



LACDA BOARD DEPUTIES MEETING AGENDA

Date: Thursday, February 6, 2025
Time: 2:00 p.m.
Location: LACDA Headquarters
Commission Room (1st Floor)
700 West Main Street
Alhambra, California 91801

Virtual meeting information: Microsoft Teams link: [Join Teams meeting](#)

Dial-in by phone: [+1 747-200-6781](#) - Phone conference ID: 965 534 737 #

1. CALL TO ORDER
2. PRESENTATION/DISCUSSION ITEMS
 - Fire Recovery Update
3. EXECUTIVE DIRECTOR'S REPORT
4. PUBLIC COMMENT (3 minutes each speaker)



Administrative Office
700 West Main Street, Alhambra, CA 91801
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Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

5. INFORMATIONAL ITEMS

Board Letters for the March 4, 2025 Board agenda:

CONTRACTS FOR FLOORING SERVICES

Board Letters for the March 18, 2025 Board agenda:

CONTRACT FOR LOAN MANAGEMENT SOFTWARE SERVICES

REIMBURSABLE CONTRACT AMENDMENT NO. 2 WITH THE CITY OF SOUTH
EL MONTE

Please note: Draft Board Letter documents are attached for informational purposes. Documents are subject to change prior to placement on a Board agenda.

March 4, 2025

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

Dear Commissioners:

**CONTRACTS FOR FLOORING SERVICES
(ALL DISTRICTS) (3 VOTE)**

SUBJECT

This letter recommends approval of three Contracts with G&S Carpet Mills, Inc., Reliable Floor Covering, Inc., and Del Mar Floor Covering, Inc., to provide flooring services to various public and affordable housing developments and administrative sites managed by the Los Angeles County Development Authority (LACDA).

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Executive Director, or designee, to execute three one-year Contracts for flooring services (Contracts) with G&S Carpet Mills, Inc., Reliable Floor Covering, Inc., and Del Mar Floor Covering, Inc., in the amount of up to \$600,000 per Contract using program funds included in the LACDA's approved Fiscal Year 2024-2025 budget and future budget years, to be effective following approval as to form by County Counsel and execution by all parties.
2. Authorize the Executive Director or designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with an annual compensation of \$600,000 per Contract, using funds to be included in the LACDA's annual budget approval process.

3. Authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, add services, and increase the annual compensation by up to \$60,000 (10%) per year per Contract as needed for unforeseen costs.
4. Authorize the Executive Director or designee upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate any of the Contracts for convenience.
5. Find that approval of Contracts to provide flooring services is exempt from the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this Board letter and the record of the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to approve three Contracts for flooring services for various public and affordable housing developments and administrative sites managed by the LACDA. These services will provide the LACDA with complete residential and commercial flooring services on an as-needed basis for both residential public housing developments and administrative properties. Flooring services will facilitate the LACDA's ability to adequately address vacant unit and general building maintenance.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund.

The cost for the first year of service will be up to \$600,000 per Contract, or \$1,800,000 total for all three Contracts, using funds included in the LACDA's approved Fiscal Year 2024-2025 budget and future budget years.

If extended, the cost of the second through the fifth year of the Contracts will remain at the same annual amount of up to \$600,000 per Contract, using program funds included in the LACDA's annual budget approval process.

A 10% contingency, in the amount of \$60,000 per year per Contract, is also being set for any additional needed plumbing services. If all Contracts are fully extended, the total Contract and contingency amount for all five years will be \$9,900,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

These Contracts will primarily be federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Skills and Training to Achieve Readiness for Tomorrow (START) Program implemented by the County of Los Angeles. Instead, G&S Carpet Mills, Inc., Reliable Floor Covering, Inc., and Del Mar Floor Covering, Inc., will comply with Section 3 of the Housing and Community Development

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Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

The proposed action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact on, or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to section 15301 of the State CEQA Guidelines because it involves activities that do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On October 31, 2024, an Invitation for Bids (IFB), Flooring Services, Solicitation Number LACDA24-100, was conducted to identify contractors to provide flooring services to the LACDA. The IFB solicitation was posted on both LACDA's solicitation portal as well as on the County's WebVen website.

On November 7, 2024, a pre-bid meeting was held with nine participating contractors attending. On November 22, 2024, six bids were received by the submission deadline. The three lowest most responsive and responsible bidders are being recommended for the Contract Awards. The Summary of Outreach Activities is provided in Attachment A.

IMPACT ON CURRENT PROJECT SERVICES

Approval of the proposed Contracts will provide the LACDA with flooring services necessary to maintain LACDA properties. These flooring services will facilitate vacant unit maintenance throughout properties to maintain safe conditions for residents and staff.

Respectfully submitted,

EMILIO SALAS
Executive Director

Enclosures

March 18, 2025

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

Dear Commissioners:

**CONTRACT FOR LOAN MANAGEMENT SOFTWARE SERVICES WITH APPLIED
BUSINESS SOFTWARE, INC.
(ALL DISTRICTS) (3 VOTE)**

CIO RECOMMENDATION: (X) APPROVE

SUBJECT

This recommended action is to approve a Contract award to Applied Business Software, Inc. to purchase a new Software as a Service (SaaS) based Loan Management Software System.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Executive Director, or his designee, to execute a Contract with Applied Business Software, Inc. (Applied) to purchase a SaaS Loan Management Software System (LMSS) and related services for the Los Angeles County Development Authority (LACDA) for a five-year term, with a maximum Contract Sum not to exceed \$1,524,046.04 which is comprised of (i) \$1,385,496.40 for maintenance services and software customization; and (ii) \$138,549.64 for Pool Dollars for additional LMSS software and/or services, with Pool Dollars expenditures to be authorized through issuance of change notices and/or amendments, as applicable.
2. Delegate authority to the Executive Director, or designee, to execute amendments to the Contract to: (i) add, delete, and/or change certain terms and conditions as mandated by federal, state, or local law or regulations, or as required by the Board and/or Executive Director, which are not part of the Statement of Work (SOW); (ii) internally reallocate funds between

budget pools within the Contract; (iii) approve assignment and delegation of the Contract, resulting from acquisitions, mergers, or other changes in ownership; (iv) terminate the Contract for convenience, if necessary; and (v) make changes to the SOW as operationally necessary, with all actions subject to prior approval as to form by County Counsel.

3. Delegate authority to the Executive Director, or his designee, to execute Change Notices or Amendments to the Contract to increase the maximum Contract Sum by no more than 10 percent based on any unanticipated increases in work volume or special projects.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The LMSS is a SaaS technology that will allow the LACDA to have a single integrated system to manage LACDA's various loan programs from loan origination to loan servicing including underwriting and monitoring. LMSS will also provide an Online Client Portal for loan borrowers to access their information on their loan.

The current system used by the LACDA is not capable of handling the requirement of loan applications, underwriting, monitoring and electronic communication with borrowers. The outdated system is only able to be supported by the vendor and does not meet the needs of LACDA.

FISCAL IMPACT/FINANCING

The maximum sum for the entire term of the Contract is \$1,524,046.04. Funding for the LMSS has been included in the LACDA's Fiscal Year 2024-25 Budget and will be included in each subsequent year's budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed Contract has been reviewed and approved as to form by County Counsel, as well as the LACDA's Procurement Unit. It has been determined that the Contract complies with all applicable laws, statutes, rules, regulations, and order of the United States and the State of California. The Contract contains all latest applicable Board mandated provisions pertaining to consideration of hiring qualified County employees targeted for layoffs, contractor responsibility and debarment, Safely Surrendered Baby Law, the provisions of Paid Jury Service time for the Contractor's employees, and County of Los Angeles' Zero Tolerance Human Trafficking.

The LACDA engaged in extensive negotiations with Applied regarding the LACDA's standard terms and conditions and negotiated the most advantageous and commercially responsible terms possible for the LACDA. These mutually agreed upon LACDA's standard terms and conditions are part of this Contract.

The Chief Information Officer has reviewed the Board Letter and recommends approval. In compliance with Board Policy 6.020 "Chief Information Office Board Letter Approval", the Office of the Chief Information Officer (OCIO) reviewed the information technology (IT) components of this request.

The recommended Contract contains your Board's required provisions that are applicable to the Contract, including the requirement for the firms to comply with Government Code Section 84308 relating to campaign contribution prohibitions.

The LACDA will not request LMSS to perform services that exceed the Contract Sum, scope of work, or extend beyond the term of the Contract. The Contract expressly provides that the LACDA does not have an obligation to pay for services by LMSS that exceed the maximum Contract Sum. As to LMSS, Applied will provide maintenance services and software customization.

ENVIRONMENTAL DOCUMENTATION

Computer software purchases are exempt from 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 on or result in any physical changes to the environment. These activities are not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378(b)(4), because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On August 14, 2023, the LACDA issued a Request for Proposal (RFP) for the provision of the new LMSS and posted the RFP, Solicitation number LACDA23-115, on the LACDA's open bids website of registered vendors and the Los Angeles County (LAC) Solicitations. The RFP was posted under the following Commodity Codes: LACDA: Computer and Computer Peripheral Equipment and Software Merchant Wholesalers, Computer Services Data Processing, Hosting, and Related Services, and Consulting Services, Accounting and Auditing, and LAC Solicitations: Software-Microcomputer-Accounting/Financial-Bookkeeping - Bill, which consisted of approximately 739 registered vendors from the LACDA website.

On September 8, 2023, two proposals were received. Both proposals met minimum threshold requirements and were forwarded to a five-member evaluation committee for further review. The evaluation committee used the "informed averaged" scoring methodology using a 1,000 points system as established in the solicitation package. The evaluation criteria consisted of qualifications (background, experience, references, etc.), approach to providing the services, quality control plan, and cost. Applied Business Software is being recommended for Contract award based on the evaluation criteria set forth in the RFP.

IMPACT ON CURRENT SERVICES AND PROJECTS

Approval of the recommended Contract will enable LACDA to purchase software implementation, license, support, and the ability to update services as necessary. The software will be instrumental to manage the loan portfolio and maintain its loan status and associated re-payments and for other loan servicing needs to meet programs' requirements.

Respectfully submitted,

Reviewed by:

EMILIO SALAS
Executive Director
Los Angeles County Development Authority

PETER LOO
Chief Information Officer
County of Los Angeles

ES:KT:mr

Enclosures

DRAFT

March 18, 2025

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

Dear Commissioners:

**REIMBURSABLE CONTRACT AMENDMENT NO. 2 WITH THE
CITY OF SOUTH EL MONTE
(DISTRICT 1) (3 VOTE)**

SUBJECT

This letter recommends the transfer of 300,000 from the Community Development Block Grant (CDBG) Revolving Grant Fund (Revolving Grant Fund) to the City of South El Monte (City) to provide additional funding for its City Hall Restrooms Project (the Project).

IT IS RECOMMENDED THAT THE BOARD:

1. Approve Amendment No. 2 to CDBG Reimbursable Contract No. 70751 between the County of Los Angeles (County) and the City, attached in substantially final form, to add \$300,000 in CDBG funds from the Revolving Grant Fund, thereby increasing the amount of CDBG funds allocated to the City from \$371,165 to \$671,165.
2. Authorize the Executive Director or designee to execute Amendment No. 2 on behalf of the County, to be effective through June 30, 2026, following approval as to form by County Counsel and execution by all parties.

3. Find that approval of Amendment No. 2 is not subject to the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activity is not defined as a project under CEQA.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The City will use the additional CDBG funds to fully implement the Project. The Project provides for the removal of architectural and material barriers at the restrooms at City Hall to improve accessibility and use by elderly seniors and disabled adults. The Project is currently budgeted at \$238,745, but due to rising construction costs to meet modern accessibility standards an additional \$300,000 is needed from the Revolving Grant Fund.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The City will receive funds from the Revolving Grant Fund, which is funded with program income and other funds received by the CDBG Program. The agreement will increase the amount of CDBG funds allocated to the City from \$371,165 to \$671,165. The City will repay the Revolving Grant Funding utilizing future CDBG allocations until the amount is fully repaid.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Reimbursable Contract Amendment No. 2, between the County and the City, attached in substantially final form, will be used to transfer the Revolving Grant Fund amount to the City, and will be effective following approval as to form by County Counsel and execution by all parties.

ENVIRONMENTAL DOCUMENTATION

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

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IMPACT ON CURRENT PROGRAM

The transfer of Revolving Grant Funds will enable the City to increase the amount of CDBG funds available to complete its upgrades to the City Hall restrooms to meet the needs of persons with disabilities.

Respectfully submitted,

EMILIO SALAS
Executive Director

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