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Carlos Jackson
Executive Director

April 10, 2007

Honorable Board of Commissioners
Housing Authority of the
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

APPROVE CONSTRUCTION CONTRACT FOR ROOF REPAIRS AT PALM APARTMENTS SENIOR HOUSING DEVELOPMENT IN THE CITY OF WEST HOLLYWOOD (3)
(3 Vote)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that the roof repairs at the Palm Apartments senior housing development, located at 959 Palm Avenue, 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. Approve the award of a Construction Contract (Contract) in the amount of $62,655 to Best Contracting Services, Inc. for roof repairs at the subject property; and authorize the Executive Director of the Housing Authority to execute the Contract and all related documents, following approval as to form by County Counsel, and effective upon the issuance of the Notice to Proceed, which will not exceed 30 days following the date of Board approval.

3. Authorize the Executive Director to use a total of $62,655 in Capital Funds allocated by the U.S. Department of Housing and Urban Development (HUD); and authorize the Executive Director to approve Contract change orders not exceeding $15,664 for unforeseen project costs, using the same source of funds.

4. Authorize the Executive Director to incorporate a total of $78,319 of Capital Funds into the Housing Authority's approved Fiscal Year 2006-2007 Budget, for the project described above.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

The purpose of this action is to award a Construction Contract for roof repairs at the Palm Apartments senior housing development.

FISCAL IMPACT/FINANCING:

There is no impact on the County general fund. The improvements will be funded with a total of $62,655 in Capital Funds allocated by HUD, which will be incorporated into the Housing Authority's approved Fiscal Year 2006-2007 budget. A 25 percent contingency, in the amount of $15,664, is also being set aside for unforeseen costs, using the same source of funds. The in-house estimated cost to complete the work is approximately $74,142.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

The Palm Apartments senior housing development consists of a total of 127 units. The Housing Authority wishes to award the attached Contract to Best Contracting Services, Inc. to complete the necessary roof repairs and other related work. It is anticipated that the entire project will be completed within 60 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, Best Contracting Services, Inc. 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 Best Contracting Services, Inc. On March 28, 2007, the Housing Commission recommended approval of the contract award.

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.

CONTRACTING PROCESS:

On January 4, 2007, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were mailed to 445 contractors identified from the Housing Authority's vendor list. Advertisements also appeared in eight newspapers and on the County Web Site. Two bid packages were requested and distributed.

On January 30, 2007, one bid was received and formally opened. The bid, submitted by Best Contracting Services, Inc., is the most responsive, lowest bidder, and is being recommended for the contract award.

The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT PROJECT:

The award of the Contract will upgrade and preserve the senior housing development in a decent, safe, and sanitary condition for its residents.

Respectfully submitted,

CARLOS JACKSON
Executive Director

Attachments: 2

ATTACHMENT A

Summary of Outreach Activities

Construction Contract for Roof Repairs
at Palm Apartments Senior Housing Development

On January 4, 2007, the following outreach was initiated to identify a contractor for roof repairs at the Palm Apartments senior housing development, located at 959 Palm Avenue, in the City of West Hollywood.

A. Newspaper Advertising

Announcements appeared in the following eight local newspapers:

Dodge Construction News	Los Angeles Sentinel
Eastern Group Publications	Los Angeles Times
International Daily News	The Daily News
La Opinion	WAVE Community Newspapers

An announcement was also posted on the County Web Site.

B. Distribution of Bid Packages

The Housing Authority's vendor list was used to mail out Invitations for Bids to 445 contractors, of which 391 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, two bid packages were requested and distributed.

C. Pre-Bid Conference and Site Walk

On January 16, 2007, a mandatory pre-bid conference and site walk was conducted. Four firms were in attendance.

D. Bid Results

On January 30, 2007, a total of one bid was received and publicly opened. The bid result was as follows:

Company	Bid Amount
Best Contracting Services, Inc.	$62,655.00

E. Minority/Female Participation – Selected Contractor

Name	Ownership	Employees
Best Contracting Services, Inc.	Non-minority	Total: 400 67 Minorities 16 Woman 17% minorities 4% women
Blason Ind, Inc. (Sub) (Roof demolition)	Non-minority	Total: 10 5 minority 1 women 50% minorities 10% women

The Housing Authority conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Housing Authority.

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

ATTACHMENT B

Contract Summary

Project Name: Palm Roof Repairs Project
Location: 959 Palm Avenue, West Hollywood, CA 90069
Bid Number: CM-07-001
Bid Date: January 30, 2007
Contractor: Best Contracting Services, Inc.
Services: Roof Repairs of three-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 sixty (60) 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 **Five Hundred Dollars and Zero Cents ($500.00)** as liquidated damages for each calendar day of delay, until the Work is accepted by the Owner.

Contract Sum: The 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 **Sixty-Two Thousand Six Hundred Fifty-Five Dollars and Zero Cents ($62,655.00)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: $15,664.