



AGENDA

FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE
WEDNESDAY, JANUARY 18, 2023, 12:00 PM

LACDA HEADQUARTERS
700 WEST MAIN STREET
ALHAMBRA, CA 91801

To join via phone, dial **(747) 200-6781**, then enter **525 710 562#** when prompted.
[Click here to join the meeting](#)

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

1. **Call to Order**

2. **Roll Call**

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

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

Regular Meeting of December 21, 2022

4. **Report of the Executive Director**



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



Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

5. **Presentations**

Family Self-Sufficiency Program Graduate
Public Housing Vacancies

6. **Public Comments**

Regular Agenda

7. **Amendment to Increase Annual Compensation to Elevator Maintenance and Repair Services Contract (All Districts)**

Recommend that the Board of Commissioners:

Find that approval of an Amendment to the existing Contract is not subject to the provisions of the California Environmental Quality Act (CEQA) because the services will not have the potential for causing a significant effect on the environment.

Authorize the Executive Director, or designee, to increase the annual compensation by \$100,000 with Next Level Elevator, Inc. for a total Contract amount of \$300,000, using program funds included in the LACDA's approved Fiscal Year 2022-2023 budget and to be included in the Fiscal Year 2023-2024 annual budget approval process, and to execute an amendment to the Contract, following approval as to form by County Counsel.

8. **Contract for SB 721 Balcony and Deck Inspection Services (All Districts)**

Recommend that the Board of Commissioners:

Find that the approval of the SB 721 Balcony and Deck Inspection Services Contract is exempt from CEQA.

Authorize the Executive Director or his designee to execute a three-year Contract with Pacific InterWest for SB 721 Balcony and Deck Inspection Services for various LACDA public and affordable housing developments, for a not-to-exceed Contract amount of \$550,000, using Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the LACDA's approved Fiscal Year 2022-2023 budget.

Authorize the Executive Director or his designee to amend the Contract to extend the term for a maximum of two additional years at no additional cost.

Authorize the Executive Director or his designee to amend the Contract to increase the original Contract amount by up \$55,000 (10% of the Contract amount) for any unforeseen services associated with the Contract, using the same source of funds.

9. Commissioner Comments or Suggestions for Future Agenda Items

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

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

Wednesday, December 21, 2022

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

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

The meeting was called to order by Commissioner Knight at 12:09 p.m.

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

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

On motion by Commissioner Mendez-Lemus, seconded by Commissioner Brooks, with Commissioners Knight, Lock and Myers abstaining, the minutes of the Regular Meeting of November 16, 2022 were approved as presented.

Agenda Item No. 4 – Report of the Executive Director

Chief of Programs Tracie Mann welcomed all attendees and formally introduce the new Housing Assistance Division Director, Aletheia Broom, who began on August 22, 2022. Tracie reported on the recently released Federal Fiscal Year 2023 Omnibus spending bill that includes significant funding for HUD’s housing and homelessness programs. Overall, the final spending bill provides HUD programs with \$61.8 billion, or \$8.1 billion more than 2022 enacted levels. At this amount, the final bill provides approximately \$745 million more than the amount provided in the Senate proposal, and nearly \$1 billion less than the amount provided in the House proposal. The legislation includes language directing HUD to review options for addressing challenges with operating affordable housing projects that serve special populations due to a lack of project-based rental assistance, including a review on the feasibility of relaxing the percentage cap on project-based vouchers.

Trace reported that on December 19, 2022, the Biden Administration released All In: The Federal Strategic Plan to Prevent and End Homelessness, which sets a bold but achievable goal to reduce homelessness 25% by 2025. The plan is the most ambitious effort by any administration to prevent people from becoming homeless, address inequities that disproportionately impact underserved communities, including people of color and other marginalized groups, and help cities and states reduce unsheltered homelessness. To reach that goal, All In outlines new strategies to prevent homelessness and increase the supply of housing with supportive services. These strategies build on the “Housing First” model— an approach where housing is the first step to a better, safer, and healthier life and serves as a platform for providing services so that people can stay housed. All In also sets the foundation for new initiatives, including one to reduce unsheltered homelessness in a cohort of geographically diverse communities.

Tracie reported that White House officials from the National Economic Council, Domestic Policy Council, and Office of Intergovernmental Affairs convened a meeting on December 14, 2022 to discuss housing affordability with legislative leaders from ten states. During the meeting, legislative leaders from California, Oregon, and Maine shared how their states successfully passed comprehensive land-use reform policies to increase housing affordability. State leaders also discussed actions to reduce regulatory barriers for affordable housing, increase funding for affordable housing, protect tenant rights, ensure fair housing access, and address homelessness. Representing California in the meeting were Toni Atkins, California President Pro Tempore of the Senate, and Scott Wiener, California Senate Assistant Majority Whip. During the meeting, White House officials shared that the Biden Administration looks forward to partnering with State and local governments on expanding housing supply, strengthening tenant protections, reducing homelessness, and promoting equity in housing.

Tracie reported that the Board of Supervisors recently welcomed Lindsay Horvath, former Councilmember for the City of West Hollywood, replacing Supervisor Sheila Kuehl for the Third Supervisorial District. The new Supervisor has a strong desire to tackle the County’s homelessness crisis, and the LACDA expects to work very closely with her and her team in the future.

Tracie reported that on December 20, 2022, the Board of Supervisors approved a motion in support of the City of Los Angeles’s Declaration of Emergency on homelessness. The Board directed the Departments of Health Services, Public Health and the LACDA to work closely with the City to ensure we align efforts. The Mayor’s office invited Executive Director Emilio Salas to attend a delegation from various state agencies at City Hall, along with member of the State’s Business, Consumer Services and Housing Agency, including Secretary Lourdes Castro Ramirez and other state officials.

The Board also approved a motion to extend the eviction moratorium and tenant protections through January 31, 2023, to align with the City and reduce the number of families displaced this winter. Supervisor Solis asked for a study on the feasibility of extending the protections through June 30, 2023, in order to prevent a wave of evictions;

and a proposed the creation of a \$5 million “Mom and Pop” rent relief program for landlords who have been unable to collect rent during the protections.

Tracie reported that the LACDA’s Housing Assistance Division continues to work diligently to quickly lease up our Emergency Housing Voucher (EHV) allocation of nearly 2,000 vouchers. As of this meeting, we have broken the 80% lease-up/utilization mark and are on pace to use all of these vouchers by early 2023. The downside of this is the over 3,000 EHV holders still in search of units who may be left without assistance. We sent a letter to HUD in August requesting a waiver of certain requirements that would allow us to transfer the EHV families over to the Housing Choice Voucher (HCV) program. While we have not received a response, the Board agreed to send a five-signature letter to HUD in support of our request. Our request would not only benefit EHV families in LA County, but also families with EHV from housing agencies nationwide as they still work to lease their EHV’s. Many of these agencies have more voucher holders in search of units than the EHV allocation can support.

Tracie reported that some annual HCV re-examinations have fallen delinquent due to the operational impact of the pandemic and staffing challenges. The LACDA is fast-tracking the procurement of a vendor to assist with the backlog of work and will go directly to the Board for approval.

Agenda Item No. 5 - Presentations

Homeless Incentive Program Presentations
Resident Council Formation Process

Agenda Item No. 6 - Public Comments

Philip Karen

Agenda Item No. 7 – Meeting Calendar for 2023

On motion by Commissioner Brooks, seconded by Commissioner Canoy, the HAC approved the recommendation to continue hybrid in-person/virtual meetings at LACDA headquarters on the third Wednesday of each month, with the option to amend the calendar later in the year to return to in-person meetings at LACDA housing developments.

Agenda Item No. 8 – Amendments to Increase Annual Compensation to Floor Covering Services Contracts

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

Recommend that the Board of Commissioners:

Find the approval of amendments to the existing contracts is not subject to the provisions of the California Environmental Quality Act (CEQA) because the activities are not defined as a project under CEQA.

Authorize the Executive Director or designee to execute amendments to the contracts with Midtown Carpet Co., and Floor Tech America, Inc. to increase the annual aggregate compensation to \$740,000, using program funds included in the LACDA's approval Fiscal Year 2022-2023 budget, following approval as to form by County Counsel.

Agenda Item No. 9 – Architectural and Engineering Services Contract for the Generator Installation Project

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

Recommend that the Board of Commissioners:

Find that the proposed activities in the attached Contract, as described herein, are not subject to the provisions of CEQA, or in the alternative, are otherwise exempt.

Authorize the 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 the LACDA Generator Installation Project, for a not-to-exceed contract amount of \$525,000 in Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the LACDA's approved Fiscal Year 2022-2023 budget.

Authorize the 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 Executive Director or his designee to increase the Contract amount, if necessary, by up to \$52,500, which represents 10% of the \$525,000 contract amount, for unforeseen services associated with the Contract, using the same source of funds and included in the LACDA's approved Fiscal Year 2022-2023 budget.

Agenda Item No. 10 – Election of Chair and Vice Chair for 2023

On motion by Commissioner Lock, seconded by Commissioner Canoy, Commissioner Williams was elected as Chair and Commissioner Brooks was elected as Vice Chair.

Agenda Item No. 11 – Commissioner Comments or Suggestions for Future Agenda Items

Commissioner Swett requested information about the possibility of increasing the meeting honorarium for Commissioners.

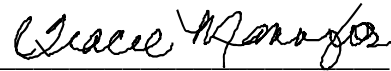
Commissioner Mendez-Lemus requested information on the impact of the City of Los Angeles' new mayoral administration on LACDA operations.

Commissioners Suzuki and Mendez-Lemus requested information about the LACDA's public housing vacancy and trends over the past few years.

Commissioners Knight and Williams requested additional training be made available to the HAC on Commissioner responsibilities.

The meeting was adjourned at 1:46 p.m.

Respectfully submitted,



EMILIO SALAS
Executive Director
Secretary-Treasurer



January 18, 2023

TO: Housing Advisory Committee
 FROM: Aletheia Broom, Director *Aletheia Broom*
 Housing Assistance Division
 RE: **FSS PROGRAM UPDATE – DECEMBER 2022**

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

ACTIVITIES

NUMBER CURRENTLY ENROLLED	291	As of January 1, 2023 , there were 256 Housing Choice Voucher (HCV) and 35 Public Housing (PH) FSS participants.
NEW ENROLLMENTS	2	(2) Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
CONTRACTS EXPIRED	9	(2) FSS contracts expired for Housing Choice Voucher (HCV) and (5) for Public Housing (PH).
DIRECT ASSISTANCE REFERRALS	683 471 262 166 121 111 101 47 3 0 0 0 0	Job Referrals Work Source/Job Fairs Educational/Vocational/Job Training Credit Repair Financial Literacy Home Ownership Counseling Computer Training Scholarship Other/Utility/Legal Aid/Covid-19/Child Care Services Job Training Small Business Youth Services LACDA Home Ownership Program
OUTREACH & COMMUNITY EVENT	3	FSS Program Coordinating Committee, Lunch & Learn FSS Presentation, South Scatter Sites Holiday Event
GRADUATIONS	1	(0) Request for Graduation for Housing Choice Voucher (HCV) and (1) for Public Housing (PH).

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

Attachment

District	Project Name	PMWebNo.	Contractor Name	Original Contract Amount	Current Contract Amount	% COR	Approved Payments	% Complete	Status
1st	Herbert Kitchen Rehabilitation	65	HARBOR COATING AND RESTORATION	\$498,363.84	\$541,139.41	8%	\$513,282.79	95%	Construction
1st	East County Window Replacement	110	PUB CONSTRUCTION INC.	\$293,991.80	\$293,991.80	0%	\$251,362.99	86%	Construction
1st	Vacant Unit Rehab & Abatement	135	PUB CONSTRUCTION INC.	\$33,269.03	\$34,372.58	3%	\$31,605.58	92%	Close Out
1st	Francisquito Villa Kitchen Rehab	146	HARRY H JOH CONSTRUCTION INC	\$1,664,834.31	\$1,664,834.31	0%	\$485,905.20	29%	Construction
1st	Maravilla Admin & Community Center Exterior Trim Repair & Painting	157	HARRY H JOH CONSTRUCTION INC	\$8,412.65	\$8,412.65	0%	\$8,412.65	100%	Close Out
1st	Maravilla Admin & Community Center Exterior Trim Repair & Painting	157	HARRY H JOH CONSTRUCTION INC	\$95,422.76	\$95,422.76	0%	\$95,422.76	100%	Close Out
1st	Nueva Maravilla "Rosas" Pipe Coating	167	PIPE RESTORATION INC.	\$1,510,373.00	\$1,554,022.25	3%	\$1,167,457.09	75%	Construction
1st	Cedros Roof Replacement	207	THOMASVILLE CONSTRUCTION, INC.	\$1,299,966.10	\$1,299,966.10	0%	\$177,711.53	14%	Construction
1st	Nueva Maravilla Parking Lot Manhole Repair	220	THOMASVILLE CONSTRUCTION, INC.	\$7,888.32	\$7,888.32	0%	\$7,493.90	100%	Close Out
2nd	Deck Waterproofing Project	134	HARRY H JOH CONSTRUCTION INC	\$33,069.33	\$33,069.33	0%	\$5,054.44	15%	Construction
2nd	Southbay Gardens Balconies/Painting	71	HARRY H JOH CONSTRUCTION INC	\$524,987.85	\$524,987.85	0%	\$299,243.07	57%	Construction
2nd	Southbay Gardens Windows and Sliding Glass Doors	69	HARRY H JOH CONSTRUCTION INC	\$302,098.00	\$311,477.60	3%	\$286,993.10	92%	Construction
3rd	West Knoll Common Area Flooring & Painting	109	THOMASVILLE CONSTRUCTION, INC.	\$295,607.90	\$295,607.90	0%	\$238,703.37	81%	Construction
3rd	Monica Manor Unit Flooring Replacement	131	THOMASVILLE CONSTRUCTION, INC.	\$93,114.31	\$93,114.31	0%	\$0	0%	Construction
4th	Sundance Vista Exhaust Fan Installation	172	THOMASVILLE CONSTRUCTION, INC.	\$93,980.79	\$101,146.29	7%	\$71,425.41	70%	Construction
4th	Harbor Hills Irrigation System Repairs	123	PIERRE LANDSCAPE INC.	\$1,252,044.00	\$1,252,044.00	0%	\$0	0%	Construction

Los Angeles County Development Authority Contract Status Report



4th	Carmelitos Kitchen Rehab Phase III	60	GIBRALTAR CONSTRUCTION COMPANY INC	\$2,095,000.00	\$2,112,257.84	1%	\$387,629.11	18%	Construction
4th	Carmelitos LBP Abatement Exterior/Common Area	158	HARRY H JOH CONSTRUCTION INC	\$373,437.85	\$317,057.90	-18%	\$301,205.01	95%	Close Out
4th	Sundance Vista Roof Replacement/Repairs	150	THOMASVILLE CONSTRUCTION, INC.	\$535,625.31	\$699,025.20	30%	\$535,625.31	100%	Close Out
4th	Carmelitos Senior Unit Rehab #125	139	HARRY H JOH CONSTRUCTION INC	\$29,992.87	\$33,285.20	10%	\$28,493.23	85%	Contract
5th	Orchard Arms Unit & Common Area Windows	77	TL VETERANS CONSTRUCTION INC.	\$775,446.80	\$775,446.80	0%	\$532,247.82	69%	Construction
5th	Orchard Arms Solar & Roof Repairs	119	HARRY H JOH CONSTRUCTION INC	\$1,941,640.25	\$1,990,379.32	3%	\$1,143,240.74	58%	Construction
Totals:				\$13,758,567.07	\$14,038,949.88	2%	\$6,568,515.10		



January 18, 2023

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

Dear Commissioners:

**APPROVE AMENDMENT TO INCREASE ANNUAL COMPENSATION TO ELEVATOR
MAINTENANCE AND REPAIR SERVICES CONTRACT
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of an increase of \$100,000 to the Los Angeles County Development Authority's (LACDA) Contract with Next Level Elevator, Inc., for elevator maintenance and repair services, for a total Contract amount of \$300,000. Next Level Elevator, Inc. currently provides elevator maintenance and repair services for the LACDA administrative buildings and various senior public and affordable housing development sites within the County of Los Angeles. The increased compensation is due to the addition of monthly preventative maintenance services for the Alhambra Administrative Building, and the needed repair services at two senior public housing developments.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that approval of an Amendment to the existing Contract is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the services will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners authorize the Executive Director, or designee, to increase the annual compensation by \$100,000 with Next Level Elevator, Inc. for a total Contract amount of \$300,000, using program funds included in the LACDA's approved Fiscal Year 2022-2023 budget and to be included in the Fiscal Year



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



Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

2023-2024 annual budget approval process, and to execute an amendment to the Contract, following approval as to form by County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On September 10, 2019, the Board awarded a one-year Contract to Next Level Elevator, Inc., to provide elevator maintenance and repair services in the amount of up to \$200,000, with the option to extend up to four additional years at the same annual amount, to provide for elevator maintenance and repair services for one elevator at an administrative building and 35 elevators located at 13 senior public and affordable housing developments. Amendments No. 1 through No. 3 were executed properly to amend and extend the Contract for each year. On December 19, 2022, the parties executed Amendment No. 4 to increase the Contract by the authorized 10% (\$20,000) to \$220,000 for the fourth year.

The purpose of this action is to increase the annual compensation to \$300,000 for the remainder of the fourth year of the Contract, and if extended, for the fifth and final year of the Contract through September 30, 2024. The increase is due to the addition of monthly preventative maintenance services for the Alhambra Administrative Building, and needed repair services at two senior public housing developments managed by the LACDA.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund.

The additional annual compensation of up to \$100,000 for a total amount not to exceed \$300,000 will be comprised of program funds included in the LACDA's approved Fiscal Year 2022-2023 budget and future budgets as needed.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

This Contract will continue to primarily be federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Next Level Elevator, Inc. will continue to comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

The proposed amendment is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact or result in

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

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the proposed increase compensation will allow the LACDA to provide continued elevator maintenance and repair services at various housing development sites and administrative building.

Respectfully submitted,

A handwritten signature in blue ink that reads "Emilio Salas". The signature is written in a cursive style with a large initial "E" and "S".

EMILIO SALAS

Executive Director



January 18, 2023

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

Dear Commissioners:

**APPROVE CONTRACT FOR SB 721 BALCONY AND DECK INSPECTION SERVICES
(ALL DISTRICTS)**

SUBJECT

This letter requests approval of a Contract with Pacific InterWest to provide Senate Bill No. 721 (SB 721) Balcony and Deck Inspection Services at facilities owned, leased or managed by the Los Angeles County Development Authority (LACDA) located throughout the County of Los Angeles.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Find that the approval of the SB 721 Balcony and Deck Inspection Services Contract is exempt from the California Environmental Quality Act (CEQA), for the reasons stated in this Board letter and the record of the project.
2. Authorize the Executive Director or his designee to execute a three-year Contract with Pacific InterWest for SB 721 Balcony and Deck Inspection Services for various LACDA public and affordable housing developments, for a not-to-exceed Contract amount of \$550,000, using Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD) and included in the LACDA's approved Fiscal Year 2022-2023 budget.



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



Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

3. Authorize the Executive Director or his designee to amend the Contract to extend the term for a maximum of two additional years at no additional cost.
4. Authorize the Executive Director or his designee to amend the Contract to increase the original Contract amount by up to \$55,000 (10% of the Contract amount) for any unforeseen services associated with the Contract, using the same source of funds.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On September 17, 2018, the Governor of California approved Senate Bill No. 721 which requires that specific exterior elevated elements (EEEs) at buildings with three or more multifamily dwelling units be inspected no later than January 1, 2025, with certain exceptions, and requires subsequent inspections every six years. EEs include structures such as decks, balconies, stairways, and similar elements. The purpose of the SB 721 inspections is to determine that EEs and their associated waterproofing elements are in a generally safe condition, adequate working order, and free from any hazardous condition caused by fungus, deterioration, decay, or improper alternation to the extent that the life, limb, health, property, safety, or welfare of the public or the occupants is not endangered.

The LACDA has 18 housing and affordable housing sites that require SB 721 Balcony and Deck Inspection Services. Services include, but are not limited to, pre-inspection services, inspection services, and post inspection services for balconies and decks in compliance with SB 721.

The recommended action will find that the SB 721 Balcony and Deck Inspection Services proposed under this Contract are exempt from the provisions of CEQA, approve the proposed Contract, and authorize the Executive Director or his designee to execute a Contract with the most qualified firm to provide balcony and deck inspection services and other related services.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The LACDA will fund the Contract with Pacific InterWest with up to \$550,000 in CFP funds allocated by HUD and included in the LACDA's approved Fiscal Year 2022-2023 budget.

The cost for the first three years of services will be up to \$550,000 included in the LACDA's approved Fiscal Year 2022-2023 budget through the annual budget approval process, and to be included in future budgets through the LACDA's annual budget approval process. The Contract may be extended by up to two additional years at no additional cost. The maximum cost for all five years will be \$550,000.

A 10% contingency, in the amount of up to \$55,000 per year is also being set aside for any unforeseen costs, using the same source of funds described above. The aggregate total cost for all five years, including contingency, is \$605,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The services are being federally and state funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Pacific InterWest will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract has been approved as to form by County Counsel and will be effective upon Board approval and execution by all parties.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(5) because it involves inspection services activities that will not have a physical impact or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to State CEQA Guidelines section 15309 because it involves inspection activities that do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On December 9, 2021, Request For Statement of Qualifications (RFSQ) process was initiated to identify vendors to provide SB 721 Balcony and Deck Inspection Services for the LACDA. Notices were emailed to vendors from the LACDA vendor list. An announcement was also posted on the County's WebVen and LACDA websites, and 49 vendors downloaded the solicitation package.

On December 28, 2021, one Statement of Qualifications was received in response to the RFSQ. Immediately following the submittal deadline, a selection panel of LACDA staff began independent evaluations of the RFSQ proposal. The evaluation was based on experience and personnel qualifications, without regard to price. Pacific InterWest was determined to be qualified and was invited to submit a fee proposal for the contract and enter negotiations with the LACDA. This resulted in a total negotiated not-to-exceed fee of \$550,000 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 PROGRAMS

The proposed Contract will provide necessary SB 721 Balcony and Deck Inspection Services for the LACDA public and affordable housing developments located throughout the County of Los Angeles and continue to provide residents with decent and safe living conditions.

Respectfully submitted,

Handwritten signature of Emilio Salas in blue ink.

EMILIO SALAS
Executive Director

Enclosures

ATTACHMENT A

Summary of Outreach Activities

SB 721 Balcony and Deck Inspection Services

On December 9, 2021, the following outreach was initiated to identify SB 721 Balcony and Deck Inspection Service contractors for the LACDA.

A. Announcement

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

B. Distribution of Notices

The LACDA's vendor list was used to e-mail notices to 1663 vendors to visit the LACDA's website and download the solicitation package. In addition, vendors on the County's Webven were directed to download the solicitation package from the LACDA website. As a result of the outreach, 49 RFSQ packages were downloaded from the LACDA website.

C. RFSQs Proposals

On December 28, 2021, one firm submitted a proposal in response to the RFSQ, and identified themselves as non-minority-owned business.

D. Interview Process

On January 4, 2022, a selection panel of LACDA staff began independent evaluations of the RFSQ proposal. The evaluation was based on experience and personnel qualifications, without regard to price. A three-member Evaluation Committee evaluated the Qualifications, Work Plan, and any other optional measurement standards. Evaluation Committee members provided comprehensive written comments on the evaluation scoring sheets to justify each evaluation component score. Pacific InterWest was determined to be qualified and was invited to submit a fee proposal for the contract and enter negotiations with the LACDA. This resulted in a total negotiated not-to-exceed fee of \$550,000.00 for the proposed contract, which the LACDA has determined is fair and reasonable.

E. Minority/Female Participation – Selected Firm

<u>Name</u>	<u>Ownership/Certification</u>	<u>Employees</u>
Pacific InterWest	Non-Minority	Total: 85

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

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