



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office

2 Coral Circle • Monterey Park, CA 91755  
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Carlos Jackson**  
Executive Director

**AGENDA  
FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING COMMISSION  
WEDNESDAY, SEPTEMBER 28, 2005  
12:00 NOON  
12131 TELEGRAPH ROAD  
SANTA FE SPRINGS, CALIFORNIA 90670  
(562) 347-4663 ext. #8196**

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1. **Call to Order**
2. **Roll Call**

**Henry Porter, Jr., Chair**  
**Lynn Caffrey Gabriel, Vice Chair**  
**Severyn Aszkenazy**  
**Philip Dauk**  
**Sharon M.Y. Lowe**  
**Andrew Nguyen**  
**Dora Nowden**

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

Regular Meeting of August 24, 2005

4. **Report of the Executive Director**

5. **Staff Presentations**

Office of Community and Education Partnership - Linda Alexander

6. **Public Comments**

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



## Regular Agenda

- 7. APPROVE ONE-YEAR CONTRACTS TO PROVIDE SECURITY GUARD SERVICES (ALL DISTRICTS)**  
Recommend approval to execute one-year Contracts for Security Guard Services (Contracts) with California Security, Inc. and General Security Services, Inc., to provide unarmed security guard services at the Housing Authority's business offices located in Santa Fe Springs and Lancaster, and as needed unarmed and armed security guard services on a project-by-project basis, at various properties located throughout the County that are rented, owned, or managed by the Housing Authority, and to authorize the Executive Director to use for this purpose \$124,000 included in the Housing Authority's approved Fiscal Year 2005-2006 budget. (APPROVE)
- 8. APPROVE CONSTRUCTION CONTRACT FOR THE SEISMIC RETROFIT AT THE 91<sup>ST</sup> STREET HOUSING DEVELOPMENT (2)**  
Recommend approval of the award of a Construction Contract for Seismic Retrofit at 91<sup>st</sup> Street housing development, located at 1109 W. 91<sup>st</sup> Street, in unincorporated Los Angeles with M.L. Construction, Inc. to complete the seismic retrofit at the subject property; and authorize the Executive Director to use a total of \$262,100 in Capital Fund Program funds. (APPROVE)
- 9. APPROVE CONSTRUCTION CONTRACT FOR KITCHEN REMODELING AT THE CARMELITOS HOUSING DEVELOPMENT (4)**  
Recommend approval of the award of a Construction Contract, in the amount of \$297,300, to Natural Building Maintenance Corporation to remodel kitchens in 30 accessible units at the Carmelitos family housing development, to make the kitchens compliant with current Americans with Disabilities Act accessibility standards. (APPROVE)
- 10. APPROVE MEDICAL PLAN CHANGES (ALL DISTRICTS)**  
Recommend approval of the combined payment, with the Community Development Commission, of \$160,000 as the first month's premium to Blue Cross of California for Health Maintenance Organization and Point-of-Service employee medical plan; and approve an increase in the combined contribution, with the Community Development Commission, under the Optional Benefit Plan, from \$556 to up to a maximum of \$626 per month and under the Flexible Benefit Plan, from \$810 to up to a maximum of \$852 per month, to match the benefit level provided by the County to its employees for the purchase medical, dental, vision and life insurance benefits. (APPROVE)
- 11. CONSTRUCTION CONTRACTS FOR REPLACEMENT OF TWO ELEVATORS AT WEST KNOLL SENIOR HOUSING DEVELOPMENT (3)**  
Concur with the approval of environmental findings to replace two elevators at the 136-unit West Knoll senior housing development, located at 838 West Knoll Drive in West Hollywood; approve the award and authorize the Executive

Director to execute a Construction Contract not exceeding \$685,240 with Superior Alliance Elevator Corp., for elevator replace replacement and related work; approve the award and authorize the Executive Director to execute a Consultant Contract not exceeding \$125,000 with Rincon Consultants, Inc. for environmental assessments and remediation services determined necessary after the start of construction; authorize the Executive Director to approve contract change orders for both contracts to amend the time of performance, scope of work and compensation by a maximum of \$162,048 for unforeseen project costs; authorize the Executive Director to use up to a total of \$972,288 in Capital Fund Program funds for the purposes described above, and to incorporate these funds into the Housing Authority's approved 2005-2006 Fiscal Year budget. (CONCUR)

**12. Housing Commissioner Comments and Recommendations for Future Agendas**

Housing Commissioners may provide 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 Housing Authority's main office located at 2 Coral Circle in the City of Monterey Park. Access to the agenda and supporting documents is also available on the Housing Authority's website.

Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Commission 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 three business days prior to the Board meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the Housing Authority by phone at (323) 838-5051, or by e-mail at [Marisol.Ramirez@lacdc.org](mailto:Marisol.Ramirez@lacdc.org), from 8:00 a.m. to 5:00 p.m., Monday through Friday.

THE HOUSING AUTHORITY OF THE COUNTY OF LOS ANGELES

MINUTES FOR THE REGULAR MEETING OF THE

LOS ANGELES COUNTY HOUSING COMMISSION

Wednesday, August 24, 2005

The meeting was convened at the Francisquito Villa housing development located at 14622 Francisquito Avenue, La Puente, California.

Digest of the meeting. The minutes are being reported seriatim. A taped record is on file at the main office of the Housing Authority.

The meeting was called to order by Chair Henry Porter, Jr. at 12:16 p.m.

**ROLL CALL**

Severyn Aszkenazy

**Present**

**Absent**

Philip Dauk

X

X

Lynn Caffrey Gabriel

X

Sharon M.Y. Lowe

X

Andrew Nguyen

X

Dora Nowden

X

Henry Porter, Jr.

X

**PARTIAL LIST OF STAFF PRESENT:**

Bobbette Glover, Assistant Executive Director

Marie Quon-Hom, Assistant Director, Assisted Housing Division

Jim Becker, Manager, Assisted Housing Division

Maria Badrakhan, Director, Housing Management Division

Esther Keosababian, Assistant Director, Housing Management Division

Arlene Black, Manager, Housing Management Division

Emilio Salas, Director, Administrative Services Division

Byron Ely, Director, Construction Management Division

Richard Peters, Information Technology Manager, Administrative Services Division

**GUESTS PRESENT:**

Joe L. Farias, Francisquito Villa Resident

Victoria Lujan, Francisquito Villa Resident

Theresa Dominquez, Resident Council President

Nicole A. Davis-Tinkham, Associate Attorney, Collins, Collins, Muir & Stewart, LLP

### **Reading and Approval of the Minutes of the Previous Meetings**

On Motion by Commissioner Gabriel, seconded by Commissioner Lowe, the Minutes of the Regular Meeting of July 27, 2005, were approved with one correction to reflect that Commissioner Lowe was absent.

### **Agenda Item No. 4 - Report of the Executive Director**

This report was presented by Bobbette Glover with staff participation.

Bobbette Glover introduced Arlene Black who provided an overview of Francisquito Villa, and introduced Irene Salazar, Property Supervisor.

Ms. Glover introduced Linda Alexander, new Program Administrator for the Office of Community and Education Partnership (OCEP) Unit of the Community Development Commission. Ms. Alexander reported that on August 10, 2005, the OCEP held a Partnership Breakfast and Kick-Off, at which time she provided a power point presentation about the program. There were approximately 65 guests present, representing 12 universities and four community partners. Ms. Alexander will repeat her presentation at a future Housing Commission meeting.

Bobbette Glover announced that the Youth in Focus Program has been selected by the Picture Archive Council of America (PACA) to receive financial support. Getty Images International will also provide support to the program.

### **Agenda Item No. 5 - Staff Presentations**

Theresa Wesson reported the following on office space activities: a) the lease for the 2 Coral Circle headquarters has been renewed through March 2010; b) the office at Cupania Circle has been vacated, which will result in a savings of approximately \$1.5 million over 5 years; c) staff previously located at Cupania Circle has been relocated to the Coral and Cesar Chavez buildings; d) the Commission and Housing Authority will share storage space at the County facility in El Monte in order to reduce costs and increase efficiencies; e) plans are being made for relocation of the Lancaster Section 8 Office due to expiration of the lease in 2006; and f) options are being explored with the County CAO to use the Antonovich Courthouse in Palmdale for Section 8 hearings.

Byron Ely reported on elevator repairs at the West Knoll housing development. Staff will prepare a Board letter requesting approval to proceed with the repairs, and will report back to the Housing Commission.

### **Agenda Item No. 6 Construction Contract Status Report**

Robert Romanowski reported on the status of current construction projects.

**Agenda Item No. 7 Commissioners' Recommendations for Workshop Topics**

The following topics were recommended for future workshops: the Homeownership Program; Office of Community and Education Partnership programs; Fraud Prevention Program; Public Housing Assessment System Management process; and Section 8 Program. Commissioner Gabriel asked the staff to recommend ways for increasing Housing Commissioner involvement and pro-activity.

**Agenda Item No. 8 Public Comments**

Ms. Victoria Lujan, Francisquito Villa Resident, inquired about having new carpeting installed in her unit and whether air conditioning could be installed in the third floor hallways. Mr. Joe L. Farias, Francisquito Villa Resident, inquired about new carpeting and a garbage disposal. Maria Badrakhon will report back.

**Regular Agenda**

**On Motion by Commissioner Lowe, seconded by Commissioner Gabriel, and unanimously carried, the following was approved by the Housing Commission:**

APPROVE THE PURCHASE OF PERSONAL COMPUTERS FROM DELL  
COMPUTERS CORPORATION (ALL DISTRICTS)  
AGENDA ITEM NO. 9

Recommend that the Board of Commissioners authorize the Executive Director of the Housing Authority to approve a purchase order requisition for the procurement of 150 personal computers from Dell Computers Corporation (Dell), and to use for this purpose \$129,094.62 included in the Housing Authority's approved Fiscal Year 2005-2006 budget.

**On Motion by Commissioner Gabriel, seconded by Commissioner Lowe, and unanimously carried, the following was approved by the Housing Commission:**

APPROVE ADMINISTRATIVE AND PERSONNEL POLICIES (ALL DISTRICTS)  
AGENDA ITEM NO. 10

Recommend that the Board of Commissioners approve the Community Development Commission's amended Administrative and Personnel Policies, which provides a framework for the Commission's personnel system and ensures compliance with Federal and State regulations, to be effective upon the date of Board approval.

**On Motion by Commissioner Lowe, seconded by Commissioner Nowden, and unanimously carried, the following was approved by the Housing Commission:**

APPROVE CONSTRUCTION CONTRACT FOR NATURAL GAS LINE  
REPLACEMENT AT CARMELITOS FAMILY HOUSING DEVELOPMENT (4)  
AGENDA ITEM NO. 11

1. Recommend that the Board of Commissioners find that the replacement of natural gas lines serving 22 units at the Carmelitos family housing development, located at 1000 Via Wanda, Long Beach, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract (Contract) in the amount of \$143,360 to M.L. Construction, to complete phase one of the gas line replacement project at the subject property; and authorize the Executive Director of the Housing Authority to execute the Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$143,360 in Community Development Block Grant (CDBG) Float Loan funds, for the purpose described herein; and authorize the Executive Director to approve Contract change orders not exceeding \$28,672 for unforeseen project costs, using the same source of funds.

**On Motion by Commissioner Lowe, seconded by Commissioner Dauk and unanimously carried, the following was approved by the Housing Commission:**

ADOPT RESOLUTION APPROVING AND CERTIFYING PUBLIC HOUSING  
ASSESSMENT SYSTEM MANAGEMENT OPERATIONS CERTIFICATION  
(ALL DISTRICTS)  
AGENDA ITEM NO. 12

1. Recommend that the Board of Commissioners adopt and instruct the Chair to sign the attached Resolution approving and certifying the accuracy of information contained in the 2004-2005 Public Housing Assessment System Management Operations Certification (PHAS Certification), which includes management data on 2,958 Conventional Public Housing Program units administered by the Housing Authority.

2. Recommend that the Board of Commissioners authorize the Executive Director of the Housing Authority to sign the PHAS Certification and to submit the Resolution and the PHAS Certification to the U.S. Department of Housing and Urban Development (HUD).

**On Motion by Commissioner Gabriel, seconded by Commissioner Nguyen and unanimously carried, the following was approved by the Housing Commission:**

**APPROVE CONSTRUCTION CONTRACT FOR PARKING LOT RENOVATION AT  
THE NUEVA MARAVILLA HOUSING DEVELOPMENT (1)  
AGENDA ITEM NO. 13**

1. Recommend that the Board of Commissioners find that the renovation of two parking lots at the Nueva Maravilla housing development, located at 4919 E. Cesar E. Chavez Avenue, in unincorporated East Los Angeles, is excluded from the provisions of the National Environmental Policy Act (NEPA) and exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract in the amount of \$125,000 to Commercial Paving & Coating, Inc., to complete parking lot renovations at the subject property; and authorize the Executive Director of the Housing Authority to execute the Construction Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$125,000 in Community Development Block Grant (CDBG) funds allocated by the U.S. Department of Housing and Urban Development (HUD), for the purposes described herein; and authorize the Executive Director to approve Construction Contract change orders not exceeding \$25,000 for unforeseen project costs, using the same source of funds.

**Prior to Approval**

It was suggested that the Contract should take into account underground utilities and root structures, and that it should comply with Americans with Disabilities Act requirements regarding ramps, curbs and disabled parking.




**Agenda Item No. 14 - Housing Commissioner Comments and Recommendations for Future Agenda Items**

The following suggestions were made for future agenda items: update the Housing Commission roster; examine the County's advertising policy; and gather information from the Department of Consumer Affairs web site regarding identify fraud.

The next scheduled meeting of the Housing Commission will be held at 12:00 Noon on Wednesday, September 28, 2005, at the Housing Authority Office located at 12131 Telegraph Road, Santa Fe Springs, CA 90670.

On Motion by Commissioner Gabriel, the Regular Meeting of August 24, 2005, was adjourned at 1:34 p.m.

Respectfully submitted,

  
for CARLOS JACKSON  
Secretary -Treasurer

**Housing Authority - County of Los Angeles**

**FOR YOUR INFORMATION ONLY**

September 21, 2005

TO: HOUSING COMMISSIONERS  
FROM: BOBBETTE GLOVER, Assistant Executive Director

*Bobette Glover*

**SUBJECT: RESIDENT CONCERNS PRESENTED AT AUGUST 24, 2005  
HOUSING COMMISSION MEETING**

This memorandum responds to the Francisquito Villa resident concerns presented at the last Housing Commission meeting.

Air Conditioning

The third floor HVAC unit needs to be replaced. We will complete the required procurement process, and anticipate project completion within 60 days.

Carpeting

Carpets located in the common areas were replaced six years ago. Carpet replacement for resident units has been placed in the Capital Fund budget for the past few years, however as explained during the meeting, the urgency of other health and safety modernization projects has taken priority. This item has been included in the Capital Fund Five Year Plan for 2007. If funding becomes available before then, we will expedite carpet installation in the units.

Garbage Disposals

As garbage disposals became inoperable, they were not replaced due to misuse and additional maintenance work required. We do not intend to reinstall them for these reasons.

Residents with additional concerns may contact Arlene Black at 323-890-7139.

BG:ajm:Francisquito residents

**Housing Authority - County of Los Angeles**

**FOR YOUR INFORMATION ONLY**

September 21, 2005

TO: Housing Commissioners  
FROM: *Bobbette A. Glover*  
Bobbette Glover, Assistant Executive Director

**SUBJECT: ADVERTISING PROCUREMENT SOLICITATIONS**

As requested at the August meeting, I am providing information regarding the Housing Authority's procurement advertising. Staff is currently updating the ***Procurement Policies and Procedures Manual*** to include the information provided below.

**Internet Advertising**

Formal procurements are solicitations in the amount of \$25,000 and above. For these procurements, bid packages must be posted on the Housing Authority/Commission's website, and available on the opening date of the solicitation. Interested parties may download the solicitation package or request a mailed copy. Formal procurements are also advertised on the County's website (WebVen).

Informal procurements are solicitations that are below \$25,000 involving small purchases of goods and services. Usually vendors are identified and contacted using the Vendor List (see below) or other informal sources, without advertising.

**Vendor List**

The Housing Authority/Commission maintains a list of vendors who have registered by area of interest with the Housing Authority/Commission. When a formal solicitation is initiated, vendors are appropriately notified of the opportunity. The list is also used for informal solicitations as a source for potential vendors.

### **Newspaper Advertising**

In addition to Internet advertising, procurements of \$25,000 or more must be advertised in newspapers that have been identified by the Housing Authority/Commission as providing a broad range of coverage. Ads are published for at least one day and must appear at least 15 calendar days before the bid/proposal submission deadline.

The Commission is only required to advertise in the Los Angeles Times, the newspaper of general circulation for this area. Several years ago, the Housing Commission recommended expanding newspaper advertising for Housing Authority solicitations. This resulted in the current list that is provided below.

In addition to the approved list of newspapers, staff may advertise in other publications that serve particular target areas or audiences, as appropriate.

### **Commission Advertising**

Los Angeles Times  
Dodge Green Sheet (construction bids only)

### **Housing Authority Advertising**

Los Angeles Times  
La Opinion  
The Daily News  
International Daily News  
Los Angeles Sentinel  
Long Beach Press Telegram  
Eastern Group Publications  
Wave Community Newspapers (Selected Zones)  
Agua Dulce News (service contracts in North County only)  
Dodge Green Sheet (construction bids only)

The above guidelines are consistent with federal requirements and County practices. As requested at the last meeting, a presentation by the Central Services Unit/Procurement Department will be planned for the near future to provide more information.

**FOR YOUR INFORMATION ONLY**

September 28, 2005

TO: Housing Commissioners

FROM: Rebecca L. Craig, Director  
Assisted Housing Division

**SUBJECT: THE FAMILY SELF-SUFFICIENCY (FSS) PROGRAM**

**FSS Program Update**

For the month of July, 5 educational scholarships were awarded to FSS participants to assist with their college tuition for Fall 2005. Bus passes were provided for FSS families who requested them to assist with their commute to work or school. Additionally, resource information for childcare, education, job and counseling referrals continue to be mailed to participants as FSS receives updated information from partners throughout the county.

On July 28, 2005, FSS attended the quarterly SoCal FSS Network meeting in the City of Santa Ana. SoCal FSS Network is a group of housing professionals throughout Southern California who administer the FSS program. FSS met with fourteen Housing Authority FSS Coordinators to share updates with legislation, success stories, supportive services and organizing committees. The next SoCal FSS Network meeting is scheduled for October 2005.

**Graduates**

This month, 1 family graduated from the FSS program. The total number of graduates to date is 138.

If you have any questions, please call me at (562) 347-4880.

RLC:MF:CL:dt  
Commissionreport0705





# TENANT TALK

A Publication of the Housing Authority of the County of Los Angeles for Section 8 Program participants

• SUMMER 2005

## Housing Authority of the County of Los Angeles

**Main Office**  
12131 Telegraph Road  
Santa Fe Springs, CA 90670

**Mailing Address**  
PO Box 2129  
Santa Fe Springs, CA 90670

**Phone:** (562) 347-4663  
(800) 731-4663

**TDD:** (562) 906-4928

**Website:** [www.hacola.org](http://www.hacola.org)

## Highlights In This Issue:

- Protect Yourself Against Identity Theft
- Quality Control Inspections

Editor: Richard Vega

## ABEYANCE

Family self sufficiency is achieved when the tenant portion of the rent amounts to the full contract rent. The Housing Authority then sends out a Full Rent Notice to the tenant, as well as to the owner of the rental property, advising, although the family has achieved self sufficiency, the HAP contract is still in place for 6 months while the tenant is paying full rent. This process is called **abeyance**.

## BEWARE: CHANGES IN FAMILY OR INCOME

Section 8 Housing Choice Voucher Program participants **must** notify the Housing Authority of *changes* in family composition *in writing* and income *as soon as they occur*. Failure to do so will result in **termination** from the program. This is clearly spelled out in the Statement of Family Obligations. *Before* you let anyone move in, the Housing Authority and landlord must be notified *first* and must *approve*.

## CALLING ON STATUS

Please remember when you **CALL** your case manager, to have your identification number on hand.

## PROTECT YOURSELF AGAINST IDENTITY THEFT

Director Charlene Zettel of the California Department of Consumer Affairs (DCA), announced "Consumers can help minimize their risk of identity theft by keeping track of their credit, safeguarding their wallet, and putting strong passwords on bank, credit card and phone accounts."

**Please note that while it is required for the Housing Authority to collect personal information for participants in Federal Rental Assistance Programs, measures are taken to insure confidentiality.**

Highlights of the DCA's "Top 10 Tips for Identity Theft Prevention" are:

### 1. Protect your Social Security number

*Be careful to whom you give your Social Security Number, and don't carry your Social Security card in your wallet.*

### 2. Fight "phishing" don't take the bait

*Don't give out account numbers, passwords or other personal information unless you initiated the contact.*

### 3. Keep your identity from getting trashed

*Shred papers with personal information before discarding them.*

### 4. Control your personal financial information

*Write your bank and other financial services companies and tell them you want to "opt-out" of sharing personal financial information.*

### 5. Shield your computer from viruses and spies

*Use tough-to-crack passwords, frequently updated virus protection, spyware protection and a firewall.*

### 6. Click with caution

*Shop at trustworthy Web sites and only enter information on secure pages with "https" in the address and a padlock symbol at the bottom of the window.*

### 7. Check your bills and bank statements

*Check credit card bills and bank statements quickly for any unauthorized charges or withdrawals and report them immediately.*

### 8. Stop pre-approved credit offers

*Call 888-5OPTOUT (888-567-8688) toll-free to stop most pre-approved credit offers.*

### 9. Ask questions

*Ask companies with which you deal how your personal information will be used, shared, and protected before providing it.*

### 10. Check your credit reports for free

*Request one free credit report annually from national credit bureaus.*

Visit the Office of Privacy Protection Web site at [www.privacy.ca.gov](http://www.privacy.ca.gov) for more details on the "Top 10 Tips for Identity Theft Prevention" and other resources to help foil identity thieves. See the National Consumer Protection Week Web site at [www.consumer.gov/ncpw](http://www.consumer.gov/ncpw) for additional resources.

## KEEPING YOUR KIDS HEALTHY

One of every four children in Los Angeles County is not covered by medical or health insurance. That's a quarter of all children in the entire County! However, under a California program, kids may qualify for free or low-cost health care even if their parents are working, or own a house. Don't your children deserve to grow up healthy?

If you are in need of free or low-cost health coverage for your kids, call the Los Angeles County Child Health Hotline today at (800) 877-597-4777. Friendly and knowledgeable staff are there to answer all your questions about health insurance for your children.



## HOUSING COMMISSION MEETINGS

The Housing Commission of the Housing Authority of the County of Los Angeles (HACoLA) meets once a month at various locations around the County. The Commission is appointed by the Board of Supervisors to oversee, and advise, the Board on all Housing Authority activities and programs. Public participation at Commission meetings is encouraged and there is time scheduled on the official agenda for public commentary. For information on dates, times, and locations of Commission meetings, please visit the Housing Authority's website at [www.hacola.org](http://www.hacola.org) and click on "Housing Commission Meetings."



Lorraine Parsons

## HACOLA IS ACCESSIBLE

Please be aware that HACoLA has apartment owners with **accessible** units for *persons with disabilities* in its monthly listings of available units.

## GAS COMPANY MEDICAL BASELINE ALLOWANCE

The Southern California Gas Co. advises that if someone in a household has scleroderma, multiple sclerosis, a compromised immune system, a life-threatening illness, or is quadriplegic, paraplegic, or requires regular use of natural gas-supplied medical life-support equipment, you may be entitled to an additional baseline therm allowance of .822 therms per day. For an application visit the Gas Co. website at [www.socalgas.com](http://www.socalgas.com) or call (800) 427-2200.

## QUALITY TIME Quality Control Inspections

Quality Control Inspections ensure that the Housing Authority meets its goals for the fiscal year in the annual process of making sure that Annual and New Contract Inspections are conducted in accordance with HUD (U.S. Dept. of Housing and Urban Development) regulations.

HUD requires that housing authorities conduct Quality Control Inspections every year, picking a random sample. The inspections are on-going throughout the year, as they must be conducted within three months of the first inspections.

After the units have been selected to be inspected, you, the tenant, may be contacted, and informed that you have been chosen for this mandatory appointment. The same rules and regulations apply as during the regular inspections process; the appointment must be kept. On the day of the appointment, the Quality Control Inspector will conduct a complete and thorough inspection. If deficiencies are found, they must be corrected in conjunction with Housing Quality Standards rules and regulations.

## FSS SUCCESS STORY: LORRAINE PARSONS By Giselle Matus

Lorraine Parsons has completed the FSS program successfully by meeting all her contract of participation requirements. The FSS program requirements are defined by Lorraine's accomplishments.

Lorraine enrolled into the FSS Program on February 1, 1999 with the Housing Authority of the County of Los Angeles. Lorraine entered the program without employment, but started working in March 2000 as a Special Education Instructional Aide, assisting students with career services and individual mentoring. Ambitiously working toward her Bachelor's Degree, Lorraine obtained her degree in Human Services in May 2001. As a result of her accomplishments, Lorraine obtained a promotional opportunity with Leuzinger High School in December 2001, as the College/Career Guidance Technician. Lorraine assists students to set clear career, college, educational, and personal goals. She also counsel's, tutors, and motivates students to help them overcome their challenges and pursue a successful life. Lorraine chose to continue with her education and enrolled for a Master's Degree Program in Education-Counseling in Spring 2002 and intends to finish the program in a couple of years.

In addition to Lorraine's career accomplishments, the stability and success of her employment has allowed her to accumulate \$17,549 in her escrow account.

Lorraine has learned how to maintain a budget that allows her to pay all her bills on time and successfully. She reached Self-Sufficiency from the Housing Choice Voucher Program and was transitioned off the assistance effective July 1, 2004. Lorraine intends to use the funds from her escrow account to pay off debts and purchase her first home.

## UTILITY PAYMENT CHANGES AND THE LEASE AGREEMENT By Liz Matusow

In order to ensure that participants and the Housing Authority each pay the proper amount, it is very important that the Housing Authority receives accurate and timely information on who pays for utilities.

The lease agreement between the participant and the owner must state which utilities and appliances are covered by the owner, and which by the family. If there is any change in who pays for (or provides) a utility or appliance, the lease must be changed, and the Housing Authority must enter a new HAP contract with the owner.

### Changes Requiring a New HAP Contract

- Any changes in lease requirements governing tenant or owner responsibilities for utilities or appliances.
- Any changes in lease provisions governing the term of the lease.
- If the family moves to a new unit, even if the unit is in the same building or complex.

In these cases, assistance shall not be continued unless the Housing Authority has approved a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner.

The owner must give the Housing Authority written notice of any changes in the lease. However, for changes that require a new HAP contract, it is in the participant's best interest to also inform the Housing Authority of the change, in order to guarantee continued assistance.

"Utilities and appliances" includes gas, electricity, water, and trash collection, and the cost of furnishing a refrigerator and a range or microwave. It does not include telephone or cable.



Tenant Talk is a publication of the Housing Authority of the County of Los Angeles, which is dedicated to building better lives and better neighborhoods. For questions regarding this newsletter, please contact Tenant Talk Editor, Richard Vega, at the Housing Authority of the County of Los Angeles, P.O. Box 2129, Santa Fe Springs, CA 90670, or at (562) 347-4663, ext. 8186.





# HOUSE NOTES

A Newsletter for Los Angeles County Section 8 Owners

- Housing Authority of the County of Los Angeles
- SUMMER 2005

## Housing Authority of the County of Los Angeles

### Main Office

12131 Telegraph Road  
Santa Fe Springs, CA 90670

### Mailing Address

P.O. Box 2129  
Santa Fe Springs, CA 90670

Phone: (562) 347-4663

(800) 731-4663

TDD: (562) 906-4928

Website: [www.hacola.org](http://www.hacola.org)

### Highlights In This Issue:

- Housing Providers Face More Scrutiny
- Utility Payment Changes and the Lease Agreement
- Tenant Success Story
- Quality Control Inspections are a Top Priority

### HOUSING COMMISSION MEETINGS

The Housing Commission of the Housing Authority of the County of Los Angeles (HACoLA) meets once a month at various locations around the County.

For information on dates, times, and locations of Commission meetings, please visit the Housing Authority's website at [www.hacola.org](http://www.hacola.org) and click on "Housing Commission Meetings."

### THANK YOU

The staff at the Housing Authority would like to thank you for your participation as a Section 8 owner. Your rental units help provide a total of over 20,000 low income families in Los Angeles County with a decent, safe, and sanitary place to call "home." It is your partnership that has made this program such a great success.

### PLEASE NOTE:

HACoLA is *always* looking for accessible units for persons with disabilities.

## FAIR HOUSING REPORT SHOWS HOUSING PROVIDERS MORE LIKELY TO FACE SCRUTINY

### (South Norwalk CT) Relocation Information Service

RISMEDIA, April 1 – Landlords and rental agents who violate the Fair Housing Act are more likely than ever to come under federal scrutiny by the U.S. Department of Housing and Urban Development, according to a new 2005 State of Fair Housing Report.

In 2004, HUD and its state and local Fair Housing Assistance Program (FHAP) partners received 9,187 housing discrimination complaints, a 13 percent increase over the previous fiscal year. Together they settled or conciliated 3,183 cases and provided over \$11 million in monetary relief, in addition to other resolutions, such as the desired housing.

"In four decades we have made great progress in educating people about the Fair Housing Act but as the cases highlighted in this report illustrate, not everyone has gotten the message," said Carolyn Peoples, HUD Assistant Secretary for Fair Housing and Equal Opportunity. "In an era where finding safe, decent, affordable housing can sometimes be difficult, equal access is more important than ever."

The report that can be found at [www.hud.gov/offices/ftheo/enforcement/hudcharges.cfm](http://www.hud.gov/offices/ftheo/enforcement/hudcharges.cfm) credits the nation's fair housing efforts with increasing the availability of accessible housing units for persons with disabilities and helping to increase minority homeownership rates to a record high.

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## UTILITY PAYMENT CHANGES AND THE LEASE AGREEMENT

By Liz Matusow

In order to ensure that participants and the Housing Authority each pay the proper amount, it is very important that the Housing Authority receives accurate and timely information on who pays for utilities.

The lease agreement between the participant and the owner must state which utilities and appliances the owner covers, and which are covered by the family. If there is any change in who pays for (or provides) a utility or appliance, the lease must be changed, and the Housing Authority must enter a new HAP contract with the owner.

### Changes Requiring a New Hap Contract

- Changes in lease requirements governing tenant or owner responsibilities for Utilities or appliances
- Changes in lease provisions governing the term of the lease
- If the family moves to a new unit, even if the unit is in the same building or complex

In these cases, assistance shall not be continued unless the Housing Authority approves a new tenancy in accordance with program requirements and has executed a new HAP contract with the owner.

The owner must give the Housing Authority written notice of any changes in the lease. However, for changes that require a new HAP contract, it is in the participant's best interest to also inform the Housing Authority of the change, in order to guarantee continued assistance.

"Utilities and appliances" includes gas, electricity, water, and trash collection, and the cost of furnishing a refrigerator and a range or microwave. It does not include telephone or cable.

## ABEYANCE

Family self-sufficiency is achieved when the families portion of the rent equals the full contract rent. The Housing Authority sends out a Full Rent Notice to the tenant, as well as to the owner of the rental property, advising that, although the family has achieved self-sufficiency, the HAP contract is still in place for 6 months while the tenant is paying full rent. This is known as **abeyance**.



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## RENT COMPARABILITY

The Housing Authority routinely requests copies of multi-unit owner's rent rolls for purposes of comparability when evaluating rent increases.

## THE WRITE WAY

### California Apartment Association (CAA) Publications

**One of CAA's most vital objectives is to disseminate information that will assist members of the industry to be successful in their business.**

- CAA Perspective Magazine - Perspective is the official publication of the California Apartment Association, and the definitive voice for California's multifamily housing industry.
- Legislative Briefing - The CAA Legislative Briefing provides you with analysis and detail on the bills and issues that affect the rental housing industry.
- Books - CAA is an industry leader in the production and publication of reference books for the rental housing industry. All books are specific to California laws and regulations.
- Local Issues Report - The California Apartment Association collects data from around the state and compiles it into this unique publication that identifies trends building at the local level.

## QUALITY TIME

### Quality Control Inspections

Quality Control Inspections ensure that the Housing Authority meets its goals for the fiscal year in the annual process of making sure that Annual and New Contract inspections are conducted in accordance with HUD (U.S. Dept. of Housing and Urban Development) regulations.

HUD requires that housing authorities conduct Quality Control Inspections every year, picking a random sample. The inspections are ongoing throughout the year, as they must be conducted within three months of the original New Contract and Annual Inspections.

After the units to be inspected have been selected, the tenant may be contacted and informed that they have been chosen for this mandatory appointment. The same rules and regulations apply as during the regular inspections process; the appointment must be kept. On the day of the appointment, the Quality Control Inspector will conduct a complete and thorough inspection. If deficiencies are found, they must be corrected in conjunction with Housing Quality Standards rules and regulations.

## FSS SUCCESS STORY: LORRAINE PARSONS

By Giselle Matus

Lorraine Parsons has completed the FSS program successfully by meeting all her contract of participation requirements. The FSS program requirements are defined by Lorraine's accomplishments.

Lorraine enrolled in the FSS Program on February 1, 1999 with the Housing Authority of the County of Los Angeles. Lorraine entered the program without employment, but started working in March 2000 as a Special Education Instructional Aide, assisting students with career services and individual mentoring. Ambitiously working toward her Bachelor's Degree, Lorraine obtained her degree in Human Services in May 2001. As a result of her accomplishments, Lorraine obtained a promotional opportunity with Leuzinger High School in December 2001, as the College/Career Guidance Technician. Lorraine assists students to set clear career, college, educational, and personal goals. She also counsels, tutors, and motivates students to help them overcome their challenges and pursue a successful life. Lorraine chose to continue with her education and enrolled in a Master's Degree Program in Education-Counseling in Spring 2002 and intends to finish the program in a couple of years.

In addition to Lorraine's career accomplishments, the stability and success of her employment has allowed her to accumulate \$ 17,549.00 in her escrow account.

Lorraine has learned how to maintain a budget that allows her to successfully pay all her bills on time. She reached Self-Sufficiency from the Housing Choice Voucher Program and was transitioned off the assistance effective July 1, 2004. Lorraine intends to use the funds from her escrow account to pay off debts and purchase her first home.



*House Notes is a publication of the Housing Authority of the County of Los Angeles, which is dedicated to building better lives and better neighborhoods. For questions regarding this newsletter, please contact House Notes editor, Richard Vega at the Housing Authority of the County of Los Angeles, P.O. Box 2129, Santa Fe Springs, CA 90670 or at (562) 347-4663 ext. 8186.*



**HOUSING AUTHORITY  
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**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

September 28, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE ONE-YEAR CONTRACTS TO PROVIDE SECURITY GUARD SERVICES  
(ALL DISTRICTS)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve and authorize the Executive Director of the Housing Authority to execute one-year Contracts for Security Guard Services (Contracts) with California Security, Inc., and General Security Services, Inc., using the form of the attached Contract, to provide unarmed security guard services at the Housing Authority's business offices located in Santa Fe Springs and Lancaster, and as needed unarmed and armed security guard services on a project-by-project basis, at various properties located throughout the County that are rented, owned, or managed by the Housing Authority, to be effective after approval as to form by County Counsel and execution by all parties; and to use for this purpose a maximum annual aggregate amount of \$124,000 included in the Housing Authority's approved Fiscal Year 2005-2006 budget for this purpose.
2. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments to the one-year Contracts, following approval as to form by County Counsel, to incorporate specific sites, compensation amounts, terms, and a detailed scope of work for each location; and to extend the time of performance for a maximum of two years, in one-year increments, at the same yearly aggregate amount of \$124,000, using funds to be included in the Housing Authority's approved budgets through the annual budget process.

3. Recommend that the Board of Commissioners authorize the Executive Director to execute amendments for any additional as-needed services, in an aggregate amount of up to \$31,000 per year, to cover any unanticipated, needed security guard services, using the same source of funds.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to enter into Contracts to provide security guard services at the Housing Authority's Santa Fe Springs and Lancaster Offices and at other properties that are rented, owned, or managed by the Housing Authority.

**FISCAL IMPACT/ FINANCING:**

There is no impact on the County general fund. The maximum aggregate amount for all three years of the Contracts, if fully extended, will be \$372,000, excluding any contingency monies.

For the first year of services under the Contracts, the Housing Authority will use a maximum aggregate of \$124,000 included in the Housing Authority's approved Fiscal Year 2005-2006 budget for this purpose.

After the first year, the Housing Authority may extend the Contracts for an additional two years, in one-year increments, at the same aggregate yearly compensation, contingent upon availability of funds. Funds for years two and three of the Contracts, if extended, will be included in the Housing Authority's approved budgets through the annual budget process.

A 25 percent contingency, in the aggregate amount of \$31,000 per year, is also being set aside to cover any unanticipated, needed security guard services.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Housing Authority on an ongoing basis requires the services of unarmed and armed security guards to patrol Housing Authority office buildings, construction sites, and housing developments, and to provide armed and unarmed security guards during emergencies.



The proposed Contracts for Security Guard Services define the basic scope of services to be performed by both security firms. Over the one-year term, the Contracts will be amended to incorporate specific sites, compensation amounts, terms, and a detailed scope of work for each location. The primary service provider, California Security, Inc., will provide services to include: performing fire watch patrols, providing armed and unarmed security guards, and performing both foot and vehicle patrols at office buildings, construction sites and housing developments. General Security Services, Inc., will be available to provide identical back-up guard service for the office buildings and as-needed guard services, should California Security, Inc., be unavailable to provide these services.

The Contracts may be extended for a maximum of two years, in one-year increments, subject to availability of funds. The cost of services will not exceed the costs accepted in the Proposal Documents submitted in response to the Request for Proposals (RFP).

The proposed services are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) and General Relief Opportunity for Work (GROW) Programs implemented by the County of Los Angeles. Instead the contractors must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance. The contractors must also comply with the Housing Authority's Living Wage Program (LWP), which requires that the contractors pay their employees no less than the applicable hourly living wage rate, as set forth in the LWP, for the employees' services provided under the Contracts.

The attached Contract has been reviewed by County Counsel.

**CONTRACTING PROCESS:**

On April 11, 2005, a Request for Proposals (RFP) process was initiated to identify vendors to provide security guard services for the Housing Authority. Notices were mailed to 70 vendors identified from the Housing Authority's vendor list. Announcements appeared in seven local newspapers and on the County's WebVen website. A copy of the RFP was also posted on the Housing Authority's website. Twenty-two contractors participated on April 28, 2005 in the Pre-Proposal Conference. Seven proposals were received on May 12, 2005.

Honorable Housing Commissioners  
September 28, 2005  
Page 4

Three proposals did not meet the minimum requirements and were therefore found to be nonresponsive. The remaining four proposals were evaluated by a committee comprised of five Housing Authority staff. The proposal submitted by California Security, Inc. received the highest evaluation score and General Security Services, Inc. received the second highest score. These two firms are, therefore, being recommended for award of Contracts.

The Summary of Outreach Activities is provided as Attachment A.

**ENVIRONMENTAL DOCUMENTATION:**

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34(a)(3), because it involves administrative activities that will not have a physical impact or result in any physical changes to the environment. The action is not subject to the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

**IMPACT ON CURRENT PROGRAMS:**

The proposed Contracts will provide needed security guard services for the Housing Authority's office buildings and housing developments.

Respectfully submitted,

*for*   
CARLOS JACKSON  
Executive Director

CJ:pa/ds:Security\_Guard

Attachments: 2

## ATTACHMENT A

### SECURITY GUARD SERVICE CONTRACTS

#### Summary of Outreach Activities

On April 11, 2005, the following outreach was initiated to identify qualified firms to provide security guard services for the Housing Authority's office buildings and as needed security services for the housing development sites throughout Los Angeles County.

#### A. Request for Proposals Advertising

Announcements appeared in the following seven local newspapers:

Agua Dulce News	Los Angeles Sentinel
Eastside Sun	Los Angeles Times
International Daily News	Wave Publications Group
La Opinion	

An announcement was also posted on the County's WebVen website. A copy of the RFP was also posted on the Housing Authority's website.

#### B. Distribution of Proposal Packets

The Housing Authority's vendor list was used to mail out the Request for Proposals to 70 security companies. Forty-two firms identified themselves as firms owned by minorities or women (private firms that are 51 percent owned by minorities or women, or publicly owned businesses, in which 51 percent of the stock is held by minorities or women). As a result of the outreach, 19 proposal packages were requested and distributed.

#### C. Pre-Proposal Conference

On April 28, 2005, 22 contractors participated in a Pre-Proposal Conference.

#### D. Proposal Results

On May 12, 2005, seven proposals were received. Three proposals did not meet the minimum proposal document requirements. The remaining four proposals were evaluated by a committee comprised of five Housing Authority staff. The results of that evaluation are as follows:

<u>Security Company</u>	<u>Evaluation Score</u>
California Security, Inc.	874
General Security Services, Inc.	821
Public Security Patrol, Inc.	567
Allpoints Security Services	473

Based on the results of the evaluation, California Security, Inc. and General Security Services, Inc. are being recommended for award of Contracts.

E. Minority/Female Participation – Selected Firm

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
California Security, Inc.	Minority	Total: 1,189 692 Minorities 461 Women 58% Minorities 39% Women
General Security Services, Inc.	Non-minority	Total: 109 53 Minorities 20 Women 49% Minorities 18% Women

F. Minority/Female Participation – Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Public Security Patrol, Inc.	Minority	Total: 34 30 Minorities 3 Women 88% Minorities 9% Women
Allpoints Security Services	Minority	Total: 100 70 Minorities 20 Women 70% Minorities 20% Women

The Housing Authority conducts ongoing outreach to include minorities and women in the Agreement 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 Housing Authority.

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

**CONTRACT SUMMARY**  
**SECURITY GUARD SERVICES**

**Location:** Countywide

**Bid Number:** SM05-004

**Outreach Date:** April 11, 2005

**Contractors:** California Security, Inc., and General Security Services, Inc.

**Services:** Contractors will provide unarmed security guard services at the Housing Authority's business offices located in Santa Fe Springs and Lancaster, and as needed unarmed and armed security guard services on a project-by-project basis, at various properties located throughout the County that are rented, owned, or managed by the Housing Authority.

**Contract Sum:** The annual maximum cost is \$124,000. If the contracts are continued into the second and third years, the maximum amount for these years is also \$124,000 per year, for a total three-year amount of \$372,000. A 25 percent contingency, in the aggregate amount of \$31,000 per year, is also being set aside to cover any unanticipated, needed security guard services.





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*Commissioners*

**Carlos Jackson**  
*Executive Director*

September 28, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE CONSTRUCTION CONTRACT FOR THE SEISMIC RETROFIT AT THE  
91<sup>ST</sup> STREET HOUSING DEVELOPMENT (2)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the seismic retrofit of the 91<sup>st</sup> Street family housing development, located at 1109 W. 91<sup>st</sup> Street, in unincorporated Los Angeles, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract (Contract), in the amount of \$262,100, to M.L. Construction, Inc., to complete the seismic retrofit at the subject property; and authorize the Executive Director of the Housing Authority to execute the Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 90 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use a total of \$262,100 in Capital Fund Program funds, for the purpose described herein; and authorize the Executive Director to approve Contract change orders not exceeding \$65,525 for unforeseen project costs, using the same source of funds.
4. Recommend that the Board of Commissioners authorize the Executive Director to incorporate the Capital Funds Program funds into the Fiscal Year 2005-2006 Capital budget.



**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to award a Contract to complete the seismic retrofit at the 91<sup>st</sup> Street family housing development.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The Housing Authority will fund the improvements with \$262,100 in Capital Fund Program funds to be included in the Housing Authority's approved Fiscal Year 2005-2006 Capital budget. A 25 percent contingency, in the amount of \$65,525, is also being set aside for unforeseen costs, using the same source of funds. The staff estimate to complete the work is \$200,500.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

On April 17, 2004 the Board authorized the Housing Authority to submit, as part of the Agency Plan, a Capital Fund Program application to the U.S. Department of Housing and Urban Development (HUD) to provide funding for the modernization of all of its public housing sites. HUD subsequently approved the application, including funding for rehabilitation of the subject property.

The 91<sup>st</sup> Street housing development is comprised of eight two-bedroom units of family housing in one two-story building, with the parking area under the second story units. The Housing Authority wishes to retain the services of M.L. Construction, Inc. to complete the following seismic retrofit-related improvements at the subject housing development: remove exterior stucco to install new plywood shear panels, including new posts and hold-downs; install new anchor bolts; install new stucco and paint exterior of building; install, at grade beam in the garage area, two new posts and concrete footings; in unit number 5, install new plywood shear panels, new drywall and paint; and complete other related work. It is anticipated that the entire project will be completed within 70 calendar days following the Notice to Proceed.

The improvements are being 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, M.L. Construction 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 executed by M.L. 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. It is exempt from the provisions of CEQA, pursuant to State CEQA Guidelines 15301, because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office located at 2 Coral Circle, Monterey Park.

**CONTRACTING PROCESS:**

On May 18, 2005, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to 472 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight newspapers and on the County WebVen website. Five bid packages were requested and distributed.

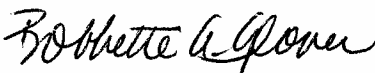
On June 16, 2005, two bids were received and formally opened. The lowest bid, submitted by W.E. Construction, Inc., was determined to be non-responsive, as a large part of the scope of work was not included with their bid. M.L. Construction, Inc., was determined to be responsive and is, therefore, being recommended for the Contract award.

The Summary of Outreach Activities is provided with this letter as Attachment A.

**IMPACT ON CURRENT PROJECT:**

The award of the Contract will upgrade and preserve the sites, and provide better structural security for the residents.

Respectfully submitted,

  
CARLOS JACKSON  
Executive Director

CJ:ajm:91<sup>st</sup>\_Seismic

Attachments: 2

## ATTACHMENT A

### Summary of Outreach Activities

#### Construction Contract for the 91<sup>st</sup> Street Housing Development

On May 18, 2005, the following outreach was initiated to identify a contractor for the seismic retrofit of the 91<sup>st</sup> Street family housing development, located at 1109 West 91<sup>st</sup> Street, Unincorporated Los Angeles.

#### A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Dodge Construction News  
Eastern Group Publications  
International Daily News  
La Opinion

Los Angeles Sentinel  
Los Angeles Times  
The Daily News  
WAVE Community Newspapers

An announcement was also posted on the County WebVen website.

#### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 472 contractors, of which 324 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, five bid packages were requested and distributed.

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

On May 26, 2005, a mandatory pre-bid conference and site walk was conducted. Four firms were in attendance.

#### D. Bid Results

On June 16, 2005, a total of two bids were received and publicly opened. One firm identified itself as minority-owned. The bid submitted by W.E. Construction, Inc., was determined to be non-responsive, as a large part of the scope of work was not included with their bid. The bid submitted by M.L. Construction, Inc. was determined to be responsive and is, therefore, being recommended for the Contract award.

The bid results were as follows:

<u>Company</u>	<u>Bid Amount</u>
W.E. Construction, Inc.*	\$179,300**
M.L. Construction, Inc.	\$262,100

\*Minority-owned firm  
 \*\*Non-responsive bid

E. Minority/Women Participation – Firm Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
M.L. Construction, Inc.	Non-Minority	Total: 18 3 minorities 1 woman 17% minority 6% women

F. Minority/Women Participation - Firm Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
W.E. Construction, Inc.	Minority	Total: 5 5 minorities 1 woman 100% minority 20% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contracting 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 Housing Authority.

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

## Contract Summary

**Project Name:** 91<sup>st</sup> Street Siesmic Retrofit Project  
**Location:** 1109 W. 91st Street, Los Angeles, California, 90044  
**Bid Number:** CM-05-045R1  
**Bid Date:** June 16, 2005  
**Contractor:** M.L. Construction, Inc.  
**Services:** Siesmic Retrofit of two story residential building

**Contract Documents:** Part A - Instructions to Bidders and General Conditions; Part B - Specifications; Part C - Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Construction Contract shall be commenced within thirty (30) 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 seventy (70) calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Four Hundred Dollars and Zero Cents (\$400.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority 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 **Two Hundred Sixty-Two Thousand One Hundred Dollars and Zero Cents (\$262,100.00)**. The Contract Sum is not subject to escalation, and includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency: \$65,525**



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*Commissioners*

**Carlos Jackson**  
*Executive Director*

September 28, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE CONSTRUCTION CONTRACT FOR KITCHEN REMODELING AT THE  
CARMELITOS HOUSING DEVELOPMENT (4)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners find that the remodeling of kitchens in 30 accessible units at the Carmelitos family housing development, located at 1000 Via Wanda, Long Beach, CA, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the award of a Construction Contract (Contract), in the amount of \$297,300, to Natural Building Maintenance Corporation to complete the kitchen remodeling at the subject property; and authorize the Executive Director of the Housing Authority to execute the Contract and all related documents, to be effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Recommend that the Board of Commissioners authorize the Executive Director to use \$165,000 in Community Development Block Grant (CDBG) funds allocated to the Fourth Supervisorial District and \$132,300 in Capital Fund Program (CFP) funds, for the purpose described herein; and authorize the Executive Director to approve Contract change orders not exceeding \$74,325 for unforeseen project costs, using CFP funds.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to award a Contract to complete the kitchen remodeling of 30 accessible units at the Carmelitos housing development.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The Housing Authority will fund the Contract with \$165,000 in CDBG funds allocated to the Fourth Supervisorial District and \$132,300 in CFP funds included in the Housing Authority's approved Fiscal Year 2005-2006 budget. A 25 percent contingency, in the amount of \$74,325, is also being set aside for unforeseen costs using CFP funds. The staff estimate for this project was \$284,450.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

The Carmelitos housing development is comprised of 558 units of family housing and 155 units of senior housing. Thirty of the units at the housing development are accessible to disabled residents, however the kitchens do not currently meet all of the needs of these residents. To make the kitchens compliant with current Americans with Disabilities Act (ADA) accessible standards, the Housing Authority wishes to retain the services of Natural Building Maintenance Corporation to complete the following kitchen remodeling: remove and replace existing kitchen countertops and cabinetry; replace plumbing fixtures; replace electrical and kitchen light fixtures; paint kitchens, and complete other related work.

It is anticipated that the entire project will be completed within 145 calendar days following the Notice to Proceed.

The improvements are being 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, Natural Building Maintenance Corporation 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 executed by Natural Building Maintenance Corporation.



Honorable Housing Commissioners  
September 28, 2005  
Page 3

**ENVIRONMENTAL DOCUMENTATION:**

Pursuant to 24 Code of Federal Regulations, 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. It is exempt from the provisions of CEQA, pursuant to State CEQA Guidelines 15301, because it involves negligible or no expansion of use beyond what currently exists and does not have the potential for causing a significant effect on the environment.

The environmental review record for this project is available for viewing by the public during regular business hours at the Housing Authority's main office located at 2 Coral Circle, Monterey Park.

**CONTRACTING PROCESS:**

On July 7, 2005, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to 470 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in nine local newspapers and on the County WebVen website. Six bid packages were requested and distributed.

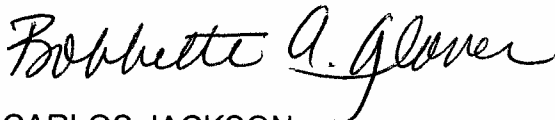
On August 30, 2005, six bids were received and formally opened. The lowest bid, submitted by Natural Building Maintenance Corporation, was determined to be the most responsive and is being recommended for the Contract award.

The Summary of Outreach Activities is provided with this letter as Attachment A.

**IMPACT ON CURRENT PROJECT:**

The award of the Contract will upgrade and preserve the site, and provide residents of accessible units with improved conditions in their kitchens.

Respectfully submitted,



for CARLOS JACKSON  
Executive Director

CJ:ajm:Carmelitos\_Kit  
Attachments: 2

## ATTACHMENT A

### Summary of Outreach Activities

#### Construction Contract for the Carmelitos Housing Development

On July 7, 2005, the following outreach was initiated to identify a contractor to remodel the kitchens in 30 accessible units at the Carmelitos housing development located at 1000 Via Wanda, Long Beach, CA.

#### A. Newspaper Advertising

Announcements appeared in the following nine local newspapers:

Dodge Construction News  
Eastern Group Publications  
International Daily News  
La Opinion  
Los Angeles Sentinel

Los Angeles Times  
Press Telegram  
The Daily News  
WAVE Community Newspapers

An announcement was also posted on the County WebVen website.

#### B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 470 contractors, of which 318 identified themselves as businesses owned by minorities or women (private firms which are 51 percent owned by minorities or women, or publicly-owned businesses in which 51 percent of the stock is owned by minorities or women). As a result of the outreach, six bid packages were requested and distributed.

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

On July 20, 2005, a mandatory pre-bid conference and site walk was conducted. Ten firms were in attendance.

#### D. Bid Results

On August 30, 2005, a total of six bids were received and publicly opened. Three firms identified themselves as minority-owned. The bid results were as follows:

<u>Company</u>	<u>Bid Amount</u>
Natural Building Maintenance Corporation*	\$297,300.00
CWS Systems	\$346,200.00
Gibraltar Construction Company, Inc.	\$386,635.00
Unique Performance Construction	\$400,000.00
G. Coast Construction, Inc.*	\$485,000.00
Caltec Corp.*	\$541,160.00

\*Minority-owned firm

E. Minority/Women Participation – Firm Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
Natural Building Maintenance Corporation	Minority	Total: 14 14 minorities 3 women 100% minority 21% women

F. Minority/Women Participation - Firms Not Selected

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
CWS Systems	Non-Minority	Total: 4 0 minorities 0 women 0% minority 0% women
Gibraltar Construction Company, Inc.	Non-Minority	Total: 50 18 minorities 3 women 36% minority 6% women
Unique Performance Construction	Non-Minority	Total: 6 4 minorities 0 women 67% minority 0% women

G. Coast Construction, Inc.	Minority	Total: 8	
		8	minorities
		1	woman
		100%	minority
		13%	women

Caltec Corp.	Minority	Total: 2	
		2	minorities
		0	women
		100%	minority
		0%	women

The Housing Authority conducts ongoing outreach to include minorities and women in the contracting 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 Housing Authority.

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

## Contract Summary

**Project Name:** Carmelitos Accessible Units Kitchen Remodel Project  
**Location:** 1000 Via Wanda, Long Beach, CA 90805  
**Bid Number:** CM-05-014R1  
**Bid Date:** 8/30/2005  
**Contractor:** Natural Building Maintenance, Corporation  
**Services:** Kitchen Remodel for 30 Accessible Family Units

**Contract Documents:** Part A - Instructions to Bidders and General Conditions; Part B - Specifications; Part C - Bidder's Documents, Representations, Certifications, Bid, and Other Statements of Bidder; all addenda to the Contract Documents.

**Time of Commencement and Completion:** The work to be performed under this Construction Contract shall be commenced within thirty (30) 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 forty-five (145) calendar days following the required commencement date.

**Liquidated Damages:** In the event of breach of contract, the Contractor and his/her sureties shall be liable for, and shall pay to the Housing Authority the sum of **Four Hundred Dollars (\$400)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

**Contract Sum:** The Housing Authority 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 **Two Hundred Ninety Seven Thousand Three Hundred Dollars (\$297,300)**. The Contract Sum is not subject to escalation, and includes all labor and material increases anticipated throughout the duration of this Construction Contract.

**Contract Contingency: \$74,325**



**HOUSING AUTHORITY  
of the County of Los Angeles**

Administrative Office  
2 Coral Circle • Monterey Park, CA 91755  
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

September 28, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**APPROVE MEDICAL PLAN CHANGES (ALL DISTRICTS)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Recommend that the Board of Commissioners approve the combined payment, with the Community Development Commission, of an estimated \$160,000 as the January 2006 premium to Blue Cross of California (Blue Cross) for Health Maintenance Organization (HMO) and Point-of-Service (POS) employee medical plans.
2. Recommend that the Board of Commissioners approve an increase, with the Community Development Commission, in the combined contribution under the Optional Benefit Plan and under the Flexible Benefit Plan to match the current benefit level provided by the County to its employees for the purchase medical, dental, vision and life insurance benefits, at an estimated cost of up to \$350,000, effective January 1, 2006; and authorize the Executive Director, with the Community Development Commission, to match any future increases in the Optional and Flexible Benefit Plan contributions provided by the County to its employees, for the purchase medical, dental, vision and life insurance benefits.
3. Recommend that the Board of Commissioners approve the combined payment, with the Community Development Commission, of the employer-paid subsidy for the 2006 calendar year, with Kaiser Health Plan (Kaiser), Blue Cross HMO and Blue Cross POS, at an estimated cost of \$700,000.
4. Recommend that the Board of Commissioners authorize the Housing Authority to fund all medical plan costs using funds included in the approved Fiscal Year 2005-2006 budget and funds to be approved through the annual budget process for Fiscal Year 2006-2007, as needed.



**PURPOSE/JUSTIFICATION OF THE RECOMMENDED ACTION:**

The purpose of the recommended action is to provide employees, during the 2006 calendar year, affordable health coverage that is comparable with plans offered to County employees. The current plans end on December 31, 2005.

**FISCAL IMPACT/FINANCING:**

Blue Cross of California requires an estimated deposit of \$160,000 to establish an account and prepare open enrollment materials. This amount is equivalent to one-month's premium and will be applied toward the premium of January 2006. The contract is expected to extend each year using funds approved through the annual budget process.

The estimated annual cost to increase the combined contribution under the Optional Benefit Plan from \$556 to up to a maximum of \$626 per month, and under the Flexible Benefit Plan from \$810 to up to a maximum of \$852 per month is \$350,000. These increases match the benefit level provided by the County to its employees for the purchase of medical, dental, vision and life insurance benefits.

The Executive Director reserves the discretion to apply the appropriate contribution, not to exceed the authorized amounts, based on availability of funds. The Executive Director currently plans to increase the Optional Benefit Plan contribution from \$524 to a maximum of \$556 per month and the Flexible Benefit Plan contribution from \$770 to a maximum of \$810 per month, at an estimated annual cost of \$120,000, effective January 1, 2006. Benefit contributions may be increased, up to the maximum authorized amounts, pending availability of funds.

The increase in the employer-paid subsidy is estimated at \$700,000 for January 1, 2006 through December 31, 2006.

The Executive Director is also seeking authority to, in the future, provide Optional and Flexible Benefit Plan contributions up to a maximum monthly cost not to exceed the benefit level provided by the County to its employees, for the purchase of medical, dental, vision and life insurance benefits in comparable programs.

The current Fiscal Year 2005-2006 budgets of the Housing Authority and Commission will support the proposed cost for the medical plan and increases to the Optional and Flexible Benefit Plans for the period of January through June 2006. The budgets to be presented to your Board during the next annual budget process will include funding for the remaining costs.

The Board of Commissioners of the Housing Authority must approve the plan changes, because Housing Authority funds will be used to pay a portion of the benefits for Commission personnel performing Housing Authority functions.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

Employees are currently provided Blue Shield HMO, Blue Shield POS, and Kaiser as employee medical plan options. During the months of August and September, the Commission evaluated these plans and the required cost increases for 2006. Blue Shield proposed increasing its rate by 22.5 percent. The Commission, therefore, requested proposals from Aetna, Blue Cross, Cigna HealthCare, Health Net and PacifiCare to compare with Blue Shield. All of these companies, with the exception of Blue Cross, declined to submit a quote.

Blue Cross can provide comparable coverage, a larger physician network, and a Medicare risk HMO plan for retirees at a lower cost than the proposed 2006 Blue Shield rate. Furthermore, the Blue Cross HMO and POS plans provide chiropractic and acupuncture care benefits, which are requested by employees, but which are not provided by Blue Shield. Kaiser will continue as the third medical plan option.

Employees are provided benefit choices under the Flexible Benefit and Optional Benefit Plans. Both plans allow employees to purchase medical, dental, vision, and life insurance coverage by utilizing employer contributions to the plans.

The minimum monthly contribution under both plans was last adjusted on October 5, 2004. Participants in the Flexible Benefit Plan currently receive an employer contribution expressed as a percentage of salary, but not less than a minimum contribution of \$790 per month. Given that employee costs for health insurance will be increasing again in 2006, the Commission is recommending an increase for participants in the Optional Benefit Plan up to a maximum \$626 per month and an increase for participants in the Flexible Benefit Plan up to a maximum of \$852 per month. The County approved similar increases for its MegaFlex and Flexible Benefit plans on September 6, 2005.

Employees will be required to pay on average an additional seven and one-half percent from their pay to help defray the cost of medical insurance. This seven and one-half percent increase in employee contributions under each of the plans will also contribute significantly to the funding in 2006. The new monthly contribution for each plan is provided in Attachment A.

In general, these changes are consistent with the 2006 changes approved by the Board for non-represented County employees.



Honorable Housing Commissioners  
September 28, 2005  
Page 4

**IMPACT ON CURRENT PROGRAM:**

The recommended actions are consistent with the principle of promoting the well being of Commission employees and their families by offering comprehensive employee benefits.

Respectfully submitted,

*Bobbette A. Glover*

*for* CARLOS JACKSON  
Executive Director

CJ:ajm:medical\_Benefis\_2005-06

Attachment: 1

## Attachment A

### Monthly Employee Contribution for 2006\*

#### Kaiser

Employee Only	\$233.00
Employee + One	\$440.00
Family	\$544.00

#### Blue Cross HMO

Employee Only	\$206.00
Employee + One	\$420.00
Family	\$553.00

#### Blue Cross Point-of-Service (POS)

Employee Only	\$330.00
Employee + One	\$700.00
Family	\$990.00

\*Monthly employee contribution is the employee cost after the subsidy is applied to the actual plan cost.



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**Carlos Jackson**  
Executive Director

September 28, 2005

Honorable Housing Commissioners  
Housing Authority of the  
County of Los Angeles  
2 Coral Circle  
Monterey Park, California 91755

Dear Commissioners:

**CONSTRUCTION CONTRACTS FOR REPLACEMENT OF TWO ELEVATORS AT  
WEST KNOLL SENIOR HOUSING DEVELOPMENT (3)**

**IT IS RECOMMENDED THAT YOUR COMMISSION:**

1. Concur with the Board of Commissioners' finding that the replacement of two elevators at the 136-unit West Knoll senior housing development, located at 838 West Knoll Drive, in the City of West Hollywood, is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.
2. Concur with the Board of Commissioners' approval to award a Construction Contract in the amount of \$685,240 to Superior Alliance Elevator Corp., to replace the elevators at the subject property, including all needed demolition, construction, and related work; and authorize the Executive Director of the Housing Authority to execute the Construction Contract, presented in the form of the attached, and all related documents, to be effective following approval as to form by County Counsel, execution by all parties and the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.
3. Concur with the Board of Commissioners' approval to award a Consultant Contract in the amount of up to \$125,000 to Rincon Consultants, Inc. for any needed environmental assessment and remediation services that may be discovered during the elevator replacement work described above; and authorize the Executive Director of the Housing Authority to execute the Consultant Contract,

presented in the form of the attached, and all related documents, to be effective following approval as to form by County Counsel, execution by all parties and the issuance of the Notice to Proceed.

4. Concur with the Board of Commissioners' authorization for the Executive Director to do as follows: use up to a total of \$810,240 in Capital Fund Program funds from the U.S. Department of Housing and Urban Development for the purposes described above; approve Construction Contract and Consultant Contract change orders to extend the time of performance, increase the scope of work, and increase compensation in an amount not exceeding \$162,048 for unforeseen project costs, using the same source of funds; and incorporate all funds into the Housing Authority's approved 2005-2006 Fiscal Year budget.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:**

The purpose of this action is to award Construction and Consultant Contracts to complete all work necessary for the replacement of two elevators at the West Knoll senior housing development.

**FISCAL IMPACT/FINANCING:**

There is no impact on the County general fund. The Housing Authority will fund the improvements with a total of up to \$810,240 in Capital Fund Program funds. A 20 percent contingency, in the amount of up to \$162,048 from the same source of funds, is also being set aside for unforeseen costs. All funds will be incorporated into the Housing Authority's approved 2005-2006 Fiscal Year budget. The costs for both Contracts are staff estimates. Detailed statements of work, to be provided by both firms in ongoing negotiations, will further refine the Contract costs.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS:**

West Knoll is a three-story housing development that consists of 136 one- and two-bedroom units for seniors and disabled persons. The housing development maintains two elevators for use by residents, staff, and visitors. In February 2005, one of the development's elevators was closed down by Excelsior Elevator Corporation, the Housing Authority's elevator maintenance service provider, due to oil leaking from the hydraulic cylinder that moves the elevator cab.

The Housing Authority subsequently contracted with Lerch, Bates & Associates, Inc., an elevator consultant, to assess the full condition of the elevator and its operating system. The consultant's July 13, 2005 report confirms that oil leakage is a potential safety concern and, as a result, immediate replacement of the elevator is recommended. Until replacement is completed, there are the following dangers to the residents: The

elevator may not stop accurately at each floor, resulting in a tripping hazard to residents; if an excessive amount of oil is suddenly lost, the elevator could rapidly accelerate while going down, resulting in injury to a resident and/or equipment damage; and oil leakage may contaminate the groundwater beneath the development.

The elevator consultant also found possible oil leakage from the second and only remaining elevator, which could result in the closure of this elevator as well. This would place an immediate and substantial hardship on many of the senior and disabled residents who would have difficulty using the stairs to reach their second and third floor apartments. If both elevators were closed at once, the West Knoll residents would need to be temporarily relocated until both elevators could be replaced. In order to meet residents' needs, eliminate potential risks, and avoid relocation costs, Housing Authority staff has determined that regular procurement requirements be set aside and that contracts for the consecutive replacement of both elevators be executed as quickly as possible.

The Housing Authority has determined that an emergency exists, and an elevator construction contractor is needed to procure and install replacement elevators. In addition, a consultant is needed to provide any needed environmental assessment and/or remediation services. The Housing Authority selected contractors to accomplish these tasks based on past performance and ability to perform the required tasks immediately. Selection of these contractors conforms to the Housing Authority's guidelines for non-competitive procurement for emergency services.

It is anticipated that the project will be completed within 180 calendar days following the Notice to Proceed.

The improvements are being 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, the Contractors 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 Contracts are being presented in the form of the attached and will be effective upon approval by County Counsel and execution by all parties. On September 27, 2005 the Board approved this action.

This project is excluded from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35(a)(3)(ii), because it involves activities that will not alter existing environmental conditions. It is exempt from the provisions of CEQA pursuant to State CEQA Guideline 15301 because it involves negligible or no expansion of use beyond what currently exists and therefore does not have the potential for causing a significant effect on the environment.

**CONTRACTING PROCESS:**

Due to the emergency nature of this project, the Housing Authority followed its procurement policy as it relates to noncompetitive proposals. In this case, a contract may be awarded by noncompetitive proposals because the emergency, which arose by reason of equipment failure, seriously threatens the public safety and endangers property. In addition, there is an immediate and serious need for contractual services, which cannot be met by regular procurement procedures. The emergency procurement is limited to those supplies and services necessary to meet the emergency.

The Housing Authority referred to its list of eligible contractors for firms available to perform this work immediately. Rincon Consultants, Inc., had already started preliminary environmental work on this project under a separate contract, and is familiar with this site. The Housing Authority will execute a new contract with this firm if additional environmental assessment services are required and/or environmental contamination is discovered during the assessment.

Superior Alliance Elevator Corp. was selected because the firm's equipment delivery time is nearly two months faster than the other firms contacted. Both contractors are fully qualified to perform the work required, and are available to begin immediately after your Board's approval

**IMPACT ON CURRENT PROJECT:**

The award of the Contracts will replace the two elevators, provide any needed environmental cleanup and provide residents at the West Knoll senior housing development with safe living conditions.

Respectfully submitted,

  
for CARLOS JACKSON  
Executive Director

CJ:ajm:w.knoll elevators

Attachments: 2



## CONTRACT SUMMARY

### ENVIRONMENTAL ASSESSMENT AND REMEDIATION SERVICES

**Location:** West Knoll Housing Development, West Hollywood

**Bid Number:** Not Applicable (Emergency, Non-Competitive Procurement)

**Outreach Date:** Not Applicable

**Contractor:** Rincon Consultants, Inc.

**Services:** Contractor will provide any needed environmental assessment and remediation services that may be discovered during the replacement of two elevators at the West Knoll Housing Development.

**Contract Sum:** The maximum cost is \$125,000. A 20 percent contingency is being set aside for unforeseen project costs.

**CONTRACT SUMMARY**  
**REPLACEMENT OF TWO ELEVATORS**

**Location:** West Knoll Housing Development, West Hollywood

**Bid Number:** Not Applicable (Emergency, Non-Competitive Procurement)

**Outreach Date:** Not Applicable

**Contractor:** Superior Alliance Elevator Corp.

**Services:** Contractor will replace the elevators at the West Knoll Housing Development, including all needed demolition, construction, and related work.

**Contract Sum:** The maximum cost is \$685,240. A 20 percent contingency is being set aside for unforeseen project costs.