



AGENDA

FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE
WEDNESDAY, JULY 19, 2023, 12:00 PM

LACDA HEADQUARTERS
700 WEST MAIN STREET
ALHAMBRA, CA 91801

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

2. **Roll Call**

Pamela Williams, Chair
James Brooks, Vice Chair
Mary Canoy
Renee Contreras
Zella Knight
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 May 17, 2023

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, Lindsey P. Horvath, Janice Hahn, Kathryn Barger



5. **Presentations**

Family Self-Sufficiency Program video

6. **Public Comments**

Regular Agenda

7. **Adopt a Unit Price Catalog and Specifications, Advertise and Award 27 Job Order Contracts for the Repair, Remodel, Refurbishment, and Maintenance of Various Properties (All Districts)**

Recommend that the Board of Commissioners:

Find that the adoption of the JOC unit price book from The Gordian Group, dated May 2023, approval for advertisement for bids, and the proposed award of JOCs and related actions are not a project under the California Environmental Quality Act for the reasons stated in this Board letter and in the records pertaining to the JOCs.

Adopt the JOC Construction Task Catalog and Technical Specifications prepared by The Gordian Group, Inc., dated May 2023.

Direct the Executive Officer of the Board to advertise for bids to be received and opened on August 15, 2023, using The Gordian Group, Inc.'s JOC System for 27 separate JOCs (79-105) in accordance with the Notice For Bids.

Delegate authority to the Executive Director or designee to make the determination that a bid is nonresponsive and to reject a bid on that basis; to award to the next lowest responsive and responsible bidder; to waive inconsequential and nonmaterial deficiencies in bids submitted; and to determine, in accordance with the applicable contract and bid documents, whether the apparent lowest responsive and responsible bidder has satisfied all conditions for contract award. Upon such determination delegate authority to the Executive Director or designee to award and execute 27 JOCs, each not to exceed \$5,797,275, in the form previously approved by County Counsel; and to establish the effective date of the contracts upon receipt by the LACDA of acceptable performance and payment bonds and evidence of required contractor insurance.

With respect to JOCs 79 to 105, authorize the Executive Director or designee, subject to a finding of exemption under the California Environmental Quality Act (CEQA), to issue work orders for projects that are not subject to the State Public Contract Code including maintenance work, as applicable, not to exceed \$5,797,275 per work order; subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed \$5,797,275 maximum contract amount of the 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 the 27 JOCs for convenience; to terminate the contractor's right to proceed with the performance of the JOCs; to accept projects and file notices upon 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 assess and collect liquidated damages as authorized under Government Code Section 53069.85 and the contract specifications.

8. Approval to Purchase Software System and Support Services with Yardi Systems, Inc. (All Districts)

Recommend that the Board of Commissioners:

Approve and authorize the Executive Director or his designee to execute a five-year Contract and all related documents with Yardi for a Housing Software System for software, licenses, maintenance services, and software customization in the amount of \$3,257,463.87 plus up to \$325,746.39 (10%) in pool dollars for unforeseen costs; the total maximum Contract sum for all five years will not exceed \$3,583,210.26.

Find that approval of Contract with Yardi 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.

Authorize the Executive Director or his designee, upon his determination and as necessary and appropriate to execute amendments or change notices to the Contract to add, delete, and/or revise certain terms and conditions which do not affect the Statement of Work (SOW), Contract term, Contract sum or payments, and do not materially alter the Contract; and/or to execute amendments to the Contract which affect the SOW but do not materially alter the Contract, or affect the Contract term; and/or to approve any assignment or delegation of the Contract in accordance with the Contract, and if necessary, to terminate the Contract for convenience.

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 Committee, 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.

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

Wednesday, May 17, 2023

The meeting was convened at LACDA headquarters, located at 700 West Main Street in Alhambra, California.

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

The meeting was called to order by Commissioner Williams at 12:04 p.m.

<u>Roll Call</u>	<u>Present</u>	<u>Absent</u>
Pamela Williams	X	
James Brooks	X	
Mary Canoy	X	
Renee Contreras	X	
Zella Knight	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 Knight, seconded by Commissioner Brooks, with Commissioner Suzuki abstaining, the minutes of the Regular Meeting of April 19, 2023, were approved as presented.

Agenda Item No. 4 – Report of the Executive Director

Chief of Programs Tracie Mann reported that President Biden recently met with top Congressional leaders at the White House to discuss how to address the nation's debt limit. The meeting followed a warning from Treasury Secretary Janet Yellen that the Federal government would be unable to pay all its obligations by as early as June 1. Congressional leaders continued to meet with the President in an attempt to broker an agreement.

Tracie reported that House Appropriations Chair Kay Granger will soon announce the schedule for markups of the appropriations bills. Committee markups provide us with a first look at the proposed Federal Fiscal Year 2024 amounts for housing and community development programs. Each of the House Appropriations Subcommittees will hold

markups before referring their bills to the Full Committee for a vote, after which the legislation will be sent to the House floor.

Tracie reported that Senator Tim Kaine and Representatives Scott Peters and Adam Schiff recently reintroduced the Fair Housing Improvement Act of 2023. The legislation would expand the Fair Housing Act — which prohibits discrimination in housing based on race, color, national origin, religion, sex, familial status, and disability — by adding a source of income and veteran status as protected classes under the Act. This measure would ban landlords nationwide from refusing to rent to households using non-traditional methods of income to pay rent, such as Housing Choice Vouchers, Veterans Affairs Supportive Housing Vouchers, benefits received through Social Security, income received by a court order, and payment from a trust or guardian.

Tracie reported that in California, cities are falling far short when it comes to providing enough shelter for their homeless communities. More than 69,000 homeless residents live in Los Angeles County, for instance, but just over 21,000 beds in shelters and temporary housing programs are available. Senate Bill (SB) 7 would, for the first time, require cities and counties to plan enough beds for everyone living without a place to call home. It would go beyond just temporary shelter, also including permanent housing placements. Currently, the State makes sure every city and county plan for new housing through a process known as the Regional Housing Needs Allocation. In all, the State requires cities and counties to plan for 2.5 million new homes over the next eight years, about 25% of which must be affordable for very low-income occupants. But this method does not require cities and counties to plan any housing that is specifically for homeless residents. If the bill passes, local officials will have to include homeless housing in their plans. How much is yet to be determined, but it would be based on each city's point-in-time census count of its homeless population.

Tracie reported that in late April, Emilio attended meetings in Washington D.C. with members of the Board of Supervisors and had the opportunity to meet with Ambassador Susan Rice, HUD Secretary Fudge, officials at the Department of Veterans Affairs, Senator Alex Padilla, and Los Angeles congressional members. Emilio continued advocacy on lifting the Project Based Voucher cap, requesting flexibilities with obtaining applicant documentation and extending applicable timeframes, and other regulatory relief.

Tracie reported that during a recent meeting with the Los Angeles Homeless Services Authority (LAHSA), the LACDA was advised of the upcoming release of the Continuum of Care (CoC) program underspend. The underspend of CoC funding has been a hot topic over the past five years, given the number of unhoused individuals and families in the County.

Finally, Tracie introduced Cathy Castro, Family Self-Sufficiency program supervisor, to introduce a recent graduate of the program, Shaunte Johnson.

Agenda Item No. 5 - Presentations

Section 8 Management Assessment Program (SEMAP) and Public Housing Assessment System (PHAS)

Agenda Item No. 6 - Public Comments

Vaughn Wright

Agenda Item No. 7 – Award As-Needed Architectural and Engineering Services Contracts

On motion by Commissioner Knight, seconded by Commissioner Lloyd, the following was approved:

Recommend that the Board of Commissioners:

Find the proposed actions are not a project under the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record.

Award and authorize the Executive Director or designee to execute Contracts with the following: IDS Group, Inc., J.C. Chang & Associates, Inc., Egan Simon Architecture, Carde Ten Architects, John T. Chan Architects, Inc., LOC Architects, Inc., Lewis Schoeplein Architects, Radar, Inc., Swift Lee Office, Inc, and Emar Studio for Public Architecture to provide as-needed architectural and engineering services for various LACDA projects, for a term of five years, commencing on the date of full execution of the Contracts, with the option to extend the term of the Contracts for up to two additional one-year terms, for a not-to-exceed annual amount of \$5 million, across all 10 contracts, and a potential aggregate, not-to-exceed amount of \$35 million, if all option years are exercised.

Authorize the Executive Director or designee to execute two one-year extension options on the above ten Contracts at the discretion of the Executive Director based upon workload demands and the level of satisfaction with the services provided.

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

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

Commissioner Suzuki requested an update on the new Los Angeles County Affordable Housing Solutions Agency (LACAHS) and its relationship to LACDA programs.

Commissioner Myers requested an update on the Emergency Housing Voucher (EHV) program.

Commissioner Lock announced that he was recently appointed the Deputy Mayor of Housing for the City of Long Beach.

Commissioner Knight requested an update on the County's Anti-Racism, Diversity, and Inclusion (ARDI) initiative as well as efforts to increase diversity in the Community Policing Program. She also recommended a study session about Resident Councils and Resident Advisory Boards, in response to concerns that some residents have brought to members of the HAC.

Commissioner Contreras raised concerns about slow law enforcement response at the Nueva Maravilla housing development and the limited number of Community Policing officers.

Commissioner Brooks requested that Commissioner contact information be shared among the Commissioners. He also announced the annual Juneteenth celebration in his community of Sun Village.

Commissioner Williams seconded Commissioner Knight's recommendation with respect to Resident Councils and suggested that uniform procedures for Resident Councils be shared at all sites.

The meeting was adjourned at 1:25 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Emilio Salas", written over a horizontal line.

EMILIO SALAS
Executive Director
Secretary-Treasurer



July 19, 2023

TO: Housing Advisory Committee

FROM: Aletheia Broom, Director
Housing Assistance Division

RE: **FSS PROGRAM UPDATE – JUNE 2023**

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	330	As of July 1, 2023 , there were 293 Housing Choice Voucher (HCV) and 37 Public Housing (PH) FSS participants.
NEW ENROLLMENTS	19	(17) Housing Choice Voucher (HCV) and (2) for Public Housing (PH).
CONTRACTS EXPIRED	1	(1) FSS contracts expired for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
DIRECT ASSISTANCE REFERRALS	689 352 240 230 187 176 127 101 30 7 2	Job Referrals Work Source/Job Fairs Home Ownership Counseling Educational/Vocational/Job Training Financial Literacy Credit Repair Youth Services Computer Training Small Business Other/Utility/Legal Aid/Covid-19/Child Care Services Free Tax Prep Pop-up Sites
OUTREACH & COMMUNITY EVENT	3	Palmdale Coordinating Committee (PCC), Operation Hope Grand Opening, FSS Orientation/FSS Program Overview to participants.
GRADUATIONS	3	(1) Request for Graduation for Housing Choice Voucher (HCV) and (2) for Public Housing (PH).

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

Attachment

Los Angeles County Development Authority

Contract Status Report



District	Project Name	PMWeb No.	Contractor Name	Original Contract Amount	Current Contract Amount	% COR	Approved Payments	% Complete	Status
1st	Nueva Maravilla Solar Production Monitoring	136	HARRY H JOH CONSTRUCTION INC	\$77,865.93	\$77,865.93	0%	\$0.00	0%	Construction
1st	Arizona & Olympic Bathroom Upgrades - Phase II	140	IMPERIAL BROTHERS	\$249,820.00	\$249,820.00	0%	\$58,773.59	24%	Construction
1st	Francisquito Villa Kitchen Rehab	146	HARRY H JOH CONSTRUCTION INC	\$1,664,834.31	\$1,664,834.31	0%	\$793,880.47	48%	Construction
1st	Cedros Roof Replacement	207	THOMASVILLE CONSTRUCTION, INC.	\$1,299,966.10	\$1,299,966.10	0%	\$839,742.61	65%	Construction
1st	East County Senior Patio Furniture/Shade Structure Project	189	THOMASVILLE CONSTRUCTION, INC.	\$149,898.93	\$149,898.93	0%	\$86,977.73	58%	Construction
1st	East County Senior Patio Furniture/Shade Structure Project	189	THOMASVILLE CONSTRUCTION, INC.	\$185,881.52	\$185,881.52	0%	\$176,587.44	95%	Construction
1st	Vacant Unit Rehab (486 Palmas, Bldg #33)	213	HARRY H JOH CONSTRUCTION INC	\$60,267.51	\$60,267.51	0%	\$57,254.13	95%	Construction
1st	Maravilla Vacant Unit Rehab Project	237	HARRY H JOH CONSTRUCTION INC	\$90,446.33	\$90,446.33	0%	\$85,924.01	95%	Construction
2nd	SSS (Imperial Hwy) Vacant Unit Rehab	239	HARRY H JOH CONSTRUCTION INC	\$58,128.74	\$58,128.74	0%	\$55,222.30	95%	Construction
2nd	SSS (91st St) Vacant Unit Rehab	222	HARRY H JOH CONSTRUCTION INC	\$66,444.71	\$66,444.71	0%	\$63,122.47	95%	Construction
2nd	SSS Vacant Unit Rehab (Budlong)	225	HARRY H JOH CONSTRUCTION INC	\$74,014.17	\$74,014.17	0%	\$70,313.46	95%	Construction
2nd	SSS Site Security & Parking Upgrades	214	HARRY H JOH CONSTRUCTION INC	\$61,117.97	\$61,117.97	0%	\$0.00	0%	Construction
3rd	Monica Manor Unit Flooring Replacement	131	THOMASVILLE CONSTRUCTION, INC.	\$93,114.31	\$93,114.31	0%	\$30,622.79	33%	Construction
3rd	West County Senior Bathroom Rehabs	162	THOMASVILLE CONSTRUCTION, INC.	\$94,747.62	\$94,747.62	0%	\$58,056.61	61%	Construction
3rd	RHCP Unit Rehab	143	HARRY H JOH CONSTRUCTION INC	\$69,763.99	\$69,763.99	0%	\$59,648.21	85%	Construction
4th	Carmelitos LBP Abatement Exterior/Common Area	158	HARRY H JOH CONSTRUCTION INC	\$373,437.85	\$317,057.90	-18%	\$301,205.01	95%	Construction

Los Angeles County Development Authority

Contract Status Report



District	Project Name	PMWeb No.	Contractor Name	Original Contract Amount	Current Contract Amount	% COR	Approved Payments	% Complete	Status
4th	Carmelitos Kitchen Rehab Phase III	60	GIBRALTAR CONSTRUCTION COMPANY INC	\$2,095,000.00	\$2,161,068.45	3%	\$2,053,015.03	95%	Construction
4th	Harbor Hills Exterior Site Improvement (Phase II)	176	HARRY H JOH CONSTRUCTION INC	\$365,912.12	\$365,912.12	0%	\$347,616.51	95%	Construction
4th	Harbor Hills Irrigation System Repairs	123	PIERRE LANDSCAPE INC.	\$1,252,044.00	\$1,256,735.21	0%	\$1,159,896.80	92%	Construction
4th	Harbor Hills & Carmelitos Playground Repairs	216	HARRY H JOH CONSTRUCTION INC	\$146,937.81	\$146,937.81	0%	\$132,611.37	90%	Construction
4th	Harbor Hills & Carmelitos Playground Repairs	216	HARRY H JOH CONSTRUCTION INC	\$524,183.77	\$524,183.77	0%	\$81,124.74	15%	Construction
5th	Lancaster Homes Generator Installation	87	HARRY H JOH CONSTRUCTION INC	\$137,425.34	\$137,425.34	0%	\$130,554.07	95%	Construction
5th	Lancaster Homes Generator Installation	87	PUB CONSTRUCTION INC.	\$140,345.72	\$140,345.72	0%	\$0.00	0%	Construction
5th	Orchard Arms Solar & Roof Repairs	119	HARRY H JOH CONSTRUCTION INC	\$479,613.49	\$479,613.49	0%	\$0.00	0%	Construction
5th	Orchard Arms Solar & Roof Repairs	119	HARRY H JOH CONSTRUCTION INC	\$1,941,640.25	\$1,941,640.25	0%	\$1,143,240.74	59%	Construction
5th	Orchard Arms ADA Bathroom Flooring	206	HARRY H JOH CONSTRUCTION INC	\$132,123.47	\$132,123.47	0%	\$125,517.30	95%	Construction
Totals:				\$11,884,975.96	\$11,899,355.67	-14%	\$7,910,907.39		



July 19, 2023

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

Dear Commissioners:

**ADOPT A UNIT PRICE CATALOG AND SPECIFICATIONS, ADVERTISE AND
AWARD 27 JOB ORDER CONTRACTS FOR THE REPAIR, REMODEL,
REFURBISHMENT, AND MAINTENANCE OF VARIOUS PROPERTIES
(ALL DISTRICTS)**

SUBJECT

This letter recommends adoption of the Job Order Contract (JOC) Unit Price Book from the Los Angeles County Development Authority's (LACDA) current JOC Consultant, The Gordian Group, Inc., dated May 2023; authority to award to the lowest responsive and responsible bidders for 27 separate Job Order Contracts 79 to 105, and authority to issue JOC work orders for County facilities, public housing, commercial buildings, and private residences.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that the adoption of the JOC unit price book from The Gordian Group, dated May 2023, approval for advertisement for bids, and the proposed award of JOCs and related actions are not a project under the California Environmental Quality Act for the reasons stated in this Board letter and in the records pertaining to the JOCs.
2. Recommend that the Board of Commissioners adopt the JOC Construction Task Catalog and Technical Specifications prepared by The Gordian Group, Inc., dated May 2023.
3. Recommend that the Board of Commissioners direct the Executive Officer of the Board to advertise for bids to be received and opened on August 15,



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Executive Director: Emilio Salas
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2023, using The Gordian Group, Inc.'s JOC System for 27 separate JOCs (79-105) in accordance with the Notice For Bids.

4. Recommend that the Board of Commissioners delegate authority to the Executive Director or designee to make the determination that a bid is nonresponsive and to reject a bid on that basis; to award to the next lowest responsive and responsible bidder; to waive inconsequential and nonmaterial deficiencies in bids submitted; and to determine, in accordance with the applicable contract and bid documents, whether the apparent lowest responsive and responsible bidder has satisfied all conditions for contract award. Upon such determination delegate authority to the Executive Director or designee to award and execute 27 JOCs, each not to exceed \$5,797,275, in the form previously approved by County Counsel; and to establish the effective date of the contracts upon receipt by the LACDA of acceptable performance and payment bonds and evidence of required contractor insurance.
5. With respect to JOCs 79 to 105, recommend that the Board of Commissioners authorize the Executive Director or designee, subject to a finding of exemption under the California Environmental Quality Act (CEQA), to issue work orders for projects that are not subject to the State Public Contract Code including maintenance work, as applicable, not to exceed \$5,797,275 per work order; subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed \$5,797,275 maximum contract amount of the 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 the 27 JOCs for convenience; to terminate the contractor's right to proceed with the performance of the JOCs; to accept projects and file notices upon 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 assess and collect liquidated damages as authorized under Government Code Section 53069.85 and the contract specifications.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will make necessary findings under CEQA; adopt the JOC Unit Price Book from The Gordian Group, Inc., dated May 2023; advertise for bids to be received and opened for 27 JOCs; and authorize the LACDA to determine that a bid is nonresponsive to the mandatory requirements of the bid solicitation and to reject a bid on that basis, including the authority to waive inconsequential and nonmaterial deficiencies, award and execute 27 JOC agreements, and issue JOC work orders for

County facilities, public housing, commercial buildings, and private residences subject to finding of exemption, if appropriate, findings for the work orders under CEQA at the time of issuance.

JOC is a competitive bid, flexible, and cost-effective unit price contracting method used by the LACDA to efficiently deliver a wide variety of projects, including repair, remodeling, refurbishment, alteration, and maintenance for public facilities, public housing, commercial buildings, and private residences participating in LACDA programs without extensive plans and specifications. The State Public Contract Code (PCC) provides that JOCs are contracts of a single- year duration and cannot be used for new construction.

Approval of the recommended actions will allow the LACDA to issue work orders for projects that are subject to PCC, including repair, remodeling, and refurbishment work, in an amount not to exceed the monetary limits set forth in PCC Section 20145, and authorized to the LACDA by ordinance in accordance with PCC Sections 20128.5 and 20145, subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed the \$5,797,275 maximum contract amount of the JOC. For projects subject to PCC, the LACDA will seek Board approval prior to issuing JOC work orders for any project that exceeds the LACDA's delegated monetary limit authorized by ordinance.

Approval of the recommended actions will also delegate authority to the LACDA to issue work orders for projects that are not subject to PCC, including maintenance, demolition, or procurement and installation of equipment, as applicable, not to exceed \$5,797,275 per work order, subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed \$5,797,275 maximum contract amount of the JOC. In accordance with the October 31, 2017, Board Motion, the LACDA will provide notification to the Board a week prior to issuance of work orders in excess of \$150,000 for projects not subject to PCC. In the case of emergency or critically needed deferred maintenance projects not subject to PCC, LACDA will provide notification to the Board no later than 24 hours after the issuance of such work orders.

In order to have adequate JOC capacity available on a continuous basis, the aggregate requested amount of JOC authority is \$156,526,425 (27 JOCs), to be used for the U.S. Department of Housing and Urban Development (HUD) Lead Hazard Reduction Program, Lead-Free Homes L.A. Program, Public Housing Refurbishment, Residential Sound Insulation Program, RENOVATE Commercial Façade Revitalization, and various other JOC-eligible projects. This capacity is based on the anticipated need for various projects to be performed under JOC, including repair, remodeling, refurbishment, and maintenance work for LACDA projects. These proposed projects will primarily address sustainability, improve Americans with Disabilities Act accessibility, and provide upgrades that conform to current Building Code requirements. Therefore, the LACDA has made the determination that the use of a JOC is the most appropriate contracting method to deliver these projects.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The projects anticipated to be performed under the JOCs, including repair, remodeling, refurbishment, alteration, and maintenance work will be financed with approved budgets of programs for which these services will be provided and are included in the LACDA's approved Fiscal Year 2023-2024 budget. Funds for future years will be included in the LACDA's annual budget approval process. The total not-to-exceed program amount to be expended per Contract is \$5,797,275 per year. The potential aggregate, not-to-exceed amount across the 27 Contracts is \$156,526,425.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The JOCs will be in the form previously reviewed and approved by County Counsel.

Each JOC will contain terms and conditions in compliance with the Board's ordinances, policies, and programs.

Data regarding the bidders' minority participation will be on file with the LACDA. The contractors will be selected upon final analysis and consideration without regard to race, creed, color, or gender.

The JOCs are subject to the Board-adopted Countywide Local and Targeted Worker Hire Policy.

ENVIRONMENTAL DOCUMENTATION

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.34 (a)(3), these actions are exempt from the National Environmental Policy Act (NEPA) because they involve 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 adoption of the JOC unit price book from The Gordian Group, Inc., each dated May 2023, delegation of authority to take actions related to award and execution of JOC agreements do not constitute a project under CEQA because the activity is excluded from the definition of a project under Section 21065 of the Public Resources Code and Section 15378(b)(4) and (5) of the State CEQA Guidelines. These activities are administrative actions of government and involve the creation of government funding mechanisms or other government fiscal activities that do not involve any commitment to any specific project that may result in a potentially significant environmental impact or direct or indirect changes to the environment. JOC projects for which work orders are issued under the recommended contracts include repair, remodeling, refurbishment, and maintenance of existing structures and facilities as

requested by the LACDA and are, therefore, likely categorically exempt from CEQA. The Board's award of the JOCs does not include approval of any work under the contracts. The future implementation of each work order proposed under the JOCs will be subject to prior determination and documentation by the Executive Director of the LACDA or his designee that the work is exempt from CEQA, if appropriate. In the event that the proposed work is not determined to be exempt, the LACDA will ensure that any necessary CEQA documentation is prepared and any necessary CEQA findings by the Board are recommended prior to issuance of the work orders.

CONTRACTING PROCESS

Advertising for bids for 27 separate JOCs 79 to 105 will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Enclosure A). As requested by the Board on February 3, 1998, the Invitation for Bids will be listed on the County's "Doing Business with the County" website, and the LACDA's website. The proposed JOCs will be solicited on an open-competitive basis and in accordance with applicable Federal, State, and County requirements.

Bidders will be required to submit a set of cost adjustment factors that would be applied to the unit prices for work using The Gordian Group, Inc.'s JOC System for the 27 separate JOCs 79 to 105 with the book dated May 2023. The unit price book from The Gordian Group, Inc. will be made available to bidders and be on file with the LACDA's Construction Management Unit.

Bids will be determined by calculating a composite factor using a predetermined advertised formula. The lowest responsive and responsible bidder for each JOC will be awarded that JOC. The JOC consultant and their corresponding unit price book dated May 2023 and each of the lowest responsive and responsible bidder's adjustment factors will be incorporated in the awarded JOCs. Contracts will be in the form previously reviewed and approved as to form by County Counsel and in compliance with the Board's requirements.

The LACDA is procuring a total of 27 JOCs. Eight (8) JOCs will be used for public housing refurbishment projects, six (6) will be used for the Community Care Expansion and Preservation Program, six (6) will be used for County facilities and the RENOVATE Commercial Façade Revitalization program, four (4) will be used for the HUD Lead Hazard Reduction Program, and three (3) will be used for the Residential Sound Insulation Program.

To ensure the JOCs are awarded to responsible contractors with a satisfactory performance history, bidders will be required to report violations of the False Claims Act, their civil litigation history, and information regarding prior criminal convictions. The information reported by the lowest responsive and responsible bidders will be considered before awarding the JOCs.

The LACDA has evaluated and determined that the Living Wage Program (County Code, Chapter 2.201) does not apply as these contracts are for non-Proposition A services.

Participation by Community Business Enterprises for these contracts will be encouraged through LACDA's Business Outreach Program and by reporting the good faith efforts of contractors to utilize Community Business Enterprises.

In addition, the contracts require contractors to report Small Business Enterprises/Local Small Business Enterprises and Community Business Enterprises utilization for all subcontractors used.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The use of these JOCs will expedite the completion of repair, remodeling, refurbishment, alteration, maintenance, and other repetitive-type work for various LACDA projects.

Respectfully submitted,



EMILIO SALAS
Executive Director

Enclosures

ADOPT UNIT PRICE CATALOGS AND SPECIFICATIONS ADVERTISE AND AWARD
27 JOB ORDER CONTRACTS FOR REPAIR, REMODEL, REFURBISHMENT, AND
MAINTENANCE OF VARIOUS PROPERTIES
(ALL DISTRICTS) (3 VOTES)

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for 2 weeks in a weekly newspaper or four times in a daily newspaper. Forward a reprint of this advertisement to the Los Angeles County Development Authority, Construction Management Unit, 700 W. Main Street, Alhambra, CA 91801.

OFFICIAL NOTICE
INVITING BIDS

Notice is hereby given that the Executive Director of the Los Angeles County Development Authority will accept sealed bids for furnishing all materials, labor, and equipment required to complete construction for 27 separate Job Order Contracts (79 to 105).

A bid package containing all submission requirements may be downloaded from the LACDA website at www.lacda.org, scroll to and click on "Vendors," click on "View Open Solicitations," and under the "Title" column, select the solicitation of interest, then click on "Download Documents Below," and follow the instructions. For assistance with downloading bid documents, please contact Susana Oliveros at (626) 437-3659.

A Pre-Bid meeting for this project will be held at 2:00 p.m. on August 9, 2023, via an online meeting. Attendance at this meeting is mandatory for award of the Contract. Bidders who desire to attend the virtual meeting must RSVP by sending the name of their company, attendee names, and attendee email addresses to susana.oliveros@lacda.org by 5:00 p.m. on August 8, 2023. Bidders will receive an invitation to a Microsoft Teams meeting with link.

The prime contractor shall possess a valid California Class B contractor's license.

Bids must be submitted electronically on the LACDA's website. Bid submission instructions can be found in the bid package. Bids must be uploaded to the LACDA website before 2 p.m. on August 15, 2023, and no bids may be submitted after that date and time. Bids will be opened and publicly declared on August 15, 2023, at 2 p.m., via online webcast.



July 19, 2023

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

Dear Commissioners:

**APPROVAL TO PURCHASE SOFTWARE SYSTEM AND SUPPORT SERVICES
WITH YARDI SYSTEMS, INC.
(ALL DISTRICTS)**

CIO RECOMMENDATION: (X) APPROVE

SUBJECT

This letter requests approval of a Contract with Yardi Systems, Inc. (Yardi), for Yardi's Voyager 7s software system, software license, maintenance services and software customization for the Los Angeles County Development Authority's (LACDA). Yardi Voyager 7s is the software used to manage the LACDA's Public Housing and Housing Choice Voucher (Section 8) program.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners approve and authorize the Executive Director or his designee to execute a five-year Contract and all related documents with Yardi for a Housing Software System for software, licenses, maintenance services, and software customization in the amount of \$3,257,463.87 plus up to \$325,746.39 (10%) in pool dollars for unforeseen costs; the total maximum Contract sum for all five years will not exceed \$3,583,210.26.



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, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

2. Recommend that the Board of Commissioners find that approval of Contract with Yardi 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.
3. Recommend that the Board of Commissioners authorize the Executive Director or his designee, upon his determination and as necessary and appropriate to execute amendments or change notices to the Contract to add, delete, and/or revise certain terms and conditions which do not affect the Statement of Work (SOW), Contract term, Contract sum or payments, and do not materially alter the Contract; and/or to execute amendments to the Contract which affect the SOW but do not materially alter the Contract, or affect the Contract term; and/or to approve any assignment or delegation of the Contract in accordance with the Contract, and if necessary, to terminate the Contract for convenience.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to purchase software, software licenses, maintenance services and software customization from Yardi for the LACDA's Public Housing and Section 8 programs. The software will allow the LACDA to manage operations, leasing, analytics, and provide resident, tenant, and property owner services.

Yardi Voyager software was originally licensed in June 2007 to replace the LACDA's previous Public Housing and Section 8 software systems, replacing two systems with one, unified system. The Yardi system has helped to reduce the level of IT support needed while providing timelier service for clients and integrating with systems used by U.S. Department of Housing and Urban Development (HUD). Yardi Voyager software was instrumental in assisting the LACDA with the County's Homeless Initiative, the Homeless Incentive Program, and property owners' participation with the rental assistance programs.

In July 2018, the Board approved the current five-year contract with Yardi after a competitive solicitation conducted by the LACDA. The current contract will expire on August 31, 2023. In October 2020, the Board approved an amendment to the contract to add Yardi's RENTCafé services. Yardi's RENTCafé self-service online portals allow program participants to submit all required information online and is fully integrated with Yardi Voyager software. Due to the COVID-19 crisis, there was a greater need to allow program participants, landlords and staff to work together remotely. The proposed new Contract includes these services.

FISCAL IMPACT/FINANCING

There is no impact to the County General Fund. Funding for the first year of services is included in the LACDA's approved Fiscal Year 2023-2024 Budget and will be included in

future fiscal year budgets as needed. The 10% pool dollars is requested for unforeseen additional services as needed. The total Contract sum for all five years plus the pool dollars is \$3,583,210.26.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed Contract has been reviewed and approved as to form by County Counsel, as well as the LACDA's Procurement Unit. It has been determined that the Contract complies with all applicable laws, statutes, rules, regulations, and order of the United States and the State of California. The Contract contains all latest applicable Board mandated provisions pertaining to consideration of hiring qualified County employees targeted for layoffs, contractor responsibility and debarment, Safely Surrendered Baby Law, the provisions of Paid Jury Service time for the Contractor's employees, and County of Los Angeles' Zero Tolerance Human Trafficking.

The LACDA engaged in extensive negotiations with Yardi regarding the LACDA's standard terms and conditions. As a result of the negotiations, the parties have agreed to a change of the indemnification language from the LACDA's standard provisions. The agreed indemnification language in the proposed contract is consistent with the LACDA's prior contact with Yardi. In consideration of the security provisions, the LACDA's experience and Yardi's experience, the LACDA's Risk Management Unit believes that potential risks are acceptable given the services being provided. Yardi shall use commercially reasonable efforts to maintain the system and to send written notification of the same to the LACDA's Project Director.

The Contract has been reviewed by County Counsel. 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. The CIO Analysis is attached (Attachment I).

ENVIRONMENTAL DOCUMENTATION

Computer software purchases are exempt from 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 on or result in any physical changes to the environment. These activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378(b)(4), because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On December 23, 2021, the LACDA issued a Request for Proposal (RFP), Public Housing and Section 8 Administration Software, Solicitation number CDC21-081, to identify a vendor to provide Public Housing and Section 8 Administration Software and Services.

On February 17, 2022, two proposals were received. Both proposals met minimum threshold requirements and were forwarded to a three-member evaluation committee for further review. The evaluation committee used the “informed averaged” scoring methodology using a 1,000 points system as established in the solicitation package. The evaluation criteria consisted of qualifications (background, experience, references, etc.), approach to providing the services, Section 3 compliance, and costs. Yardi is being recommended for Contract award based on the evaluation criteria set forth in the RFP.

IMPACT ON CURRENT SERVICES AND PROJECTS

The purchase of these services from Yardi will provide the LACDA with software license, support, and the ability to update services as necessary. The software will continue to be instrumental in maintaining the LACDA’s high-performer status and integrating with the systems used by HUD.

Respectfully submitted,

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

EMILIO SALAS
Executive Director

Enclosures



**Chief
Information
Office**

Peter Loo
ACTING CHIEF INFORMATION OFFICER

CIO ANALYSIS

BOARD AGENDA DATE:

7/25/2023

SUBJECT: SUBJECT:

APPROVAL TO PURCHASE SOFTWARE SYSTEM AND SUPPORT SERVICES WITH YARDI SYSTEMS, INC.

CONTRACT TYPE:

☒ New Contract ☐ Sole Source ☐ Amendment to Contract #: Enter contract #

SUMMARY:

The Los Angeles County Development Authority (LACDA) is requesting authorization to execute a Contract with Yardi Systems, Inc. (Yardi) for provision and maintenance and support of their Software as a Service (SaaS) Voyager 7s Public Housing Authority (PHA) Software and RENTCafé PHA Portals. The term of Contract is five years in the amount of \$3,257,463.87 and \$325,746.39 in optional pool dollars for as-needed products and services for a total the total maximum Contract sum of \$3,583,210.26. The LACDA is further requesting authorization to amend the Contract with Yardi to add or delete services and utilize pool dollars, and if necessary, terminate for convenience. Finally, the LACDA is recommending the Board find the Contract is exempt from the California Environmental Quality Act.

The LACDA recommends the award based on the results of a Request for Proposals (RFP) for Public Housing and Section 8 Administration Software and Services completed in February 2022. Yardi is the incumbent vendor and their current contract with the LACDA will expire on August 31, 2023.

Under this proposed Contract, Yardi will be responsible for cloud hosting and maintenance and support for:

- The Voyager7s PHA software that is an integrated property management and voucher management system used to manage, administer, and accept payments for the LACDA's Public Housing and Section 8 Housing Choice Voucher programs. Currently, the LACDA manages 3,229 units of public and other affordable housing and its Section 8 voucher program assists approximately 25,000 families through a partnership with over 13,000 property owners.
- The Yardi RENTCafé PHA Portal Package, which are fully integrated to LACDA's Yardi Voyager system, allow staff and participants to makes requests and complete tasks remotely. The PHA portal software provides an online application tool to register/apply for PHA waiting lists; role specific web portals (applicant, resident, landlord) to manage communications and services; and an online PHA certification tool to complete annual recertifications.

Contract Amount: \$3,583,210.26

FINANCIAL ANALYSIS:

Contract costs:

Year 1 SaaS Subscription Fees

Voyager SaaS Private Cloud	\$ 31,761.00
Voyager SaaS Private Cloud PHA Property Management	\$ 236,470.00
RentCafePHA Portal Package	\$ 230,906.00
Payment Processing Fees	\$ 18,000.00 ¹
Subtotal – Year 1 SaaS Subscription Fee	\$ 517,137.00

Year 2-5 SaaS Subscription Fees

Year 2 SaaS Subscription Fees	\$ 537,102.48 ²
Year 3 SaaS Subscription Fees	\$ 557,866.58 ²
Year 4 SaaS Subscription Fees	\$ 579,461.24 ²
Year 5 SaaS Subscription Fees	\$ 601,919.69 ²
Subtotal – Year 2-5 SaaS Subscription Fee	\$ 2,276,349.99

Additional Fees & Professional Services

Voyager PHA Property Management Licensed Units	\$ 363,976.88 ³
Professional Services	\$ 100,000.00 ⁴
Subtotal – Additional Fees and Professional Services	\$ 463,976.88

Total – Contract Sum \$ **3,257,463.87**

Contract Pool Dollars \$ **325,746.39⁵**

Total – Maximum Contract Sum..... \$ **3,583,210.26**

Notes:

¹ Annual estimate for payment processing fees that support online clients payments is based on historical experience from previous contract

² SaaS subscription fees includes an annual Consumer Price Index increase of up to four percent after Year 1

³ Contract reserve to purchase at LACDA's option an additional 2,000 Section 8 licensed units at a cost of \$33.60 per unit per year plus four percent CPI to remain in compliance with Yardi contract software licensing

⁴ Professional services for planned enhancements to the RENTCafé PHA Portals

⁵ Contract pool dollars for optional products and services approved by LACDA in accordance with the terms of the Contract.

RISKS:

1. **Project Management and Governance** – To ensure project success, the Office of the Chief Information Officer (OCIO) recommends a strong project governance and dedicated project manager to ensure adherence to schedule and budget, to manage scope changes, to manage contractor performance, and to represent the needs of the LACDA business users. The OCIO has reviewed the proposed LACDA project governance and has determined it is appropriate.
2. **Lack of Contractor Performance** – A critical factor in the success of the project is management of Contractor performance. The Contract includes a Quality Assurance Plan that identifies Performance Requirements with fees to be assessed in the event the performance standards are not addressed, and a Service Level Agreement that guarantees service availability and service credits to be levied if guarantees are not met.
3. **Information Security Review** – The County's Chief Information Security Officer (CISO) has reviewed the Yardi agreement with the LACDA's information technology (IT) staff.
 - a. The CISO determined that Personally Identifiable Information (PII) is transmitted and stored in the Yardi Voyager solution, which is hosted by Yardi in their private cloud data center(s) located in the continental United States. As part of CISO's due diligence, they reviewed the most recent third party assessment of Yardi's security and privacy controls available to safeguard the system PII and had no concerns. However, the CISO recommended that the LACDA assign a dedicated information security professional to perform periodic cyber risk assessments to ensure that appropriate internal security processes are in place and sufficient to protect the system PII.
 - b. The proposed Contract includes minimums starting at \$10 million for Technology Errors and Omissions and Cyber Liability insurance coverage.
4. **Contract Risks** – The negotiated Contract contains changes to the indemnification language from LACDA's standard contract provisions. These changes are consistent the LACDA's current contract with Yardi and were reviewed by the LACDA's Risk Management unit and by County Counsel and the risks associated with those changes are accepted by the LACDA.

PREPARED BY:




(NAME) DEPUTY CHIEF INFORMATION OFFICER

7/11/2023

DATE

APPROVED:



PETER LOO, ACTING CHIEF INFORMATION OFFICER

7/12/2023

DATE