HOUSING AUTHORITY
of the County of Los Angeles
700 W. Main Street • Alhambra, CA 91801
Tel: 626.262.4510 • TDD: 855.892.6095 • www.hacola.org

Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

AGENDA
FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING COMMISSION
WEDNESDAY, JANUARY 22, 2013
12:00 PM
700 W. MAIN STREET
ALHAMBRA, CA 90801
(626) 262-4511

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1. **Call to Order**

2. **Roll Call**

Val Lerch, Chair
Alma Cibrian, Vice Chair
James Brooks
Michelle-Lynn Gallego
Zella Knight
Margaret Mott
Henry Porter Jr.

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

Regular Meeting of November 20, 2013.

Regular Meeting of December 18, 2014 was canceled.

4. **Report of the Executive Director**

5. **Presentation**

FSS Graduate Presentation

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.

We Build Better Lives & Better Neighborhoods

Regular Agenda

7. Award Two Job Order Contracts and Approve a Construction Task Catalog. (All Districts)

Recommend that the Board of Commissioners find that the award of the JOCs 16 and 17 and adoption of the Construction Task Catalog are exempt from California Environmental Quality Act (CEQA), for the reasons stated in this letter and in the record of the action; award one Job Order Contract (JOC 16) to Access Pacific, Inc., for a not-to-exceed amount of $4,300,000 to be financed through various program funds included in the annual approved budget; award one Job Order Contract (JOC 17) to Torres Construction Corporation for a not-to-exceed amount of $4,300,000, to be financed through various program funds included in the annual approved budget; authorize the Executive Director or his designee to execute the Job Order Contracts in the form previously approved as to form by County Counsel, and to establish the effective date following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds filed by Access Pacific, Inc., and Torres Construction Corporation; authorize the Executive Director or his designee to issue work orders for the maintenance, repair, refurbishment, rehabilitation, retrofit, remodeling and other repetitive-type work on an as-needed basis of Housing Authority facilities and infrastructure, to Access Pacific, Inc., and Torres Construction Corporation, in the aggregate work order amount not to exceed the maximum amount of each Job Order Contract; adopt the September 2013 Job Order Contract Construction Task Catalog; authorize the Executive Director or his designee, if necessary, to amend, or to terminate any of the two Job Order Contracts or to terminate the Contractor's right to proceed with the performance of Job Order Contracts. (APPROVE)

8. Acceptance of a Commission General Fund Loan and Award of a Construction Contract to Torres Construction Corporation for the Replacement of Roofs and Common Area Heating, Ventilation and Air Conditioning System at the Lancaster Homes Multifamily Senior Housing Development. (District 5)

Recommend that the Board of Commissioners find that the approval of the Contract and the project for the replacement of roofs and air conditioning system and associated work at the Lancaster Homes multifamily senior housing development is exempt from the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the project; award and authorize the Executive Director or his designee to execute or amend a Contract and all related documents with Torres Construction Corporation, the lowest responsive and responsible bidder, in the amount of $1,190,000 to complete the replacement of roofs, common area HVAC systems and associated work at the Lancaster Homes multifamily senior housing development, using Commission General Fund loan proceeds to be incorporated into the Housing Authority's approved

Fiscal Year 2013-2014 budget; authorize the Executive Director or his designee, if necessary, to terminate the contractor's right to proceed with the performance of the Contract or terminate the Contract; authorize the Executive Director or his designee to approve Contract change orders not to exceed $238,000 for unforeseen project costs, using the Commission General Fund loan and following approval as to form by County Counsel; authorize the Executive Director or his designee to accept a $5,000,000 Commission General Fund loan to be paid back to the Commission over 20 years at a simple 3% fixed interest, and to incorporate up to $1,428,000 in Commission General Funds into the Housing Authority's approved Fiscal Year 2013-2014 budget for the purposes described above. (APPROVE)

9. **Concurrence with the Board Approval of the Submittal of Rental Assistance Demonstration (RAD) Program Applications for Various Public Housing Developments. (District 1, 2 & 4)**

Concur with the Board's approval to adopt and instruct the Chairman to sign the attached resolution approving submittal of RAD program applications to the U.S. Department of Housing and Urban Development (HUD); concur with the Board's approval to authorize the Executive Director or his designee to execute all related documents and to take any other necessary actions to comply with the requirements of the RAD program; find that submittal of the applications to HUD is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the action is not defined as a project under CEQA. (CONCUR)

10. **Concurrence with Board Approval of Two Memoranda of Understanding with the Laborers' International Union of North America Local 777. (All Districts)**

Concur with the Board's approval of two three-year MOUs between the Commission and LIUNA for both the Maintenance Worker and Program Specialist Bargaining Units, to be effective January 1, 2014 through December 31, 2016; concur with the Board's approval of a three-step General Salary Adjustment to the Commission's Salary Schedule to be paid out to all current employees effective January 1, 2014; January 1, 2015 and July 1, 2015 with 2% at each occurrence; concur with the Board's approval of a three-step increase to the employer contribution for all Optional Benefit plan participants to $850 per month effective January 1, 2014, $875 per month effective January 1, 2015, and $900 per month effective January 1, 2016; concur with the Board's approval of an increase to standby compensation and a change in callback status for the Maintenance Worker Unit as described herein and reflected in the terms contained in the MOU; concur with the Board's approval of the use and incorporation of up to $350,000 in Commission General Funds into the Commission's approved Fiscal Year 2013-2014 budget, to cover the General Salary Adjustment for January 1, 2014; concur with the Board's finding that the approval of the MOUs is not subject to the provisions of the California Environmental

Quality Act (CEQA), as described herein, because the action will not have the potential for causing a significant effect on the environment. (CONCUR)

11. Approval of 2014 Housing Commission Meeting Schedule

12. Election of Chair and Vice Chair 2014

13. 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 700 W. Main St., Alhambra, CA 91801. Access to the agenda and supporting documents are 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 (3) 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 (626) 586-1504, or by e-mail at donna.delvalle@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, November 20, 2013.

The meeting was convened at 700 W. Main Street, Alhambra, CA 91801.

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 Val Lerch at 12:11 p.m.

ROLL CALL	**Present**	**Absent**
Henry Porter	X	
Val Lerch, Chair	X	
Zella Knight	X	
Hope Boonshaft		X
James Brooks		X
Alma Cibrian, Vice Chair		X
Michelle-Lynn Gallego	X	

PARTIAL LIST OF STAFF PRESENT:

Sean Rogan, Executive Director
Emilio Salas, Deputy Executive Director
Maria Badrakhan, Director, Housing Management
Margarita Lares, Director, Assisted Housing
Scott Stevenson, Director, Community Development
Matt Fortini, Director, Administrative Services

GUESTS PRESENT:

None

Reading and Approval of the Minutes of the Previous Meeting

- December 16th – Family Self Sufficiency (FSS) program will be hosting their annual holiday event/toy distribution at the Housing Authority headquarters in Alhambra. This event supports the families that are participating in the FSS program.

- December 18th – Family Self Sufficiency program will host their holiday event/toy distribution at the Palmdale office.

- December 18th – Nueva Maravilla Housing Community will be hosting their holiday toy event at the main hall.

- December 19th – Harbor Hills Housing Community will be hosting their holiday toy event in the gymnasium.

- December 23rd – South Scattered Sites Housing Community will be hosting their holiday toy event at the Century/Wilton location.

- December 23rd – Carmelitos Housing Community will be hosting their holiday toy event in the community room.

Agenda Item No. 6 - Presentation

Family Self Sufficiency (FSS) Testimonial and Presentation – Margarita Lares, Director, Assisted Housing.

Rental Assistance Demonstration (RAD) – Alicia Salcido, Analyst, Housing Management.

Agenda Item No. 7 - Public Comments

Maxine G. Wordell, Foothill Villa resident, presented to the Housing Commissioners concerns at her housing site. She stated that her residence is infested with roaches and the trash area in the building. Ms. Wordell also informed the Commissioners that she would like to know the procedures of recertification of rent-lease for her annual review including the medical deduction policy and being notified by staff 120 days prior to her due date.

Regular Agenda

None at this time.

On Motion by Commissioner Porter, seconded by Commissioner Knight, the Minutes of the Regular Meeting of October 23, 2013 were approved.

Agenda Item No. 4

Closed Session

Agenda Item No. 5 – Report of the Executive Director

Deputy Executive Director Emilio Salas reported the following:

Mr. Salas welcomed the Housing Commissioners to the Community Development Commission and Housing Authority of the County of Los Angeles Headquarters in the City of Alhambra.

Emilio Salas stated that the Budget Conference Committee met formally for a second time last week to hear potential fiscal options for reducing the deficit from the Congressional Budget Office (CBO). During the hearing, the CBO released a report detailing 103 options to decrease the federal deficit from 2014 through 2023. The CBO report includes options to reduce mandatory and discretionary spending, curtail entitlement benefits, as well as increase personal and corporate taxes. He also stated that rather than engaging in an advocacy trip to Washington, D.C., we are preparing advocacy letters to budget conferees and our Congressional delegation, discussing the impact sequestration and the shutdown have had on Los Angeles County.

Emilio Salas informed the Housing Commissioners that NAHRO will be hosting their annual legislative conference in early 2014. This event will take place in Washington, D.C., and will have information on the impact the Housing Programs will have with new budget constraints. He will keep the Commissioners informed of the upcoming event.

Emilio Salas stated that a draft of the 2014 Housing Commission schedule has been distributed to the Housing Commissioners for their review and they will vote on approving the schedule for the 2014 calendar year.

Emilio Salas also stated at the next meeting in December, the Housing Commissioners will be nominating and voting on the new Chair and Vice Chair for the 2014 calendar year.

Emilio Salas informed the Housing Commissioners that starting next month, a new self-service appointment system will be installed for the Section 8 office located at the Alhambra building. The new kiosk will be used to notify staff when their appointment has arrived.

Emilio Salas announced the upcoming holiday events that will be taking place at various locations within the Housing Authority complexes.

Agenda Item No. 8 – Housing Commissioner Comments and Recommendations for Future Agenda Items

Commissioner Porter thanked staff for their continued hard work. He asked for an update of the Housing Commission by-laws to occur within the 1st quarter of the upcoming year. Commissioner Porter wished all a happy and safe Thanksgiving holiday.

Commissioner Gallego stated that she enjoyed hearing the success story shared by the FSS participant. She thanked staff for their work and wished everyone a Happy Thanksgiving.

Commissioner Knight suggested that the Housing Authority should host future housing events for the National Association of Housing and Redevelopment Officials (NAHRO). The Housing Authority should be shown as a role model of what a housing authority should be. She thanked staff for their continued hard work and wished everyone a Happy Thanksgiving.

Commissioner Lerch stated that he enjoyed hearing the success from the FSS participants. He thanked everyone involved for their hard work and for the great Thanksgiving meal.

On Motion by Commissioner Porter and seconded by Commissioner Knight, the Regular Meeting of November 20, 2013 was adjourned at 1:28 p.m.

Respectfully submitted,

SEAN ROGAN
Executive Director
Secretary –Treasurer

Housing Authority - County of Los Angeles

November 20, 2013

FOR YOUR INFORMATION ONLY

TO: Housing Commissioners

FROM: Margarita Lares, Director
Assisted Housing Division

RE: FSS PROGRAM UPDATE – OCTOBER 2013

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

ACTIVITIES

NUMBER CURRENTLY ENROLLED	596	As of October 1, 2013
NEW ENROLLMENTS	9	FSS Participants Enrolled
CONTRACTS EXPIRED	6	FSS Contracts Expired
	1	FSS Contract Absorbed by Long Beach PHA
DIRECT ASSISTANCE REFERRALS	121	Workforce Centers
	41	Home Ownership Program/Seminars/workshops
	413	Job referrals
	164	Educational/Vocational Services
	50	Credit Repair Services
	8	Financial Literacy
	2	Individual Deposit Accounts
	1	Transportation Assistance
	106	Health & Food Services
	166	Other Social Services
	1	Youth Services
OUTREACH & COMMUNITY EVENT	1	Building Community Partnership Meeting, hosted by the Department of Children and Family Services
	1	FSS Presentation at Norwalk DPSS Meeting
	1	Vision Team Meeting/Program Coordinating Committee
	1	Southeast Area Social Services Funding Authority Partnership Meeting
GRADUATIONS	3	Graduations
Pending Graduations	1	Request to Graduate received

If you have any questions, please feel free to contact me at (626) 586-1671.

ML:MP:WB:dt

Attachment

FAMILY SELF-SUFFICIENCY (FSS) GLOSSARY OF TERMS

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled on the FSS program as of the date the FSS Report is presented.

2. **New Enrollments -** The number of Participants enrolled in the FSS program with an effective date on the month the FSS Report is presented.

3. **Contract Expired –** The number of participant contracts that expired at the end of the month prior to the FSS Report presented.

4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.

5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.

6. **Graduations** – FSS participants that graduated last month.

7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.

Housing Authority - County of Los Angeles

January 22, 2014

FOR YOUR INFORMATION ONLY

TO: Housing Commissioners

FROM: Margarita Lares, Director
Assisted Housing Division

Margarita Lares

RE: FSS PROGRAM UPDATE – DECEMBER 2013

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

ACTIVITIES

NUMBER CURRENTLY ENROLLED	602	As of December 1, 2013
NEW ENROLLMENTS	5	FSS Participants Enrolled
CONTRACTS EXPIRED	2	FSS Contracts Expired
DIRECT ASSISTANCE REFERRALS	118	Workforce Centers
	22	Home Ownership Program/Seminars/workshops
	396	Job referrals
	48	Educational/Vocational Services
	24	Credit Repair Services
	10	Financial Literacy
	1	Individual Deposit Accounts
	3	Transportation Assistance
	9	Health & Food Services
	241	Other Social Services
	0	Youth Services
OUTREACH & COMMUNITY EVENT	2	"Holiday to Remember" Christmas Events, hosted by the Family Self Sufficiency Program. Alhambra and Palmdale offices provided toys, Christmas photos and Christmas cheer to over 400 Children. The Family Self Sufficiency Program distributed an additional 500 toys to FSS Families who were unable to attend the "Holiday to Remember" Events.
GRADUATIONS	0	Graduations
Pending Graduations	2	Requests to Graduate received

If you have any questions, please feel free to contact me at (626) 586-1671.

ML:MP:WB:dt

Attachment

FAMILY SELF-SUFFICIENCY (FSS) REPORT SUPPLEMENT

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled on the FSS program as of the date the FSS Report is presented.

2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date on the month the FSS Report is presented.

3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.

4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.

5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.

6. **Graduations** – FSS participants that graduated last month.

7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.

Contract Status Report

FOR YOUR INFORMATION ONLY

Project Filter Options

Program: All Programs
Department: All Departments
Dev. Stage: All Stages
District: All Distr.
Proj. Manager: All Managers
Team Member: All Team Members
Fund Source: All Funds

District	Project Name	Contractor Name	Original Contract Amount	Current Contract Amount	% Cng Orders	Approved Payments	%Cmpl	Status Pending Action / Forecast
1st	Nueva Maravilla (Rosas) Landscape - New Tracker #: TP003700	Mackone Development Inc.	$306,554	$306,554	0%	$0	0%	The contractor pulled the permit. We are targeting to start construction the week of 1/13. The duration for the work is 90 days.
2nd	11431 - 63 (Big) Normandie Avenue Drainage Repair Tracker #: TP003285	C. A. S. General Contractor	$334,500	$369,185	10%	$282,559	77%	Project is 100% complete. Punch list was provided to CAS on 12/18 and CAS was given untill 1/3 to complete the punch list items. CAS will have the closes out documents and as-built drawings by 1/3
2nd	JOC #4 - South Scattered Sites Heater Replacement Tracker #: TP003358	Mackone Development Inc.	$316,136	$316,136	0%	$114,013	56%	We reached an agreement with the contractor for the door modifications. We issued a NTP for the additional work required by the DPW inspector. The contractor will start to do the work the week of
4th	Carmelitos Balconies - Phase II Tracker #: TP003644	Torres Construction	$744,465	$744,465	0%	$181,699	24%	Phase II-Torres JOC Contractor started November 18, 2013. Scaffolding underway for 19 balconies at Michigan, Delaware, Virginia East Buildings. Renovation is proceeding according to the construction schedule.
		TOTALS:	**$1,701,655**	**$1,736,340**	**2%**	**$578,270**		

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Commissioners

Sean Rogan
Executive Director

January 22, 2014

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

AWARD TWO JOB ORDER CONTRACTS AND APPROVE A CONSTRUCTION TASK CATALOG (ALL DISTRICTS)

SUBJECT

This letter recommends award of two separate Job Order Contracts (JOCs) to the lowest responsive and responsible bidders to provide maintenance, repair, refurbishment, rehabilitation, retrofit and other repetitive-type work for the Housing Authority. The letter also recommends approval of the JOC Task Catalog, which includes labor, equipment, material costs and specifications necessary for work under the JOCs, and authority for the Executive Director to issue work orders under the JOCs.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that the award of the JOCs 16 and 17 and adoption of the Construction Task Catalog are exempt from California Environmental Quality Act (CEQA), for the reasons stated in this letter and in the record of the action.

2. Recommend that the Board of Commissioners award one Job Order Contract (JOC 16) to Access Pacific, Inc. for a not-to-exceed amount of $4,300,000 to be financed through various program funds included in the annual approved budget.

2. Recommend that the Board of Commissioners award one Job Order Contract (JOC 17) to Torres Construction Corporation for a not-to-

exceed amount of $4,300,000, to be financed through various program funds included in the annual approved budget.

3. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute the Job Order Contracts in the form previously approved as to form by County Counsel, and to establish the effective date following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds filed by Access Pacific, Inc. and Torres Construction Corporation.

4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to issue work orders for the maintenance, repair, refurbishment, rehabilitation, retrofit, remodeling and other repetitive-type work on an as-needed basis of Housing Authority facilities and infrastructure, to Access Pacific, Inc. and Torres Construction Corporation, in the aggregate work order amount not to exceed the maximum amount of each Job Order Contract.

5. Recommend that the Board of Commissioners adopt the September 2013 Job Order Contract Construction Task Catalog.

6. Recommend that the Board of Commissioners authorize the Executive Director or his designee, if necessary, to amend, or to terminate any of the two Job Order Contracts or to terminate the Contractor's right to proceed with the performance of Job Order Contracts.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will find award of the Job Order Contracts (JOCs) and adoption of the JOC Construction Task Catalog exempt from the California Environmental Quality Act (CEQA), and augment the Housing Authority's ability to effectively and efficiently maintain, repair, remodel, and refurbish Housing Authority properties.

The JOC program is a flexible, cost-effective, unit price, and indefinite quantity contracting method used to effectively and efficiently accomplish maintenance, repair, refurbishment, rehabilitation, retrofit and other repetitive-type work at Housing Authority developments without extensive plans and specifications. This process reduces administrative costs and lowers direct construction costs while meeting all Federal, State, and County procurement requirements.

The State Public Contract Code provides that JOCs are contracts for a single-year duration. As required by State Public Contract Code 20128.5, the proposed JOCs will be used for maintenance, repair, remodeling, and refurbishment or other repetitive work, but will not be used for the construction of a new housing development.

FISCAL IMPACT/FINANCING

There is no impact on the County general funds.

The JOCs will be funded with a total of up to $8,600,000 in public housing operating funds, non-conventional funds, Community Development Block Grant (CDBG) funds and Capital Fund Program (CFP) funds allocated by the U.S. Department of Housing and Urban Development (HUD), Community Development Commission General Funds and funds from the disposition of the administrative buildings located at 4800 E. Cesar Chavez Avenue, Los Angeles CA 90022. Funds for the Fiscal Year 2014-2015 budget will be included in the Housing Authority's annual budget approval process as needed.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On January 4, 2011, your Board approved the award of a contract to the Gordian Group for consulting services to assist the Housing Authority with the development, implementation, and support of the JOC program. The Gordian Group prepared the JOC Construction Task Catalog, which includes the labor, equipment, material costs and specifications necessary for work under a JOC. The JOC Construction Task Catalog was last updated in September 2013, and requires adoption by your Board.

On October 9, 2012, your Board approved two JOCs for the Housing Authority, both of which expired on October 15, 2013. The time and cost to implement capital projects under the JOC program compared to the traditional design, bid and build process has provided the Housing Authority with substantial savings on staff time, consultant and construction costs. The Housing Authority is again seeking approval for two additional JOCs to be approved simultaneously in order to ensure that the contractors can manage time-sensitive projects expeditiously.

The program is being primarily federally funded, and is 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 Contractor 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.

Approval of the recommended actions will award two separate JOCs to the apparent lowest responsive and responsible bidders. The JOCs have been approved as to form by County Counsel and executed by Access Pacific, Inc. (JOC 16) and Torres Construction Corporation (JOC 17).

ENVIRONMENTAL DOCUMENTATION

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.35 (a)(3)(ii), this action is excluded from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions. The award of the JOCs is recommended action is categorically exempt from CEQA. JOCs provide facilities repairs, maintenance, retrofit and refurbishment services, which are generally categorically exempt under Section 15301, Class 1 of the State CEQA Guidelines. The proposed projects are covered by the general rule that CEQA applies only to the projects that have the potential for causing a significant effect on the environment. Your Board's approval of the JOCs does not include approval of work done pursuant to specific work orders. The implementation of each work order under the JOCs shall be subject to prior determination and documentation by the Housing Authority that the work is categorically exempt from CEQA. In the event the work is not exempt, your Board will be requested to approve the appropriate environmental finding and any applicable documentation pursuant to CEQA prior to implementation of work orders under the JOCs.

CONTRACTING PROCESS

On October 7, 2013, the Housing Authority publicly advertised bids for two separate and identical JOCs on an open-competitive basis, in accordance with applicable Federal, State, and County requirements, to identify contractors to complete work on the Housing Authority's JOC program. Announcements were sent to 443 contractors identified from the Housing Authority vendor list. Advertisements also appeared in eight local newspapers and on the County WebVen and Housing Authority websites.

JOC 16 (CDC13-235):

On November 12, 2013, eleven bids were received and formally opened for JOC 16 (CDC13-235). The lowest bid, submitted by Access Pacific, Inc., was determined to be the lowest responsive and responsible, and is being recommended for the JOC award.

JOC 17 (CDC13-236):

On November 12, 2013, eleven bids were received and formally opened for JOC 17 (CDC13-236). The lowest bid, submitted by Torres Construction Corporation, was determined to be the lowest responsive and responsible, and is being recommended for the JOC award.

The Summary of the Outreach Activities and the bid results are provided as Attachment A.

IMPACT ON CURRENT PROJECT

The use of these JOCs will expedite the completion of maintenance, repair, retrofit, refurbishment and other repetitive-type work for Housing Authority projects in a timely and cost-effective manner.

Respectfully submitted,

SEAN ROGAN
Executive Director

Enclosures

ATTACHMENT A
Summary of Outreach Activities
Job Order Contract

On October 7, 2013, the following outreach was initiated to identify a contractor for the job order project.

A. Newspaper Advertising

Announcements appeared in the following local newspapers:

LA Times
The Daily News
International Daily News
LA Opinion
L.A. Sentinel
Dodge Construction News/Green sheet
Eastern Group Publications
Wave Community Newspapers

An announcement was also posted on the County and Housing Authority websites.

B. Distribution of Bid Packages: Access Pacific, Inc. JOC 16 (CDC13-235)

The Housing Authority's vendor list was used to email out Invitations for Bids to 443 contractors. As a result of the outreach, 60 bid packages were requested by contractors.

Distribution of Bid Packages: Torres Construction Corporation JOC 17 (CDC13-236)

The Housing Authority's vendor list was used to email out Invitations for Bids to 443 contractors. As a result of the outreach, 49 bid packages were requested by contractors.

C. Pre-Bid Conference and Site Walk

On October 21, 2013, a mandatory pre-bid conference was conducted for both JOCs. Sixteen firms were in attendance.

D. Bid Results

Access Pacific, Inc. JOC 16 (CDC13-235)

On November 12, 2013, a total of eleven bids were received and publicly opened. The bid result was as follows:

Company	Normal Working Hours	Other than Normal Working Hours	Composite Ratio
Access Pacific, Inc.	0.6289	0.6290	0.6289
Torres Construction Corp.	0.6350	0.6351	0.6350
Angeles Contractor, Inc.	0.7895	0.7896	0.7895
Vincor Construction, Inc.	0.8000	0.8001	0.8000
Harry H. Joh Construction, Inc.	0.8998	0.8999	0.8998
Mackone Development, Inc.	0.9800	0.9900	0.9805
MTM Construction, Inc.	1.0299	1.0300	1.0299
World Wide Construction	1.0300	1.0400	1.0305
Royal Construction, Inc.	1.0788	1.0888	1.0793
PUB Construction, Inc.	1.0800	1.0801	1.0800
New Creation Builders	1.2300	1.2400	1.2305

Torres Construction Corporation JOC 17 (CDC13-236)

On November 12, 2013, a total of eleven bids were received and publicly opened. The bid result was as follows:

Company	Normal Working Hours	Other than Normal Working Hours	Composite Ratio
Torres Construction Corp.	0.5950	0.5960	0.5951
Access Pacific, Inc.	0.6289	0.6290	0.6289
Vincor Construction, Inc.	0.7000	0.7000	0.7000
Angeles Contractor, Inc.	0.7895	0.7896	0.7895
Harry H. Joh Construction, Inc.	0.9498	0.9499	0.9498
PUB Construction, Inc.	0.9600	0.9601	0.9600
Mackone Development, Inc.	0.9800	0.9900	0.9805
MTM Construction, Inc.	1.0000	1.0500	1.0025
World Wide Construction	1.0600	1.0800	1.0610
Royal Construction, Inc.	1.0788	1.0888	1.0793
New Creation Builders	1.1890	1.1895	1.1890

Contractors provided Adjustment Factors which will be applied to items listed in the Construction Task Catalog in order to determine the cost of jobs.

Access Pacific, Inc. JOC 16 (CDC13-235)

Access Pacific, Inc.'s Adjustment Factor of 0.6289 indicates that Access Pacific, Inc. will charge the Housing Authority 62.89% of the listed price for items in the Task Catalog. Non pre-priced items will be priced using the normal working hour's adjustment factor.

Torres Construction Corporation JOC 17 (CDC13-236)

Torres Construction Corporation's Adjustment Factor of 0.5951 indicates that Torres Construction Corporation. will charge the Housing Authority 59.51% of the listed price for items in the Task Catalog. Non pre-priced items will be priced using the normal working hour's adjustment factor.

E1. Minority/Female Participation – Access Pacific, Inc. JOC 16 (CDC13-235)-Selected Contractor

Name	Ownership	Employees	
Access Pacific, Inc.	Minority	Total:	11
		10	Minorities
		3	Women
		90.91%	Minorities
		27.27%	Women

F1. Minority/Female Participation – Non-Selected Contractors JOC 16 (CDC13-235)

Name	Ownership	Employees	
Torres Construction Corp.	Minority	Total:	65
		65	Minorities
		11	Women
		100.00%	Minorities
		16.92%	Women
Angeles Contractor, Inc.	Minority	Total:	43
		43	Minorities
		5	Women
		100.00%	Minorities
		11.63%	Women

Vincor Construction, Inc.	Minority	Total:	15
		13	Minorities
		3	Women
		86.67%	Minorities
		20.00%	Women
Harry H. Joh Construction, Inc.	Minority	Total:	10
		10	Minorities
		1	Women
		100.00%	Minorities
		10.00%	Women
Mackone Development, Inc.	Minority	Total:	19
		15	Minorities
		4	Women
		78.95%	Minorities
		21.05%	Women
MTM Construction, Inc.	Minority	Total:	39
		35	Minorities
		7	Women
		89.74%	Minorities
		17.95%	Women
World Wide Construction	Minority	Total:	5
		4	Minorities
		1	Women
		80.00%	Minorities
		20.00%	Women
Royal Construction Corp.	Minority	Total:	15
		14	Minorities
		5	Women
		93.33%	Minorities
		33.33%	Women
PUB Construction, Inc.	Minority	Total:	14
		13	Minorities
		3	Women
		92.86%	Minorities
		21.43%	Women

New Creation Builders	Minority	Total:	24
		24	Minorities
		4	Women
		100.00%	Minorities
		16.67%	Women

E2. Minority/Female Participation – Torres Construction Corporation JOC 17 (CDC13-236)- Selected Contractor

Name	Ownership	Employees	
Torres Construction Corp.	Minority	Total:	65
		65	Minorities
		11	Women
		100.00%	Minorities
		16.92%	Women

F2. Minority/Female Participation – Non-Selected Contractors JOC 17 (CDC13-236)

Name	Ownership	Employees	
Access Pacific, Inc.	Minority	Total:	11
		10	Minorities
		3	Women
		90.91%	Minorities
		27.27%	Women
Vincor Construction, Inc.	Minority	Total:	15
		13	Minorities
		3	Women
		86.67%	Minorities
		20.00%	Women
Angeles Contractor, Inc.	Minority	Total:	43
		43	Minorities
		5	Women
		100.00%	Minorities
		11.63%	Women
Harry H. Joh Construction, Inc.	Minority	Total:	10
		10	Minorities
		1	Women
		100.00%	Minorities
		10.00%	Women

PUB Construction, Inc.	Minority	Total:	14
		13	Minorities
		3	Women
		92.86%	Minorities
		21.43%	Women
Mackone Development, Inc.	Minority	Total:	19
		15	Minorities
		4	Women
		78.95%	Minorities
		21.05%	Women
MTM Construction, Inc.	Minority	Total:	39
		35	Minorities
		7	Women
		89.74%	Minorities
		17.95%	Women
World Wide Construction	Minority	Total:	5
		4	Minorities
		1	Women
		80.00%	Minorities
		20.00%	Women
Royal Construction Corp.	Minority	Total:	15
		14	Minorities
		5	Women
		93.33%	Minorities
		33.33%	Women
New Creation Builders	Minority	Total:	24
		24	Minorities
		4	Women
		100.00%	Minorities
		16.67%	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 awards of the JOCs are 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: Job Order Contracts 16 and 17

Location: County of Los Angeles

Bid Number: CDC13-235 (Access Pacific, Inc.), CDC13-236 (Torres Construction Corporation)

Bid Date: November 12, 2013

Contractors: Access Pacific, Inc. (Job Order Contract 16) and Torres Construction Corporation (Job Order Contract 17)

Services: Authorizing the Housing Authority to award JOCs to Access Pacific, Inc. and Torres Construction Corporation, to provide maintenance, repair, refurbishment, rehabilitation, retrofit and other repetitive-type work for various Housing Authority developments.

Contract Documents: Part A – Instructions to Bidders and General Conditions; Part B – Construction Task Catalog and Specifications; Part C – Bidder's Documents, Representations, Certifications, Bid, Other Statements of Bidder.

Time of Commencement and Completion: These are annual JOCs for repair, remodeling or other repetitive work to be done according to unit prices specified in individual Job Orders. The effective date of the JOCs shall be the date that the JOCs are fully executed. All job orders must be issued within one year from the effective date of the Contract. In the event that a Job Order has been timely issued within such one year period, but the work has not been completed within such period, the work may be completed thereafter, subject to all provisions of the JOCs.

Liquidated Damages: Should a Contractor fail to substantially complete the work specified in the Job Order in accordance with the approved construction schedule, and provided the Contractor has not previously obtained a written extension of time from the Contracting Officer according to the General conditions, a sum appropriate with the following schedule may be deducted from each succeeding request for payment as liquidated damages on each Work Order if applicable.

SCHEDULE FOR LIQUIDATED DAMAGES

Work Order Price	Liquidated Damages Per Day
Up to $100,000	$500
$100,001 to $500,000	$750
Over $500,000	$1,000

JOC Value: The maximum dollar value for each JOC is $4,300,000 and for a 12-month contractual period.

HOUSING AUTHORITY
of the County of Los Angeles
700 W. Main Street • Alhambra, CA 91801
Tel: 626.262.4510 • TDD: 855.892.6095 • www.hacola.org

Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

Sean Rogan
Executive Director

January 22, 2014

Honorable Housing Commissioners
Housing Authority of the
County of Los Angeles
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

ACCEPTANCE OF A COMMISSION GENERAL FUND LOAN AND AWARD OF A CONSTRUCTION CONTRACT TO TORRES CONSTRUCTION CORPORATION FOR THE REPLACEMENT OF ROOFS AND COMMON AREA HEATING, VENTILATION AND AIR CONDITONING SYSTEM AT THE LANCASTER HOMES MULTIFAMILY SENIOR HOUSING DEVELOPMENT
(DISTRICT 5)

SUBJECT

This letter recommends acceptance of a $5,000,000 Community Development Commission (Commission) General Fund loan for the rehabilitation and modernization of the Lancaster Homes multifamily senior housing development located at 711-737 West Jackman Street in the City of Lancaster. This letter also recommends award of a Construction Contract (Contract) to Torres Construction Corporation, the lowest responsive and responsible bidder, to complete the replacement of roofs and common area heating, ventilation and air conditioning (HVAC) system, using a portion of the loan proceeds.

IT IS RECOMMENDED THAT YOUR COMMISSION:

1. Recommend that the Board of Commissioners find that the approval of the Contract and the project for the replacement of roofs and air conditioning system and associated work at the Lancaster Homes multifamily senior housing development is exempt from the California Environmental Quality Act (CEQA) for the reasons stated in this letter and the record of the project.

2. Recommend that the Board of Commissioners award and authorize the Executive Director or his designee to execute or amend a Contract and all

related documents with Torres Construction Corporation, the lowest responsive and responsible bidder, in the amount of $1,190,000 to complete the replacement of roofs, common area HVAC systems and associated work at the Lancaster Homes multifamily senior housing development, using Commission General Fund loan proceeds to be incorporated into the Housing Authority's approved Fiscal Year 2013-2014 budget.

3. Recommend that the Board of Commissioners authorize the Executive Director or his designee, if necessary, to terminate the contractor's right to proceed with the performance of the Contract or terminate the Contract.

4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to approve Contract change orders not to exceed $238,000 for unforeseen project costs, using the Commission General Fund loan and following approval as to form by County Counsel.

5. Recommend that the Board of Commissioners authorize the Executive Director or his designee to accept a $5,000,000 Commission General Fund loan to be paid back to the Commission over 20 years at a simple 3% fixed interest, and to incorporate up to $1,428,000 in Commission General Funds into the Housing Authority's approved Fiscal Year 2013-2014 budget for the purposes described above.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended actions is to accept a $5,000,000 loan from the Community Development Commission, to award a Contract for the replacement of roofs and common area HVAC system and associated work at Lancaster Homes, and to find that the project is exempt from the California Environmental Quality Act.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The Housing Authority will fund the improvements with up to $1,190,000 in Commission General Fund loan proceeds to be incorporated into the Housing Authority's approved Fiscal Year 2013-2014 budget.

A 20% contingency, in the amount of $238,000, is being set aside for unforeseen costs using the same source of funds. This contingency is recommended because the replacement of roofs and HVAC systems often involves unforeseen conditions that extend further than initially identified in the scope of work.

The $5,000,000 Commission General Fund loan will be restricted and reserved as a line of credit to finance this Contract and other work needed at Lancaster Homes. The loan will be repaid over 20 years at a simple 3% fixed interest rate. Rental Income and

Housing Assistance Payments (HAP) contract funds will be used to pay the Commission General Fund loan over the next 20 years.

This Contract will utilize a portion of the $5,000,000 Commission General Fund loan. The remaining loan proceeds will be utilized at Lancaster Homes for the replacement of common area flooring and painting, elevators, fire alarm system, and if funding permits, remodeling of kitchens and bathrooms. The Housing Authority will return to the Board as needed for approval of any applicable contracts to be funded with the loan proceeds.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Lancaster Homes housing development consists of a pair of two-story residential buildings with a total of 120 housing units. The scope of work for this Contract includes the replacement of roofs and common area HVAC system, including electrical, plumbing, waterproofing, drywall, painting and associated work.

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, Torres Construction 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.

CONTRACTING PROCESS

On October 21, 2013, the Housing Authority initiated an outreach to identify a contractor to complete the work at the subject property. Invitations for Bids were electronically sent to all 395 Class B licensed contractors identified from the Housing Authority's vendor list. Advertisements also appeared in the Dodge Construction/ Green Sheet newspaper and on the County WebVen and Housing Authority websites.

On November 13, 2013, three bids were received and formally opened. The lowest bidder, Torres Construction Corporation, was determined to be the lowest responsive and responsible bidder and is being recommended for the Contract award.

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

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 because it involves activities that will not alter existing environmental conditions. It is categorically exempt from the provisions of CEQA. The project (replacement of roofs and common area HVAC

system including electrical, plumbing, waterproofing, drywall, painting, and associated work) is within a class of projects that have been determined not to have a significant effect on the environment in that it meets the criteria set forth in Section 15301 of the CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. In addition, the project is not in a sensitive environment, and there are no cumulative impacts, unusual circumstances, or other limiting factors that would make the exemption inapplicable based on the project records.

IMPACT ON CURRENT PROJECT

The award of the Contract will replace the older roofs and common area HVAC system at the Lancaster Homes multifamily senior housing development, conserving energy, increasing cost savings to the Housing Authority and improving services to the residents.

Respectfully submitted,

SEAN ROGAN
Executive Director

Enclosures

ATTACHMENT A

Summary of Outreach Activities
Lancaster Homes Roofs and Air Conditioning Modernization Project

October 21, 2013, the following outreach was initiated to identify a contractor for the replacement of roofs and common area HVAC system at the Lancaster Homes multifamily senior housing development located at 711-713 West Jackman Street, Lancaster, CA 93534.

A. Newspaper Advertising

Announcements appeared in the following local newspaper:

Dodge Construction/ Green Sheet

An announcement was also posted on the County WebVen and Housing Authority websites

B. Distribution of Bid Packages

The Housing Authority's vendor list was used to email Invitations for Bids to 395 Class B licensed contractors. As a result of the outreach, forty-one bid packages were downloaded from the Housing Authority website.

C. Pre-Bid Conference and Site Walk

On October 30, 2013, a mandatory pre-bid conference and site walk was conducted. Eight contractors were in attendance.

D. Bid Results

On November 13, 2013, three bids were received and publicly opened. The bid result was as follows:

Engineers' Estimate	$ 950,000
Company	Bid Amount
Torres Construction Corporation	$1,190,000
Best Contracting Services, Inc.	$1,579,160
Mackone Development Inc.	$2,020,764

E. Minority/Female Participation – Selected Contractor

Name	Ownership	Employees	
Torres Construction Corporation	Minority	Total:	65
		58	Minorities
		9	Women
		85%	Minorities
		13%	Women

F. Minority/Female Participation – Contractors Not Selected

Name	Ownership	Employees	
Best Contracting Services Inc.	Non-Minority	Total:	438
		351	Minorities
		26	Women
		93%	Minorities
		5%	Women
Mackone Devolpment, Inc.	Minority	Total:	19
		15	Minorities
		4	Women
		78%	Minorities
		21%	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: Lancaster Homes Seniors Roofs and Air Conditioning Modernization
Location: 711-737 West Jackman Street, Lancaster, CA 93534
Bid Number: CDC13-261
Bid Date: November 13, 2013
Contractor: Torres Construction Corporation
Services: Includes the replacement of roofs and common area HVAC system and associated work.

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

Time of Commencement and Completion: The work to be performed under this Contract shall commence within ten (10) days after a Notice to Proceed is received by the Contractor, or on the date specified in the Notice, whichever is later, and shall be completed within **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 **One Million One Hundred Ninety Thousand Dollars ($1,190,000)**. The Contract Sum is not subject to escalation, includes all labor and material increases anticipated throughout the duration of this Construction Contract.

Contract Contingency: $238,000

LANCASTER HOMES MULTIFAMILY SENIOR HOUSING DEVELOPMENT REPLACEMENT OF ROOFS AND COMMON AREA HVAC SYSTEM

Front entrance to Lancaster Homes below. The old deteriorated roofing system has tile placed on top.

The roof tiles will be removed and re-installed once the roofing system is replaced. The HVAC system in the pictures below will be replaced with a new and more efficient HVAC system.

HOUSING COMMISSION
2014 Meeting Schedule
12:00 noon

DRAFT

Date	Site	Address/ Telephone #	District	Description
January 22	CDC/Headquarters	700 W. Main Street Alhambra, CA 91801 (626) 262-5411	N/A	N/A
February 26	Francisquito Villas	14622 Francisquito Avenue La Puente, CA 91746 (626) 960-7207	1st	88 Units of Senior Housing
March 26	CDC/Headquarters	700 W. Main Street Alhambra, CA 91801 (626) 262-5411	N/A	N/A
April 23	South Bay Gardens	230 E. 130th Street Los Angeles, CA 90061 (323) 242-1717	2nd	100 Units of Senior Housing
May 21	CDC/Headquarters	700 W. Main Street Alhambra, CA 91801 (626) 262-5411	N/A	N/A
June 25	Foothill Villa	2423 Foothill Blvd. La Crescenta, CA 91214 (661) 255-5818	5th	62 Units of Senior Housing
July 23	CDC/Headquarters	700 W. Main Street Alhambra, CA 91801 (626) 262-5411	N/A	N/A
August 27	Westknoll Apartments	838 N. Westknoll Drive West Hollywood, CA 90069 (323) 653-3090	3rd	133 Units of Senior Housing
September 24	CDC/Headquarters	700 W. Main Street Alhambra, CA 91801 (626) 586-1504	N/A	N/A
October 22	Carmelitos	761 Via Wanda Long Beach, CA 90805 (562) 423-5464	4th	155 Units of Senior Housing
November 19	CDC/Headquarters	700 W. Main Street Alhambra, CA 91801 (626) 262-5411	N/A	N/A
December 17	CDC/Headquarters	700 W. Main Street Alhambra, CA 91801 (626) 586-1504	N/A	N/A

F:hc/meetingsites2014