022 budget and to be included in the Fiscal Year 2022-2023 budget.

4. Authorize the Executive Director or designee to execute JOCs 65 and 66, 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 Thomasville Construction, Inc.
5. 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 a per-contract aggregate amount not to exceed the maximum amount.
6. 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 JOCs for convenience; to terminate the contractor's right to proceed with the performance of the JOCs; 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 Project, as applicable, and assess liquidated damages as authorized under Government Code Section 53069.85 and the contract specifications for each JOC.
7. 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 will adopt the April 2021 JOC Construction Task Catalog, award two JOCs to the apparent lowest responsive and responsible bidder and authorize the Executive Director or designee to issue work orders and take other actions with respect to the JOCs.

The JOC is a flexible, cost-effective, unit price, and indefinite quantity contracting method used to effectively and efficiently accomplish repair, remodeling, refurbishment, alteration, and other repetitive-type work for LACDA public and affordable housing

developments and/or projects without extensive plans and specifications. This process reduces administrative costs and lowers direct construction costs while meeting all Federal procurement requirements.

JOC programs have been successfully implemented by the LACDA, 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, refurbishment, alteration and other repetitive work, but will not be used for new construction.

Approval of the recommended actions will also delegate authority to the Executive Director or designee to issue work orders for projects not governed by the State Public Contract Code, including and federally funded projects in a per-contract, aggregate amount not-to-exceed the maximum amount of the JOC.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The contracts will be funded with various Federal 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 \$5,000,000.00 for each JOC. The total amount for both JOCs combined is \$10,000,000.00.

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 April 2021 and requires adoption by the Board. Future requests for the Board to approve JOC work orders in excess of \$330,000 will include an indication that LACDA management has determined that JOC is the best method of delivering the project at hand.

Thomasville Construction, Inc., the apparent lowest responsive and responsible bidder on JOC 65 and JOC 66, 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 his designee, will determine on a case-by-case basis whether 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, in which case Section 3 requirements will apply.

JOCs 65 and 66 have been approved as to form by County Counsel and executed by Thomasville Construction, Inc.

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, adoption of the April 2021 JOC Construction Task Catalog, and authorization for the Executive Director or designee to issue work orders under the JOCs 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.

The 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 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 August 10, 2021, the LACDA publicly advertised bids for two separate and identical JOCs on an open-competitive basis, in accordance with applicable Federal, State, and County requirements, to identify contractors to complete work as part of the JOC program. Announcements were sent to 983 Class B licensed contractors identified from the LACDA vendor list.

JOC 65 (LACDA21-014)

On September 14, 2021, six bids were received and formally opened. The lowest bid, submitted by Thomasville Construction, Inc., was determined to be the lowest responsive and responsible bid, and it is being recommended for the award.

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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, residential sound insulation, and/or other projects in a timely and cost-effective manner.

Respectfully submitted,



EMILIO SALAS
Executive Director

Enclosures

ATTACHMENT A
Summary of Outreach Activities

On August 10, 2021, the following outreach was initiated to identify contractors for two separate Job Order Contracts.

A. Advertising

An announcement was posted on the County and LACDA websites.

B. Distribution of Bid Packages:

The LACDA vendor list was used to email notifications to 983 Class B licensed contractors. As a result of the outreach, 51 bid packages were requested and downloaded through the LACDA's website by contractors.

C. Pre-Bid Conference and Site Walk

On August 24, 2021, a mandatory pre-bid conference was conducted, and eleven (11) firms were in attendance.

D. Bid Results:

Thomasville Construction JOC 65 (LACDA21-014)

Contractors 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 September 14, 2021, a total of six bids were received and publicly opened. The bid result was as follows:

<u>Company</u>	<u>Composite Bid</u>
MIK Construction, Inc.	1.0920
PUB Construction, Inc.	1.1460
Royal Construction Corp.	1.3000
Thomasville Construction, Inc.	0.9908
Vincor Construction, Inc.	1.7880
Harry H. Joh Construction, Inc.	1.0190

Thomasville Construction, Inc.'s Adjustment Factor of 0.9908 indicates that Thomasville Construction Inc. will charge the LACDA 99.08% of the listed price for items in the CTC.

Thomasville Construction JOC 66 (LACDA21-014)

Contractors provided Adjustment Factors which will be applied to items listed in the CTC in order to determine the cost of jobs.

On September 14, 2021, a total of six bids were received and publicly opened. The bid result was as follows:

<u>Company</u>	<u>Composite Bid</u>
MIK Construction, Inc.	1.0920
PUB Construction, Inc.	0.9880
Royal Construction Corp.	1.3000
Thomasville Construction, Inc.	0.9500
Vincor Construction, Inc.	1.7880
Harry H. Joh Construction, Inc.	1.0190

Thomasville Construction, Inc.'s Adjustment Factor of 0.9500 indicates that Thomasville Construction, Inc. will charge the LACDA 95.00% of the listed price for items in the CTC.

E. Minority/Female Participation – JOC 65 & JOC 66 (LACDA21-014)

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
MIK Construction, Inc.	Minority No County Certification	Total: 24
PUB Construction, Inc.	Minority No County Certification	Total: 45
Royal Construction Corp.	Minority No County Certification	Total: 15
Thomasville Construction, Inc.	Minority No County Certification	Total: 10
Vincor Construction, Inc.	Minority No County Certification	Total: 30
Harry H. Hoh Construction, Inc.	Minority No County Certification	Total: 28

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 65 and 66

Location: County of Los Angeles

Bid Number: LACDA21-014 (JOC 65 and 66 Thomasville Construction, Inc.),

Bid Date: September 14, 2021

Contractor: Thomasville Construction, Inc. (JOC 65 and 66)

Services: Repair, refurbishment, rehabilitation, retrofit, and other repetitive-type work for LACDA public and affordable housing developments and/or other 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 each 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 each 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 \$5,000,000.00 for a 12-month contractual period.
The total amount for both JOCs combined is \$10,000,000.00.