AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE
WEDNESDAY, FEBRUARY 26, 2020 (12:00 PM)

LACDA HEADQUARTERS
700 WEST MAIN STREET
ALHAMBRA, CA 91801

1. Call to Order
2. Roll Call
James Brooks, Chair
Ruthie Myers, Vice Chair
Mary Canoy
Zella Knight
Val Lerch
Takao Suzuki
Pamela Williams
3. Reading and Approval of the Minutes of the Previous Meeting
Regular Meeting of January 22, 2020
4. Report of the Executive Director
5. Presentations
Rent Stabilization Ordinances
6. **Public Comments**

The public may speak on matters that are within the jurisdiction of the Housing Advisory Committee. Each person is limited to three minutes.

**Regular Agenda**

7. **Construction Contract for a Kitchen Rehabilitation Project at the Herbert Senior Public Housing Development (District 1)**

Recommend that the Board of Commissioners take the following actions:

Find that the approval of the Contract and the proposed Project to complete kitchen rehabilitation in 39 dwelling units, including cabinet and countertop installation, flooring replacement, painting, and associated work at the Herbert senior public housing development is exempt from the provisions of the California Environmental Quality Act (CEQA);

Approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Los Angeles County Development Authority (LACDA) for construction of the Project;

Find the lowest bidder, Model Builders, Inc. non-responsive for failure to identify a cabinet subcontractor and supplier, as required under the bid documents;

Authorize the Acting Executive Director, or his designee, to award and execute a Contract and all related documents with Harbor Coating and Restoration, the apparent lowest responsive and responsible bidder, for kitchen rehabilitation and associated work at the Herbert senior public housing development in Unincorporated East Los Angeles, following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, in an amount up to $498,364 using Community Development Block Grant (CDBG) funds allocated to the First Supervisorial District by the U.S. Department of Housing and Urban Development (HUD) and included in the LACDA’s approved Fiscal Year 2019-2020 budget;

Authorize the Acting Executive Director or his designee, upon his determination and as necessary and appropriate, to amend the Contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience;

Authorize the Acting Executive Director or his designee to approve Contract change orders not to exceed $99,672, which represents 20% of the $498,364 contract amount, for unforeseen project costs, using the same source of funds and included in the LACDA’s approved Fiscal Year 2019-2020 budget;
Determine that the proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

8. **Construction Contract for a Roof Replacement Project at the Nueva Maravilla Family Public Housing Development (District 1)**

Recommend that the Board of Commissioners take the following actions:

Find that the approval of the Contract and the proposed Project to complete roof replacement and associated work at the Nueva Maravilla family public housing development is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project;

Approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Los Angeles County Development Authority (LACDA) for construction of the Project;

Authorize the Acting Executive Director, or his designee, to award and execute a Contract and all related documents with Allstate Engineering, the apparent lowest responsive and responsible bidder, for roof replacement and associated work at the Nueva Maravilla family public housing development in unincorporated East Los Angeles, following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, for a total contract amount of $3,015,125, comprised of $2,015,125 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and $1,000,000 in net sale proceeds of an LACDA administrative building and included in the LACDA's approved Fiscal Year 2019-2020 budget;

Authorize the Acting Executive Director or his designee, upon his determination and as necessary and appropriate, to amend the Contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience;

Authorize the Acting Executive Director or his designee to approve Contract change orders not to exceed $603,025, which represents 20% of the $3,015,125 contract amount, for unforeseen project costs, using CFP funds and included in the LACDA's approved Fiscal Year 2019-2020 budget;

Determine that the proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.
9. **Construction Contract for a Roof Replacement Project at the South Bay Gardens Senior Public Housing Development (District 2)**

Recommend that the Board of Commissioners take the following actions:

Find that the approval of the Contract and the proposed Project to complete roof replacement and associated work at the South Bay Gardens senior public housing development is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project;

Approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Los Angeles County Development Authority (LACDA) for construction of the Project;

Authorize the Acting Executive Director, or his designee, to award and execute a Contract and all related documents with Commercial Waterproofing Systems, Inc. dba ERC Roofing and Waterproofing, the apparent lowest responsive and responsible bidder, for roof replacement and associated work at the South Bay Gardens senior public housing development in unincorporated Los Angeles, following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, for a total contract amount of $477,680, comprised of $200,000 in Community Development Block Grant (CDBG) funds allocated to the Second Supervisorial District by the U.S. Department of Housing and Urban Development (HUD) and $277,680 in Capital Fund Program (CFP) funds and included in the LACDA's approved Fiscal Year 2019-2020 budget;

Authorize the Acting Executive Director or his designee, upon his determination and as necessary and appropriate, to amend the Contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience;

Authorize the Acting Executive Director or his designee to approve Contract change orders not to exceed $95,536, which represents 20% of the $477,680 contract amount, for unforeseen project costs, using CFP funds and included in the LACDA's approved Fiscal Year 2019-2020 budget;

Determine that the proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.
10. **Construction Contract for a Sliding Glass Door and Window Replacement Project at the South Bay Gardens Senior Public Housing Development (District 2)**

Recommend that the Board of Commissioners take the following actions:

Find that the approval of the Contract and the proposed Project to complete sliding glass door and window replacement and associated work in 100 dwelling units and common areas at the South Bay Gardens senior public housing development is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project;

Approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Los Angeles County Development Authority (LACDA) for construction of the Project;

Authorize the Acting Executive Director, or his designee, to award and execute a Contract and all related documents with Harry H Joh Construction, Inc., the apparent lowest responsive and responsible bidder, for window and sliding glass door replacement and associated work at the South Bay Gardens senior public housing development in unincorporated Los Angeles, following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, for a total contract amount of $302,098 in Community Development Block Grant (CDBG) funds allocated to the Second Supervisorial District by HUD and included in the LACDA's Fiscal Year 2019-2020 budget;

Authorize the Acting Executive Director or his designee, upon his determination and as necessary and appropriate, to amend the Contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience;

Authorize the Acting Executive Director or his designee to approve Contract change orders not to exceed $60,419, which represents 20% of the $302,098 contract amount, for unforeseen project costs, using the same source of funds and included in the LACDA's approved Fiscal Year 2019-2020 budget;

Determine that the proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.
11. **Architectural and Engineering Services Contract for Various Projects (Districts 1, 2, 4 and 5)**

Recommend that the Board of Commissioners take the following actions:

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

Authorize the Acting Executive Director, or his designee, to award and execute a Contract and related documents with Carde Ten Architects to provide design and other related services for various LACDA public and affordable housing rehabilitation projects, for a not-to-exceed contract amount of $1,296,180 in various LACDA funds and included in the LACDA's approved Fiscal Year 2019-2020 budget;

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

Authorize the Acting Executive Director, or his designee, to increase the Contract amount, if necessary, by up to $129,618, which represents 10% of the $1,296,180 contract amount, for unforeseen services associated with the Contract, using the same source of funds and included in the LACDA's approved Fiscal Year 2019-2020 budget.

12. **Commissioner Comments or Suggestions for Future Agenda Items**

Copies of the preceding agenda items are on file and are available for public inspection between 8:00 a.m. and 5:00 p.m., Monday through Friday, at the LACDA's main office located at 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are also 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 5:00 p.m., Monday through Friday, 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, January 22, 2020.

The meeting was convened at the Harbor Hills housing development, located at 1876 Palos Verdes Drive North in Lomita, California.

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

The meeting was called to order by Commissioner Brooks at 12:19 p.m.

Roll Call Present Absent
James Brooks X 
Mary Canoy X 
Zella Knight X 
Val Lerch X 
Ruthie Myers X 
Takao Suzuki X 
Pamela Williams X 

Partial List of Staff and Guests Present

Emilio Salas, Acting Executive Director
Tracie Mann, Director of Housing Assistance
Twima Earley, Director of Housing Operations

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

On motion by Commissioner Knight, seconded by Commissioner Lerch, with Commissioner Knight abstaining from the vote, the minutes of the Regular Meeting of November 20, 2019 were approved as presented.

Agenda Item No. 4 – Report of the Executive Director

Acting Executive Director Emilio Salas welcomed attendees to Harbor Hills and introduced Property Manager Lynn Anderson, who introduced site staff. Maintenance Worker Ron Herold was recognized for his 44 years of service to Harbor Hills, on the occasion of his retirement.

Emilio acknowledged the departure of former Executive Director Monique King-Viehland and her accomplishments in leading the agency. He affirmed his commitment to forging ahead with the LACDA’s important work in his role as Acting Executive Director.
Emilio discussed the LACDA's intent to pursue the Rental Assistance Demonstration (RAD) program conversion process for some of our public housing properties, including small developments of four units or less in the Second Supervisorial District. There are special RAD provisions for developments of this size to convert without losing the ability to replace them down the line with new public housing developments. There may also be an opportunity to convert a portion of the LACDA's senior housing developments in the Third Supervisorial District, which would result in the LACDA retaining ownership while transitioning to a mix of Section 8 project-based and traditional public housing subsidies. Emilio will be meeting with the two affected Board offices to explore the issue further, with the understanding that it will require extensive community engagement with our seniors to assure them that they will be able to stay in the developments. In some instances, it could result in seniors receiving portable Section 8 assistance.

Emilio reported that current federal budget is favorable for the LACDA's programs overall, but will still not be sufficient for to offset the deficits in both public housing and the Housing Choice Voucher (HCV) program. For the public housing program, the LACDA is projecting a $4 million deficit that will result in the reduction of some of our resident services staff, and we are working on plans to transition those positions to either a non-profit or another department. For the HCV program, the Housing Assistance Payment renewals will most likely be sufficient to renew all existing vouchers, but we are still on track to be a shortfall agency at some point in the calendar year. We are currently projecting a deficit of $2.5M, which includes the elimination of some vacant positions. The LACDA does not anticipate having to lay off existing staff.

Emilio reported on the ongoing problem of underspending for the Continuum of Care (CoC) and Veterans Affairs Supportive Housing (VASH) programs, which is due to the complexity of the systems and number of partners involved. For the regular HCV program where the LACDA does not rely on multiple outside entities, we are 100% subscribed. For CoC and VASH, where the LACDA relies solely on outside entities to provide us the referrals, we are at 65% and 61%, respectively. Lack of adequate referrals is the primary reason for the low utilization. The LACDA is participating the Los Angeles Homeless Services Authority's “Central Command”, which is a daily convening of public housing agencies, service providers and others to streamline the process and develop strategies to increase referrals, first focusing on CoC and then transitioning to VASH. Emilio is also meeting with Dr. Steve Braverman, the new director of the Veterans Affairs Greater Los Angeles Healthcare System, to discuss the referral challenge and other partnership opportunities.

Emilio announced his upcoming travel plans to Sacramento and Washington DC, including a trip with the Board of Supervisors. The trips will be opportunities to meet with our legislative delegations and U.S. Department of Housing and Urban Development officials, with a focus on administrative relief and removing penalties for housing the homeless.
Agenda Item No. 5 - Presentations

Family Self-Sufficiency Program Graduate – Victoria Fadipe
National Standards for the Physical Inspection of Real Estate

Agenda Item No. 6 - Public Comments

None

Agenda Item No. 7 – Commissioner Comments and Recommendations for Future Agenda Items

The meeting was adjourned by Commissioner Brooks at 1:44 p.m.

Respectfully submitted,

EMILIO SALAS
Acting Executive Director
Secretary–Treasurer
February 26, 2020

TO: Housing Advisory Committee

FROM: Tracie Mann, Director

Housing Assistance Division

RE: FSS PROGRAM UPDATE – JANUARY 2020

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.

<table>
<thead>
<tr>
<th>ACTIVITIES</th>
<th>NUMBER CURRENTLY ENROLLED</th>
<th>447</th>
<th>As of FEBRUARY 1, 2020, there were 380 Housing Choice Voucher (HCV) and 67 Public Housing (PH) FSS participants.</th>
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<tr>
<td>NEW ENROLLMENTS</td>
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<td>10</td>
<td>(8) FSS participants enrolled for Housing Choice Voucher (HCV) and (2) for Public Housing (PH).</td>
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<tr>
<td>CONTRACTS EXPIRED</td>
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<td>4</td>
<td>(3) FSS contracts expired for Housing Choice Voucher (HCV) and (1) for Public Housing (PH).</td>
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<td>DIRECT ASSISTANCE REFERRALS</td>
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<td>Job Referrals/training</td>
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<td></td>
<td></td>
<td>792</td>
<td>Work Source/Job Fairs</td>
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<td></td>
<td></td>
<td>458</td>
<td>Educational/Vocational/Job Training</td>
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<td></td>
<td>137</td>
<td>LACDF Scholarship</td>
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<td></td>
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<td>42</td>
<td>Home Ownership Counseling</td>
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<td>Credit Repair</td>
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<td>Youth Services</td>
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<td></td>
<td>2</td>
<td>Computer Training</td>
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<tr>
<td></td>
<td></td>
<td>0</td>
<td>Other/Utility/Legal referrals</td>
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<tr>
<td>OUTREACH &amp; COMMUNITY EVENT</td>
<td></td>
<td>2</td>
<td>AJCC Rio Hondo Provider meeting</td>
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<td></td>
<td></td>
<td></td>
<td>WCRC Service Provider Meeting</td>
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<tr>
<td>GRADUATIONS</td>
<td></td>
<td>2</td>
<td>(2) Request for Graduation for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).</td>
</tr>
</tbody>
</table>

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.
February 26, 2020

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

Dear Commissioners:

APPROVE AND AWARD A CONSTRUCTION CONTRACT FOR A KITCHEN REHABILITATION PROJECT AT THE HERBERT SENIOR PUBLIC HOUSING DEVELOPMENT (DISTRICT 1)

SUBJECT

This letter recommends approval and award of a Construction Contract (Contract) to Harbor Coating and Restoration to complete the kitchen rehabilitation in 39 dwelling units, including cabinet and countertop installation, flooring replacement, painting, and associated work at the Herbert senior public housing development located at 133 S. Herbert Avenue in unincorporated East Los Angeles (Project).

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that the approval of the Contract and the proposed Project to complete kitchen rehabilitation in 39 dwelling units, including cabinet and countertop installation, flooring replacement, painting, and associated work at the Herbert senior public housing development is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project.

2. Recommend that the Board of Commissioners approve the proposed Project and adopt the plans and specifications that are on file in the
Construction Management Unit of the Los Angeles County Development Authority (LACDA) for construction of the Project.

3. Recommend that the Board of Commissioners find the lowest bidder, Model Builders, Inc. non-responsive for failure to identify a cabinet subcontractor and supplier, as required under the bid documents.

4. Recommend that the Board of Commissioners authorize the Acting Executive Director, or his designee, to award and execute a Contract and all related documents with Harbor Coating and Restoration, the apparent lowest responsive and responsible bidder, for kitchen rehabilitation and associated work at the Herbert senior public housing development in Unincorporated East Los Angeles, following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, in an amount up to $498,364 using Community Development Block Grant (CDBG) funds allocated to the First Supervisorial District by the U.S. Department of Housing and Urban Development (HUD) and included in the LACDA’s approved Fiscal Year 2019-2020 budget.

4. Recommend that the Board of Commissioners authorize the Acting Executive Director or his designee, upon his determination and as necessary and appropriate, to amend the Contract, or to terminate the contractor’s right to proceed with the performance of the Contract or to terminate the Contract for convenience.

5. Recommend that the Board of Commissioners authorize the Acting Executive Director or his designee to approve Contract change orders not to exceed $99,672, which represents 20% of the $498,364 contract amount, for unforeseen project costs, using the same source of funds and included in the LACDA’s approved Fiscal Year 2019-2020 budget.

6. Recommend that the Board of Commissioners determine that the proposed Project is exempt from the application of the County’s Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The approval of the recommended actions will find the proposed Project is exempt from the provisions of CEQA, approve the proposed Project, adopt the plans and specifications, and authorize the Acting Executive Director, or his designee, to award and execute a construction contract with the apparent lowest responsive and responsible bidder for kitchen rehabilitation in 39 dwelling units, including cabinet and countertop installation, flooring replacement, painting, and associated work at the Herbert senior public housing development, and determine that the proposed Project is exempt from the
application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

**FISCAL IMPACT/FINANCING**

There is no impact on the County general fund. The LACDA will fund the improvements with up to $498,364 in CDBG funds allocated to the First Supervisorial District by HUD and included in the LACDA’s approved Fiscal Year 2019-2020 budget.

A 20% contingency, in the amount of $99,672 is being set aside for unforeseen costs using the same source of funds. This contingency is recommended because kitchen rehabilitation, including cabinet and countertop installation, flooring replacement, painting, and associated work often involves unforeseen conditions or damaged wall framing and subfloor that extend further than initially identified in the scope of work.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Herbert senior public housing development consists of 46 units. This kitchen rehabilitation consists of 39 of the 46 units. The remaining seven (7) units are American with Disabilities Act (ADA) units and the LACDA is in the process of hiring an architect to design these units and subsequently rehabilitate them to include kitchen remodels and other ADA items. The scope of work for this Contract includes removal and installation of new kitchen cabinets and solid surface countertops; replacement of ranges, switches and receptacles; replacement of sinks, plumbing and light fixtures; installation of new Vinyl Composition Tile (VCT) and cove base in the kitchens and patching and painting of the kitchens; and associated work.

The improvements are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program, and the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Harbor Coating and Restoration 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 HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance. This proposed Project is exempt from the application of the County’s Local Targeted Worker Hire Policy since it will be funded with federal funds, which prohibits geographic preferences. However, construction project bid specifications require that vendors submit a Business Hiring Survey to match qualified public housing residents with available jobs. Residents that are interested in obtaining employment are encouraged to submit an Economic Opportunities Enrollment Form to the LACDA to identify their past work experience and refer them to job openings. If a potential job match is identified, the vendor’s information is provided to the resident and the resident is encouraged to apply.
The LACDA partners with the Los Angeles County Workforce Development, Aging and Community Services (WDACS) to implement a workforce development program at public housing developments located in the 1st, 2nd, 3rd and 5th Supervisorial Districts. Residents who participate will be provided with employment and supportive services through a network of Los Angeles County America’s Job Centers of California (AJCC). For 4th Supervisorial District residents, workforce development services are provided at the Carmelitos public housing development through Pacific Gateway and at the Harbor Hills public housing development through the South Bay Workforce Investment Board.

The Contract has been approved as to form by County Counsel and executed by the apparent lowest responsive and responsible bidder, Harbor Coating and Restoration. On February 26, 2020 the Housing Advisory Committee recommended approval of the Contract award to Harbor Coating and Restoration.

ENVIRONMENTAL DOCUMENTATION

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a) (3) (ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions.

The proposed Project is categorically exempt from CEQA. The proposed Project, rehabilitation of kitchens, including removal and installation of new kitchen cabinets and solid surface countertops; replacement of ranges, switches and receptacles; replacement of sinks, plumbing and light fixtures; installation of new VCT and cove base in the kitchens and patching and painting of the kitchens; and associated work, is within a class of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 and 15302 of the CEQA Guidelines and Classes 1 and 2 of the County’s Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the proposed Project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records. The proposed Project will not adversely affect natural watercourses, wetlands, environmentally sensitive areas, remove scenic resources, remove rare plants or mature trees. Upon the Board’s approval of the proposed Project, the LACDA will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

On November 7, 2019, the LACDA initiated an outreach to identify a contractor to complete the work at the subject property. Notices were electronically sent to all 595 Class B licensed contractors identified from the LACDA’s vendor list to visit the LACDA’s website and download the solicitation package. Advertisements also appeared on the County WebVen and LACDA websites.
On December 12, 2019, eight (8) bids were received and formally opened. The lowest bidder, Model Builders, Inc., was determined to be non-responsive for failure to identify a cabinet subcontractor and an acceptable cabinet supplier, as required in the bid documents. The second lowest bidder, Harbor Coating and Restoration, was determined to be the lowest responsive and responsible and is being recommended for the Contract award.

The Summary of the Outreach Activities is provided in Attachment A.

**IMPACT ON CURRENT PROJECT**

Approval of the recommended actions will allow for kitchen rehabilitation in 39 dwelling units, including cabinet and countertop installation, flooring replacement, painting, and associated work at the Herbert senior public housing development and allow the LACDA to continue providing residents with modest affordable housing.

Respectfully submitted,

[Signature]

EMILIO SALAS
Acting Executive Director

Enclosures
ATTACHMENT A

Summary of Outreach Activities

On November 7, 2019, the following outreach was initiated to identify a contractor for kitchen rehabilitation at the Herbert senior public housing development located at 133 S. Herbert Avenue, Los Angeles, CA 90063.

A. Advertising

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

B. Distribution of Bid Packages

The LACDA’s vendor list was used to email notices to 595 Class B licensed contractors to visit the LACDA’s website and download the solicitation package. As a result of the outreach, fifty-two bid packages were downloaded from the LACDA website.

C. Pre-Bid Conference and Site Walk

On November 21, 2019, a mandatory pre-bid conference and site walk was conducted. Twenty two contractors were in attendance.

D. Bid Results

On December 12, 2019, a total of eight bids were received and publicly opened. The bid result was as follows:

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<thead>
<tr>
<th>Engineers' Estimate</th>
<th>$700,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Bid Amount</td>
</tr>
<tr>
<td>Model Builders, Inc.</td>
<td>$402,875.92</td>
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<tr>
<td>Harbor Coating and Restoration</td>
<td>$498,363.84</td>
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<tr>
<td>Prats, Inc.</td>
<td>$596,824.80</td>
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<td>Leonida Buildings, Inc.</td>
<td>$649,950.00</td>
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<td>Gibraltar Construction Co., Inc.</td>
<td>$658,700.00</td>
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<td>CTC Design + Build</td>
<td>$689,000.00</td>
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<tr>
<td>Harry H. Joh Construction, Inc.</td>
<td>$690,000.00</td>
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<tr>
<td>DHI Construction, Inc.</td>
<td>$724,842.00</td>
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E. Minority/Female Participation — Selected Contractor

<table>
<thead>
<tr>
<th>Name</th>
<th>Ownership/Certification</th>
<th>Employees</th>
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</thead>
<tbody>
<tr>
<td>Harbor Coating and Restoration</td>
<td>Non-Minority</td>
<td>Total: 6</td>
</tr>
</tbody>
</table>
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 award of the contract is 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: Herbert Kitchen Rehabilitation Project
Location: 133 S. Herbert Avenue, Los Angeles, CA 90063
Bid Number: LACDA 19-130
Bid Date: December 12, 2019
Contractor: Harbor Coating and Restoration
Services: Includes removal and installation of new kitchen cabinets and solid surface countertops; replacement of ranges, switches and receptacles; replacement of sinks, plumbing and light fixtures; installation of new VCT and cove base in the kitchens and patching and painting of the kitchens in 39 dwelling units.

Contract Documents: Instructions to Bidders and General Conditions, Specifications, Bidder's Documents, Representations, Certifications, Bid, Other Statements of Bidder; and all Addenda to the Contract Documents.

Time of Commencement and Completion: The work to be performed under this Contract shall commence within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within One Hundred Fifty (150) calendar days following the required commencement date.

Liquidated Damages: In the event of a breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the LACDA the sum of Five Hundred Dollars and Zero Cents ($500.00) as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

Contract Sum: The LACDA shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of Four Hundred Ninety Eight Thousand Three Hundred Sixty Four Dollars ($498,364). The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: $99,672
HERBERT KITCHEN REHABILITATION PROJECT

Typical View of the Existing Kitchens

Typical Condition of the Cabinets
HERBERT KITCHEN REHABILITATION PROJECT

A Close Up View of the Cabinets

Existing Condition of Vinyl Composition Tile (VCT)
February 26, 2020

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

Dear Commissioners:

APPROVE AND AWARD A CONSTRUCTION CONTRACT FOR A ROOF REPLACEMENT PROJECT AT THE NUEVA MARAVILLA FAMILY PUBLIC HOUSING DEVELOPMENT (DISTRICT 1)

SUBJECT

This letter recommends approval and award of a Construction Contract (Contract) to Allstate Engineering to complete the roof replacement in 66 buildings with a total of 354 dwelling units at the Nueva Maravilla family public housing development located at 4919 E. Cesar E. Chavez Avenue in unincorporated East Los Angeles (Project).

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that the approval of the Contract and the proposed Project to complete roof replacement and associated work at the Nueva Maravilla family public housing development is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project.

2. Recommend that the Board of Commissioners approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Los Angeles County Development Authority (LACDA) for construction of the Project.

3. Recommend that the Board of Commissioners authorize the Acting Executive Director, or his designee, to award and execute a Contract and
all related documents with Allstate Engineering, the apparent lowest responsive and responsible bidder, for roof replacement and associated work at the Nueva Maravilla family public housing development in unincorporated East Los Angeles, following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, for a total contract amount of $3,015,125, comprised of $2,015,125 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and $1,000,000 in net sale proceeds of an LACDA administrative building and included in the LACDA's approved Fiscal Year 2019-2020 budget.

4. Recommend that the Board of Commissioners authorize the Acting Executive Director or his designee, upon his determination and as necessary and appropriate, to amend the Contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience.

5. Recommend that the Board of Commissioners authorize the Acting Executive Director or his designee to approve Contract change orders not to exceed $603,025, which represents 20% of the $3,015,125 contract amount, for unforeseen project costs, using CFP funds and included in the LACDA's approved Fiscal Year 2019-2020 budget.

6. Recommend that the Board of Commissioners determine that the proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The approval of the recommended actions will find the proposed Project is exempt from the provisions of CEQA, approve the proposed Project, adopt the plans and specifications, and authorize the Acting Executive Director, or his designee, to award and execute a construction contract with the apparent lowest responsive and responsible bidder for roof replacement and associated work in 66 buildings with a total of 354 dwelling units at the Nueva Maravilla family public housing development, and determine that the proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The LACDA will fund the improvements with up to $2,015,125 in CFP funds allocated by HUD and $1,000,000 in net sale
proceeds of a LACDA administrative building and included in the LACDA's approved Fiscal Year 2019-2020 budget.

On February 12, 2013, the Board approved a two-year lease and subsequent sale of an LACDA administrative building to KIPP LA, located at 4800 E. Cesar E. Chavez Avenue in unincorporated East Los Angeles and the use of these proceeds for property improvements at the Nueva Maravilla public housing development. This proposed Project will expend the remaining funds from the sale of the LACDA administrative building to KIPP LA.

A 20% contingency, in the amount of $603,025 is being set aside for unforeseen costs using CFP funds. This contingency is recommended because roof replacement and associated work often involves unforeseen conditions or damaged plywood, fascia boards, and structure repairs that extend further than initially identified in the scope of work.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Nueva Maravilla family public housing development consists of 66 buildings with a total of 354 units. The existing roofs are deteriorated, were last replaced in 1996, and have multiple leaks. The scope of work for this Contract includes complete tear-off and replacement of both the flat and shingle mansard portion of the roof; replacement of damaged plywood, fascia, gutter, and down spout; the new flat roof will be coated with elastomeric coating for energy efficiency and protection of new material; and replacement of metal coping as necessary.

The improvements are being federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program, and the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Allstate Engineering 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 HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance. This proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy since it will be funded with federal funds, which prohibits geographic preferences. However, construction project bid specifications require that vendors submit a Business Hiring Survey to match qualified public housing residents with available jobs. Residents that are interested in obtaining employment are encouraged to submit an Economic Opportunities Enrollment Form to the LACDA to identify their past work experience and refer them to job openings. If a potential job match is identified, the vendor's information is provided to the resident and the resident is encouraged to apply.

The LACDA partners with the Los Angeles County Workforce Development, Aging and Community Services (WDACS) to implement a workforce development program at public
housing developments located in the 1st, 2nd, 3rd and 5th Supervisory Districts. Residents who participate will be provided with employment and supportive services through a network of Los Angeles County America's Job Centers of California (AJCC). For 4th Supervisory District residents, workforce development services are provided at the Carmelitos public housing development through Pacific Gateway and at the Harbor Hills public housing development through the South Bay Workforce Investment Board.

The Contract has been approved as to form by County Counsel and executed by the apparent lowest responsive and responsible bidder, Allstate Engineering. On February 26, 2020 the Housing Advisory Committee recommended approval of the Contract award to Allstate Engineering.

ENVIRONMENTAL DOCUMENTATION

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a) (3) (ii), this proposed Project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions.

The proposed Project is categorically exempt from CEQA. The proposed Project, complete tear-off and replacement of both the flat and shingle mansard portion of the roof; replacement of damaged plywood, fascia, gutter, and down spout; the new flat roof will be coated with elastomeric coating for energy efficiency and protection of new material; replacement of metal coping as necessary; and associated work, is within a class of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 and 15302 of the CEQA Guidelines and Classes 1 and 2 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the proposed Project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records. The proposed Project will not adversely affect natural watercourses, wetlands, environmentally sensitive areas, remove scenic resources, remove rare plants or mature trees. Upon the Board's approval of the proposed Project, the LACDA will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

On September 24, 2019, the LACDA initiated an outreach to identify a contractor to complete the work at the subject property. Notices were electronically sent to all 858 Class B and C39 licensed contractors identified from the LACDA's vendor list to visit the LACDA's website and download the solicitation package. Advertisements also appeared on the County WebVen and LACDA websites.

On October 31, 2019, four bids were received and formally opened. The lowest bidder, Allstate Engineering, was determined to be the apparent lowest responsive and
responsible and is being recommended for the Contract award.

The Summary of the Outreach Activities is provided in Attachment A.

IMPACT ON CURRENT PROJECT

Approval of the recommended actions will allow for roof replacement in 66 buildings with a total of 354 dwelling units and associated work at the Nueva Maravilla family public housing development and allow the LACDA to continue providing residents with modest affordable housing.

Respectfully submitted,

EMILIO SALAS
Acting Executive Director

Enclosures
ATTACHMENT A

Summary of Outreach Activities

On September 24, 2019, the following outreach was initiated to identify a contractor for roof replacement at the Nueva Maravilla family public housing development located at 4919 E. Cesar E. Chavez Avenue, Los Angeles, CA 90022.

A. Advertising

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

B. Distribution of Bid Packages

The LACDA’s vendor list was used to email notices to 858 Class B and C39 licensed contractors to visit the LACDA’s website and download the solicitation package. As a result of the outreach, forty-nine bid packages were downloaded from the LACDA website.

C. Pre-Bid Conference and Site Walk

On October 9, 2019, a mandatory pre-bid conference and site walk was conducted. Sixteen contractors were in attendance.

D. Bid Results

On October 31, 2019, a total of four bids were received and publicly opened. The bid result was as follows:

<table>
<thead>
<tr>
<th>Engineers’ Estimate</th>
<th>$2,500,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Bid Amount</td>
</tr>
<tr>
<td>Allstate Engineering</td>
<td>$3,015,125.00</td>
</tr>
<tr>
<td>Commercial Waterproofing System</td>
<td>$3,473,745.00</td>
</tr>
<tr>
<td>Best Contracting Services</td>
<td>$4,386,532.00</td>
</tr>
<tr>
<td>Western States Inc.</td>
<td>$4,502,569.00</td>
</tr>
</tbody>
</table>

E. Minority/Female Participation – Selected Contractor

<table>
<thead>
<tr>
<th>Name</th>
<th>Ownership/Certification</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allstate Engineering</td>
<td>Minority</td>
<td>Total: 20</td>
</tr>
<tr>
<td></td>
<td>No county certification</td>
<td></td>
</tr>
</tbody>
</table>

F. Minority/Female Participation – Contractors Not Selected
<table>
<thead>
<tr>
<th>Name</th>
<th>Ownership/Certification</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Waterproofing System</td>
<td>Minority No county certification</td>
<td>Total: Did not Provide</td>
</tr>
<tr>
<td>Best Contracting Services</td>
<td>Non-Minority No county certification</td>
<td>Total: 547</td>
</tr>
<tr>
<td>Western States inc.</td>
<td>Did not provide No county certification</td>
<td>Total: Did not Provide</td>
</tr>
</tbody>
</table>

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 award of the contract is 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: Nueva Maravilla Roof Replacement Project
Location: 4919 E. Cesar E. Chavez Avenue, Los Angeles, CA 90022
Bid Number: LACDA 19-094
Bid Date: September 24, 2019
Contractor: Allstate Engineering
Services: Includes complete tear off and replacement of both flat and shingle mansard portion of roof at all 66 family buildings; replacement of damaged plywood, fascia, gutter, and down spout; the new flat roof will be coated with elastomeric coating; and replacement of metal coping as necessary.

Contract Documents: Instructions to Bidders and General Conditions, Specifications, Bidder's Documents, Representations, Certifications, Bid, Other Statements of Bidder; and all Addenda to the Contract Documents.

Time of Commencement and Completion: The work to be performed under this Contract shall commence within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within Four Hundred Twenty Five (425) calendar days following the required commencement date.

Liquidated Damages: In the event of a breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the LACDA the sum of Five Hundred Dollars and Zero Cents ($500.00) as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

Contract Sum: The LACDA shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of Three Million Fifteen Thousand One Hundred Twenty-Five Dollars ($3,015,125). The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: $603,025
Typical Exterior View of the Buildings

Work Include Flat and Shingle Portion of the Roof
Typical View of the Existing Roof Condition

Close Up View Multiple Patches
NUEVA MARAVILLA ROOF REPLACEMENT PROJECT

Visible Cracks and Chipped Paint

Rotted Fascia Board
February 26, 2020

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

Dear Commissioners:

APPROVE AND AWARD A CONSTRUCTION CONTRACT FOR A ROOFING PROJECT AT THE SOUTH BAY GARDENS SENIOR PUBLIC HOUSING DEVELOPMENT (DISTRICT 2)

SUBJECT

This letter recommends approval and award of a Construction Contract (Contract) to Commercial Waterproofing Systems, Inc. dba ERC Roofing and Waterproofing to complete the roof replacement at the South Bay Gardens senior public housing development, which has one building and a total of 100 dwelling units located at 230 E. 130th Street in unincorporated Los Angeles (Project).

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that the approval of the Contract and the proposed Project to complete roof replacement and associated work at the South Bay Gardens senior public housing development is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project.

2. Recommend that the Board of Commissioners approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Los Angeles County Development Authority (LACDA) for construction of the Project.
3. Recommend that the Board of Commissioners authorize the Acting Executive Director, or his designee, to award and execute a Contract and all related documents with Commercial Waterproofing Systems, Inc. dba ERC Roofing and Waterproofing, the apparent lowest responsive and responsible bidder, for roof replacement and associated work at the South Bay Gardens senior public housing development in unincorporated Los Angeles, following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, for a total contract amount of $477,680, comprised of $200,000 in Community Development Block Grant (CDBG) funds allocated to the Second Supervisorial District by the U.S. Department of Housing and Urban Development (HUD) and $277,680 in Capital Fund Program (CFP) funds and included in the LACDA's approved Fiscal Year 2019-2020 budget.

4. Recommend that the Board of Commissioners authorize the Acting Executive Director or his designee, upon his determination and as necessary and appropriate, to amend the Contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience.

5. Recommend that the Board of Commissioners authorize the Acting Executive Director or his designee to approve Contract change orders not to exceed $95,536, which represents 20% of the $477,680 contract amount, for unforeseen project costs, using CFP funds and included in the LACDA's approved Fiscal Year 2019-2020 budget.

6. Recommend that the Board of Commissioners determine that the proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The approval of the recommended actions will find the proposed Project is exempt from the provisions of CEQA, approve the proposed Project, adopt the plans and specifications, and authorize the Acting Executive Director, or his designee, to award and execute a construction contract with the apparent lowest responsive and responsible bidder for roof replacement and associated work at the South Bay Gardens senior public housing development which has one building and a total of 100 dwelling units and determine that the proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.
FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The LACDA will fund the improvements with up to $200,000 in CDBG funds allocated to the Second Supervisorial District by HUD and $277,680 in CFP funds and included in the LACDA's approved Fiscal Year 2019-2020 budget.

A 20% contingency, in the amount of $95,536 is being set aside for unforeseen costs using CFP funds. This contingency is recommended because roof replacement and associated work often involves unforeseen conditions or damaged plywood, fascia boards, and structure repairs that extend further than initially identified in the scope of work.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The South Bay Gardens senior public housing development consists of one three story building with a total of 100 units. The existing roof is deteriorated, was last replaced in 1998, and has multiple leaks. The scope of work for this Contract includes complete tear-off and replacement of both the flat and shingle mansard portion of the roof; replacement of damaged plywood, fascia, gutter, and down spout; the new flat roof will be coated with elastomeric coating for energy efficiency and protection of new material; and replacement of metal coping as necessary. Additionally, the scope of work includes repair and replacement of damaged wood in the carports and installation of a new GAF GAFGLAS roofing material, a strong glass fiber mat coated with quality asphalt.

The improvements are being federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program, and the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Commercial Waterproofing Systems, Inc. dba ERC Roofing and Waterproofing 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 HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance. This proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy since it will be funded with federal funds, which prohibits geographic preferences. However, construction project bid specifications require that vendors submit a Business Hiring Survey to match qualified public housing residents with available jobs. Residents that are interested in obtaining employment are encouraged to submit an Economic Opportunities Enrollment Form to the LACDA to identify their past work experience and refer them to job openings. If a potential job match is identified, the vendor's information is provided to the resident and the resident is encouraged to apply.

The LACDA partners with the Los Angeles County Workforce Development, Aging and Community Services (WDACS) to implement a workforce development program at public housing developments located in the 1st, 2nd, 3rd and 5th Supervisorial Districts. Residents
who participate will be provided with employment and supportive services through a network of Los Angeles County America's Job Centers of California (AJCC). For 4th Supervisorial District residents, workforce development services are provided at the Carmelitos public housing development through Pacific Gateway and at the Harbor Hills public housing development through the South Bay Workforce Investment Board.

The Contract has been approved as to form by County Counsel and executed by the apparent lowest responsive and responsible bidder, Commercial Waterproofing Systems, Inc. dba ERC Roofing and Waterproofing. On February 26, 2020 the Housing Advisory Committee recommended approval of the Contract award to Commercial Waterproofing Systems, Inc. dba ERC Roofing and Waterproofing.

ENVIRONMENTAL DOCUMENTATION

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a) (3) (ii), this proposed Project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions.

The proposed Project is categorically exempt from CEQA. The proposed Project, complete tear-off and replacement of both the flat and shingle mansard portion of the roof; replacement of damaged plywood, fascia, gutter, and down spout; the new flat roof will be coated with elastomeric coating for energy efficiency and protection of new material; replacement of metal coping as necessary; repair and replacement of damaged wood in the carports and installation of a new GAF GAFGLAS roofing material; and associated work, is within a class of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 and 15302 of the CEQA Guidelines and Classes 1 and 2 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the proposed Project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records. The proposed Project will not adversely affect natural watercourses, wetlands, environmentally sensitive areas, remove scenic resources, remove rare plants or mature trees. Upon the Board's approval of the proposed Project, the LACDA will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

CONTRACTING PROCESS

On September 24, 2019, the LACDA initiated an outreach to identify a contractor to complete the work at the subject property. Notices were electronically sent to all 870 Class B and C39 licensed contractors identified from the LACDA's vendor list to visit the LACDA's website and download the solicitation package. Advertisements also appeared on the County WebVen and LACDA websites.

On December 30, 2019, three bids were received and formally opened. The lowest
bidder, Commercial Waterproofing Systems, Inc. dba ERC Roofing and Waterproofing, was determined to be the apparent lowest responsive and responsible and is being recommended for the Contract award.

The Summary of the Outreach Activities is provided in Attachment A.

**IMPACT ON CURRENT PROJECT**

Approval of the recommended actions will allow for roof replacement and associated work in one three story building with a total of 100 dwelling units and associated work at the South Bay Gardens senior public housing development and allow the LACDA to continue providing residents with modest affordable housing.

Respectfully submitted,

EMILIO SALAS
Acting Executive Director

Enclosures
ATTACHMENT A
Summary of Outreach Activities

On September 24, 2019, the following outreach was initiated to identify a contractor for roof replacement at the South Bay Gardens senior public housing development located at 230 E. 130th Street, Los Angeles, CA 90061.

A. Advertising

An announcement was posted on the County WebVen and LACDA websites

B. Distribution of Bid Packages

The LACDA’s vendor list was used to email notices to 870 Class B and C39 licensed contractors to visit the LACDA’s website and download the solicitation package. As a result of the outreach, thirty-seven bid packages were downloaded from the LACDA website.

C. Pre-Bid Conference and Site Walk

On December 2, 2019, a mandatory pre-bid conference and site walk was conducted. Eight contractors were in attendance.

D. Bid Results

On December 30, 2019, a total of three bids were received and publicly opened. The bid result was as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Waterproofing</td>
<td>$650,000.00</td>
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<tr>
<td>Systems, Inc. dba ERC Roofing</td>
<td></td>
</tr>
<tr>
<td>and Waterproofing</td>
<td></td>
</tr>
<tr>
<td>Best Contracting Services Inc.</td>
<td>$488,100.00</td>
</tr>
<tr>
<td>Letner Roofing Co.</td>
<td>$1,791,633.00</td>
</tr>
</tbody>
</table>

E. Minority/Female Participation – Selected Contractor

<table>
<thead>
<tr>
<th>Name</th>
<th>Ownership/Certification</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Waterproofing</td>
<td>Non-Minority</td>
<td>Total: 30</td>
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<tr>
<td>Systems, Inc. dba ERC Roofing</td>
<td>No county certification</td>
<td></td>
</tr>
<tr>
<td>and Waterproofing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
F. Minority/Female Participation — Contractors Not Selected

<table>
<thead>
<tr>
<th>Name</th>
<th>Ownership/Certification</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Best Contracting Services</td>
<td>Non-Minority</td>
<td>Total: 547</td>
</tr>
<tr>
<td></td>
<td>No county certification</td>
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</tr>
<tr>
<td>Letner Roofing Co.</td>
<td>Non-Minority</td>
<td>Total: 350</td>
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<td></td>
<td>No county certification</td>
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</tr>
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</table>

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 award of the contract is 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: South Bay Gardens Roof Replacement Project
Location: 230 E. 130th Street, Los Angeles, CA 90061
Bid Number: LACDA 19-116
Bid Date: December 30, 2019
Contractor: Commercial Waterproofing Systems, Inc. dba ERC Roofing & Waterproofing

Services: The scope of work for this Contract includes complete tear-off and replacement of both the flat and shingle mansard portion of the roof; replacement of damaged plywood, fascia, gutter, and down spout; the new flat roof will be coated with elastomeric coating for energy efficiency and protection of new material; replacement of metal coping as necessary; repair and replacement of damaged wood in the carports and installation of a new GAF GAFGLAS roofing material; and associated work.

Contract Documents: Instructions to Bidders and General Conditions, Specifications, Bidder's Documents, Representations, Certifications, Bid, Other Statements of Bidder; and all Addenda to the Contract Documents.

Time of Commencement and Completion: The work to be performed under this Contract shall commence within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within Ninety (90) calendar days following the required commencement date.

Liquidated Damages: In the event of a breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the LACDA the sum of Five Hundred Dollars and Zero Cents ($500.00) as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

Contract Sum: The LACDA shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of Four Hundred Seventy-Seven Thousand Six Hundred Eighty Dollars ($477,680.00). The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: $95,536
SOUTH BAY GARDENS ROOFING PROJECT

Exterior View of the Project Site

Upper Roof - replace existing roof with new asphalt shingle and new roof accessories
Power wash, reslope existing roof surface to eliminate ponding areas before receiving new elastomeric coating on the 2 north facing roof platforms. Remove existing and install new torch down system on 1 west facing roof platform.
SOUTH BAY GARDENS ROOFING PROJECT

Carport Roofs - replace damaged wood members and existing roof with new built up roof system

existing condition of the carport
February 26, 2020

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

Dear Commissioners:

APPROVE AND AWARD A CONSTRUCTION CONTRACT FOR A SLIDING GLASS DOOR AND WINDOW REPLACEMENT PROJECT AT THE SOUTH BAY GARDENS SENIOR PUBLIC HOUSING DEVELOPMENT (DISTRICT 2)

SUBJECT

This letter recommends approval and award of a Construction Contract (Contract) to Harry H Joh Construction, Inc. to complete sliding glass door and window replacement in 100 dwelling units and common areas at the South Bay Gardens senior public housing development located at 230 E. 130th Street in unincorporated Los Angeles (Project).

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that the approval of the Contract and the proposed Project to complete sliding glass door and window replacement and associated work in 100 dwelling units and common areas at the South Bay Gardens senior public housing development is exempt from the provisions of the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the Project.

2. Recommend that the Board of Commissioners approve the proposed Project and adopt the plans and specifications that are on file in the Construction Management Unit of the Los Angeles County Development Authority (LACDA) for construction of the Project.
3. Recommend that the Board of Commissioners authorize the Acting Executive Director, or his designee, to award and execute a Contract and all related documents with Harry H Joh Construction, Inc., the apparent lowest responsive and responsible bidder, for window and sliding glass door replacement and associated work at the South Bay Gardens senior public housing development in unincorporated Los Angeles, following receipt of the acceptable Faithful Performance and Labor and Material Bonds and insurance filed by the Contractor, for a total contract amount of $302,098 in Community Development Block Grant (CDBG) funds allocated to the Second Supervisorial District by HUD and included in the LACDA's Fiscal Year 2019-2020 budget.

4. Recommend that the Board of Commissioners authorize the Acting Executive Director or his designee, upon his determination and as necessary and appropriate, to amend the Contract, or to terminate the contractor's right to proceed with the performance of the Contract or to terminate the Contract for convenience.

5. Recommend that the Board of Commissioners authorize the Acting Executive Director or his designee to approve Contract change orders not to exceed $60,419, which represents 20% of the $302,098 contract amount, for unforeseen project costs, using the same source of funds and included in the LACDA's approved Fiscal Year 2019-2020 budget.

6. Recommend that the Board of Commissioners determine that the proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The approval of the recommended actions will find the proposed Project is exempt from the provisions of CEQA, approve the proposed Project, adopt the plans and specifications, and authorize the Acting Executive Director, or his designee, to award and execute a construction contract with the apparent lowest responsive and responsible bidder for sliding glass door and window replacement and associated work in 100 dwelling units and common areas at the South Bay Gardens senior public housing development, and determine that the proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy because it is wholly funded with Federal funds, which prohibit geographic preferences.
FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The LACDA will fund the improvements with up to $302,098 in CDBG funds allocated to the Second Supervisorial District by HUD and included in the LACDA's approved Fiscal Year 2019-2020 budget.

A 20% contingency, in the amount of $60,419 is being set aside for unforeseen costs using the same source of funds. This contingency is recommended because sliding glass door and window replacement and associated work often involves unforeseen conditions or damaged window framing, headers, plywood, fascia boards, and structure repairs that extend further than initially identified in the scope of work.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The sliding glass door and window replacement will be completed in all 100 dwelling units and common areas at the South Bay Gardens senior public housing development. The scope of work for this Contract includes removal of existing windows and replacement with new energy efficient windows including necessary caulking and painting, and associated work. Additionally, the scope of work also includes replacement of existing sliding glass doors and necessary water proofing and painting of the outside decks adjacent to sliding glass doors.

The improvements are being federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program, and the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Harry H Joh Construction, Inc. 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 HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance. This proposed Project is exempt from the application of the County's Local Targeted Worker Hire Policy since it will be funded with federal funds, which prohibits geographic preferences. However, construction Project bid specifications require that vendors submit a Business Hiring Survey to match qualified public housing residents with available jobs. Residents that are interested in obtaining employment are encouraged to submit an Economic Opportunities Enrollment Form to the LACDA to identify their past work experience and refer them to job openings. If a potential job match is identified, the vendor's information is provided to the resident and the resident is encouraged to apply.

The LACDA partners with the Los Angeles County Workforce Development, Aging and Community Services (WDACS) to implement a workforce development program at public housing developments located in the 1st, 2nd, 3rd and 5th Supervisorial Districts. Residents who participate will be provided with employment and supportive services through a network of Los Angeles County America's Job Centers of California (AJCC). For 4th Supervisorial District residents, workforce development services are provided at the
Carmelitos public housing development through Pacific Gateway and at the Harbor Hills public housing development through the South Bay Workforce Investment Board.

The Contract has been approved as to form by County Counsel and executed by the apparent lowest responsive and responsible bidder, Harry H Joh Construction, Inc. On February 26, 2020 the Housing Advisory Committee recommended approval of the Contract award to Harry H Joh Construction, Inc.

**ENVIRONMENTAL DOCUMENTATION**

Pursuant to 24 Code of Federal Regulation, Part 58, Section 58.35 (a) (3) (ii), this project is excluded from the National Environmental Policy Act (NEPA), because it involves activities that will not alter existing environmental conditions.

The proposed Project is categorically exempt from CEQA. The proposed Project, removal of existing windows and replacement with new energy efficient windows including necessary caulking and painting, and associated work; replacement of existing sliding glass doors and necessary water proofing and painting of the outside decks adjacent to sliding glass doors and associated work, is within a class of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 and 15302 of the CEQA Guidelines and Classes 1 and 2 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the proposed Project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records. The proposed Project will not adversely affect natural watercourses, wetlands, environmentally sensitive areas, remove scenic resources, remove rare plants or mature trees. Upon the Board's approval of the proposed Project, the LACDA will file a Notice of Exemption with the County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

**CONTRACTING PROCESS**

On December 10, 2019, the LACDA initiated an outreach to identify a contractor to complete the work at the subject property. Notices were electronically sent to all 395 Class B licensed contractors identified from the LACDA’s vendor list to visit the LACDA’s website and download the solicitation package. Advertisements also appeared on the County WebVen and LACDA websites.

On December 31, 2019, four (4) bids were received and formally opened. The lowest bidder, Harry H Joh Construction, Inc., was determined to be the apparent lowest responsive and responsible and is being recommended for the Contract award.

The Summary of the Outreach Activities is provided in Attachment A.
IMPACT ON CURRENT PROJECT

Approval of the recommended actions will allow for sliding glass door and window replacement in a total of 100 dwelling units and common areas and associated work at the South Bay Gardens senior public housing development and allow the LACDA to continue providing residents with modest affordable housing.

Respectfully submitted,

EMILIO SALAS
Acting Executive Director

Enclosures
On December 10, 2019, the following outreach was initiated to identify a contractor for sliding glass door and window replacement at the South Bay Gardens senior public housing development located at 230 E. 130th Street, Los Angeles, CA 90061.

A. Advertising

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

B. Distribution of Bid Packages

The LACDA’s vendor list was used to email notices to 395 Class B licensed contractors to visit the LACDA’s website and download the solicitation package. As a result of the outreach, thirty-eight bid packages were downloaded from the LACDA website.

C. Pre-Bid Conference and Site Walk

On December 17, 2019, a mandatory pre-bid conference and site walk was conducted. Fifteen contractors were in attendance.

D. Bid Results

On December 31, 2019, a total of 4 bids were received and publicly opened. The bid result was as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harry H Joh Construction, Inc.</td>
<td>$302,098.00</td>
</tr>
<tr>
<td>California Custom Builders</td>
<td>$315,000.00</td>
</tr>
<tr>
<td>Final Touch Construction &amp; Design Inc.</td>
<td>$488,000.00</td>
</tr>
<tr>
<td>Devonshire Homes, Inc.</td>
<td>$746,307.36</td>
</tr>
</tbody>
</table>

E. Minority/Female Participation – Selected Contractor

<table>
<thead>
<tr>
<th>Name Ownership/Certification</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harry H Joh Construction, Inc. Minority</td>
<td>Total: 38</td>
</tr>
</tbody>
</table>

F. Minority/Female Participation – Contractors Not Selected
<table>
<thead>
<tr>
<th>Name</th>
<th>Ownership/Certification</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>California Custom Builders</td>
<td>Minority</td>
<td>Total: Did not Provide</td>
</tr>
<tr>
<td>Final Touch Construction &amp; Design Inc.</td>
<td>Minority</td>
<td>Total: 15</td>
</tr>
<tr>
<td>Devonshire Homes, Inc.</td>
<td>Did not provide</td>
<td>Total: Did not Provide</td>
</tr>
</tbody>
</table>

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 award of the contract is 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: South Bay Gardens Sliding Glass Door and Window Replacement Project
Location: 230 E. 130th Street, Los Angeles, CA 90061
Bid Number: LACDA 19-139
Bid Date: December 31, 2019
Contractor: Harry H Joh Construction, Inc.
Services: Includes replacement of sliding glass doors and windows in all 100 dwelling units and common areas, including necessary caulking and painting, water proofing, and associated work

Contract Documents: Instructions to Bidders and General Conditions, Specifications, Bidder's Documents, Representations, Certifications, Bid, Other Statements of Bidder; and all Addenda to the Contract Documents.

Time of Commencement and Completion: The work to be performed under this Contract shall commence within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within One Hundred Twenty (120) calendar days following the required commencement date.

Liquidated Damages: In the event of a breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the LACDA the sum of Five Hundred Dollars and Zero Cents ($500.00) as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

Contract Sum: The LACDA shall pay the Contractor for the performance of the Construction Contract subject to additions and deductions by Change Order(s) as provided in the Contract Documents, in current funds, the sum of Three Hundred and Two Thousand and Ninety-Eight Dollars ($302,098). The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: $60,419
Exterior View of the Project Site

Exterior side view of the project site
Exterior view of window

Exterior view of sliding glass door
SOUTH BAY GARDENS WINDOW REPLACEMENT PROJECT

Interior view of window

Exterior view of sliding glass door
February 26, 2020

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

Dear Commissioners:

APPROVE AND AWARD AN ARCHITECTURAL AND ENGINEERING SERVICES CONTRACT FOR VARIOUS LOS ANGELES COUNTY DEVELOPMENT AUTHORITY PROJECTS (DISTRICTS 1, 2, 4, AND 5)

SUBJECT

This letter recommends approval and award of an Architectural and Engineering Services Contract (Contract) to Carde Ten Architects to provide design and other related services for various Los Angeles County Development Authority (LACDA) public and affordable housing rehabilitations projects in unincorporated Los Angeles.

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 letter and the record.

2. Recommend that the Board of Commissioners authorize the Acting Executive Director, or his designee, to award and execute a Contract and related documents with Carde Ten Architects to provide design and other related services for various LACDA public and affordable housing rehabilitation projects, for a not-to-exceed contract amount of $1,296,180 in various LACDA funds and included in the LACDA's approved Fiscal Year 2019-2020 budget.
3. Recommend that the Board of Commissioners authorize the Acting Executive Director, or his designee, upon his determination and as necessary and appropriate under the terms of the Contract, to amend or to terminate the Contract for convenience.

4. Recommend that the Board of Commissioners authorize the Acting Executive Director, or his designee, to increase the Contract amount, if necessary, by up to $129,618, which represents 10% of the $1,296,180 contract amount, for unforeseen services associated with the Contract, using the same source of funds and included in the LACDA's approved Fiscal Year 2019-2020 budget.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The approval of the recommended actions will find that the architectural and engineering services proposed under this Contract are exempt from the provisions of CEQA, approve the proposed Contract, and authorize the Acting Executive Director, or his designee, to award and execute an Architectural and Engineering Services Contract to the most qualified firm to provide design and other related services for various LACDA public and affordable housing rehabilitation projects.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The LACDA will fund the Contract with Carde Ten Architects for various LACDA public and affordable housing rehabilitation projects with up to $1,296,180 comprised of $195,000, $547,000, and $81,000 in Community Development Block Grant (CDBG) funds allocated respectively to the First, Second, and Fourth Supervisorial Districts by the U.S. Department of Housing and Urban Development (HUD), $387,180 in Capital Fund Program (CFP) funds allocated by HUD, and $86,000 in rental revenue and housing assistance payments from the Lancaster Homes senior multifamily housing development and included in the LACDA's approved Fiscal Year 2019-2020 budget.

A 10% contingency, in the amount of $129,618, is requested for any unforeseen services associated with the Contract, using the same source of funds.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The various LACDA projects, which require architectural and engineering services, consist of public and affordable housing rehabilitation projects including the Herbert Americans with Disabilities Act (ADA) Kitchen and Bathroom Rehabilitation and Site Improvements; Generator Installations at Whittier Manor and Lancaster Homes; South Bay Gardens Generator and Lighting Installation; South Scattered Sites ADA Upgrades; Francisquito Villa Kitchen Rehabilitation; and 107th Street Site Upgrades. Upgrades include, but are not limited to kitchen rehabilitations for non-ADA and ADA units;
bathroom rehabilitation for ADA units; review of electrical load assessment reports, recommendations for installation of new and/or replacement of existing emergency back-up generators, generator pads, and emergency lighting; accessibility upgrades for exterior improvements such as parking, signage, path of travel, ramps, handrails, curbs, gate access; interior improvements in common areas such as public restrooms, offices, elevators, hallways/entries, lobby, mailboxes, and all associated work.

The attached Contract provides for design services through construction document preparation, plan check submissions and corrections, and assistance during the bidding and construction administration phases.

This Contract is being federally funded, and will not be subject to the requirements of the Greater Avenues for Independence (GAIN) Program, and the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Should Carde Ten Architects require additional or replacement personnel during the term of the Contract, it will give consideration for any such employment openings to 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 HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance around the project area.

The Contract has been approved as to form by County Counsel and executed by the most qualified firm, Carde Ten Architects. On February 26, 2020, the Housing Advisory Committee recommended approval of the Contract award to Carde Ten Architects.

ENVIRONMENTAL DOCUMENTATION

The recommended actions are either not subject to CEQA because they are activities that are excluded from the definition of a project by section 21065 of the Public Resources Code and section 15378(b) of the State CEQA Guidelines ("Guidelines"), or in the alternative, are exempt pursuant to Class 15061(b)(3) of the Guidelines because it can be seen with certainty that the actions will not have a significant adverse impact on the environment. The proposed action to award an Architectural and Engineering Services contract is an administrative activity of government that does not involve any commitment to a specific project that may result in a potentially significant physical change to the environment as any recommendations or subsequent work based on the proposed activities will require additional discretionary approvals.

Accordingly, the LACDA will return to the Board for approval of the appropriate environmental findings and any applicable documentation pursuant to CEQA prior to implementation of any activity that would constitute a Project under CEQA.

Upon the Board’s approval of the recommended actions, the LACDA will file a Notice of Exemption with the County Clerk in accordance with section 15062 of the State CEQA Guidelines.
CONTRACTING PROCESS

On August 15, 2017, the LACDA initiated a Request for Statement of Qualifications (RFSQ) process to procure the most qualified architectural and engineering firms for various LACDA public and affordable housing rehabilitation projects. Notices of the RFSQ were electronically sent to 655 architectural and engineering firms identified from the LACDA’s vendor list. Advertisements also appeared on the County WebVen and LACDA websites. As a result, the RFSQ was downloaded from the LACDA website by 288 firms.

On September 26, 2017, 20 firms submitted proposals in response to the RFSQ. Immediately following the submittal deadline, a selection panel of LACDA staff began independent evaluations of the RFSQ proposals. The evaluation was based on experience and personnel qualifications, without regard to price. The panel performed its threshold review, and 13 firms passed basic threshold requirements to establish a shortlist of qualified architectural and engineering firms to provide services for various types of projects including, but not limited to; (1) libraries, public buildings, and commercial façade improvements; (2) multi-family residential developments, and housing rehabilitation; (3) landscape, park, community gardens, and streetscape. The panel agreed on scores for recommendations for a shortlist of consultants for each of the three project types. The shortlist was reviewed and approved by the Executive Director on February 5, 2018.

Five (5) firms were placed on the shortlist for multi-housing and residential development type projects. On April 29, 2019, the 5 firms from this particular shortlist were selected based upon criteria established for projects similar in scale and scope to the various projects under the proposed Contract and were invited to interview for the purpose of identifying the most qualified firm. Carde Ten Architects was determined to be the most qualified firm and was invited to submit a fee proposal for the contract and enter into negotiations with the LACDA. This resulted in a total negotiated not-to-exceed fee of $1,296,180 for the proposed contract, which the LACDA has determined is fair and reasonable.

The Summary of Outreach Activities is provided as Attachment A.
IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will allow for design and other related services for various LACDA public and affordable housing rehabilitation projects and allow the LACDA to continue providing residents with modest affordable housing.

Respectfully submitted,

EMILIO SALAS
Acting Executive Director

Enclosures
ATTACHMENT A

Summary of Outreach Activities

On August 15, 2017, the following Request for Statements of Qualifications (RFSQ) was initiated to procure the most qualified architecture and engineering firms for various LACDA public and affordable housing rehabilitation projects.

A. Advertising

An announcement of the RFSQ was posted on the LACDA website and the County WebVen.

B. Distribution of RFSQs

The LACDA’s vendor list was used to email notification of the RFSQ to 655 architectural and engineering firms, of which 211 identified themselves as businesses owned by minorities or women (private firms which are 51% owned by minorities or women, or publicly-owned businesses in which 51% of the stock is owned by minorities or women). As a result of the outreach, 288 RFSQs were requested and downloaded from the LACDA website.

C. Pre-submittal Conference

On August 28, 2017, a total of 59 firms attended a mandatory pre-submittal conference to address questions about the RFSQ, submittal requirements, and scope of various projects.

D. RFSQs Proposals

On September 26, 2017, a total of 20 firms submitted proposals in response to the RFSQ, of which seven (7) identified themselves as female or minority-owned.

E. Review of RFSQs

From October 3, 2017 to December 20, 2017, a review panel consisting of LACDA staff reviewed the RFSQs and ranked each firm independently. The panel performed its threshold review, and 20 firms passed basic threshold requirements to establish a shortlist of qualified architectural and engineering firms to provide services for various types of projects including, but not limited to; (1) libraries, public buildings, and commercial façade improvements; (2) multi-family residential developments and housing rehabilitation; (3) landscape, park, community gardens, and streetscape. The panel scored RFSQs for recommendations for a shortlist of consultants for each of the three (3) project types. The shortlist was reviewed and approved by the Executive Director on February 5, 2018.
5 firms were placed on the shortlist for type 2: multi-family residential developments and housing rehabilitation projects. On April 29, 2019, 5 firms from this particular shortlist were invited to an interview for the purpose of identifying the most qualified firm for the project. A written response to the invitation was requested by May 3, 2019. Carde Ten Architects was determined to be the most qualified firm and was invited to submit a fee proposal and enter into negotiations with the LACDA. This resulted in a total negotiated fee for project delivery of $1,296,180, which the LACDA has determined is fair and reasonable.

F. Minority/Female Participation – Selected Firm

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<thead>
<tr>
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<th>Employees</th>
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</thead>
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<tr>
<td>Carde Ten Architects</td>
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<tr>
<td></td>
<td>No County Certification</td>
<td>7 minorities</td>
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<tr>
<td></td>
<td></td>
<td>3 women</td>
</tr>
<tr>
<td></td>
<td></td>
<td>88% minority</td>
</tr>
<tr>
<td></td>
<td></td>
<td>38% women</td>
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G. Minority/Female Participation – Firms Not Selected

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<td>Local Small Business Enterprise</td>
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<td></td>
<td></td>
<td>0 women</td>
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<tr>
<td></td>
<td></td>
<td>100% minority</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>AHBE Landscape Architects</td>
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<td>9 minorities</td>
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<td></td>
<td></td>
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</tr>
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<td></td>
<td></td>
<td>60% minority</td>
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<td></td>
<td></td>
<td>60% women</td>
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<tr>
<td>Kaplan Chen Kaplan</td>
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<td>Local Small Business Enterprise</td>
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<td></td>
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<td></td>
<td></td>
<td>60% minority</td>
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<td></td>
<td></td>
<td>60% women</td>
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<td>Katherine Spitz Associates, Inc.</td>
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<td>6 minorities</td>
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<td></td>
<td>5 women</td>
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<td></td>
<td></td>
<td>60% minority</td>
</tr>
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<td></td>
<td></td>
<td>50% women</td>
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<tr>
<td>Company</td>
<td>Type</td>
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<td>------------------------------</td>
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<tr>
<td>RA-DA Design &amp; Architecture</td>
<td>Minority/Female</td>
<td>10</td>
</tr>
<tr>
<td>Kevin Daly Architects</td>
<td>Minority/Female</td>
<td>10</td>
</tr>
<tr>
<td>Lewis/Shoeplein Architects</td>
<td>Minority/Female</td>
<td>10</td>
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<tr>
<td>IDS Group, Inc.</td>
<td>Non-Minority</td>
<td>65</td>
</tr>
<tr>
<td>PBWS Architects</td>
<td>Non-Minority</td>
<td>65</td>
</tr>
<tr>
<td>Gonzalez Goodale Architects</td>
<td>Non-Minority</td>
<td>20</td>
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<tr>
<td>FSY Architects, Inc.</td>
<td>Non-Minority</td>
<td>20</td>
</tr>
<tr>
<td>Birba Group Architects</td>
<td>Minority</td>
<td>12</td>
</tr>
<tr>
<td>Company</td>
<td>Minority Status</td>
<td>Total</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-----------------</td>
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<tr>
<td>Rios Clementi Hale Studios</td>
<td>Minority</td>
<td>12</td>
</tr>
<tr>
<td></td>
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<td>Onyx Architects, Inc.</td>
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<tr>
<td></td>
<td>Local Small</td>
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<tr>
<td></td>
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<td>RJM Design Group, Inc.</td>
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<td>Bestor Architecture</td>
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<tr>
<td></td>
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<td>The Albert Group</td>
<td>Non-Minor.</td>
<td>9</td>
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<td></td>
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<td>Martinez Architects, Inc.</td>
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<td></td>
<td>No County</td>
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<tr>
<td>Masbuild, Inc.</td>
<td>Non-Minor.</td>
<td>580</td>
</tr>
<tr>
<td></td>
<td>No County</td>
<td></td>
</tr>
</tbody>
</table>

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 award of contract is being made in accordance with the LACDA's policies and federal regulations, and without regard to race, creed, color, or gender.
Herbert ADA Kitchen & Bathroom Rehabilitation and Site Improvements

Existing Kitchen Condition
ARCHITECTURAL AND ENGINEERING SERVICES CONTRACT FOR VARIOUS LACDA PROJECTS

South Bay Gardens Generator & Lighting Installation

Existing and New Generator Location
Whittier Manor Generator Installation

Potential Location for New Generators
ARCHITECTURAL AND ENGINEERING SERVICES CONTRACT FOR VARIOUS LACDA PROJECTS

Lancaster Homes Generator Installation

Potential Location for New Generators
South Scattered Sites ADA Upgrades (230 E. 130th St.)

Exterior & Interior Accessibility Improvements
South Scattered Sites ADA Upgrades (10025 Wilton Pl.)

Exterior & Interior Accessibility Improvements
South Scattered Sites ADA Upgrades (1928/1937/1949 E. El Segundo Blvd.)

Exterior & Interior Accessibility Improvements
Francisquito Villa Kitchen Rehabilitation

Existing Kitchen Condition
107th Street Site Upgrades

Site Improvements