

REPORT FROM

## OFFICE OF THE CITY ADMINISTRATIVE OFFICER

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Date: June 14, 2016

CAO File No. 0220-00540-1172

Council File No. 10-2440-S3

Council District: Citywide

To: The Mayor  
The Council

From:  Miguel A. Santana, City Administrative Officer 

Reference: Housing and Community Investment Department transmittal dated May 5, 2016;  
Received by the City Administrative Officer May 19, 2016

Subject: **HOUSING AND COMMUNITY INVESTMENT DEPARTMENT (HCID) REQUEST  
FOR APPROVAL OF HANDYWORKER PROGRAM CONTRACTORS SELECTED  
THROUGH A REQUEST FOR PROPOSALS AND AUTHORITY TO NEGOTIATE  
AND EXECUTE RELATED CONTRACTS**

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### RECOMMENDATIONS

That the Council, subject to the approval of the Mayor:

1. Approve AG Pacific Construction & Development Corp. (AGPC) as the recipient of the Handyworker Program contract for the Central Los Angeles Neighborhood Service Area (NSA), for an amount not to exceed \$125,462;
2. Approve AGPC as the recipient of the Handyworker Program contract for the North Valley NSA, for an amount not to exceed \$278,805;
3. Approve AGPC as the recipient of the Handyworker Program contract for the South Valley NSA, for an amount not to exceed \$236,985;
4. Approve AGPC as the recipient of the Handyworker Program contract for the South Los Angeles NSA, for an amount not to exceed \$390,328;
5. Approve Habitat for Humanity as the recipient of the Handyworker Program contract for the Harbor NSA, for an amount not to exceed \$69,701;
6. Approve Pacific Asian Consortium in Employment (PACE) as the recipient of the Handyworker Program contract for the East Los Angeles NSA, for an amount not to exceed \$153,343;
7. Approve PACE as the recipient of the Handyworker Program contract for the West Los Angeles NSA, for an amount not to exceed \$139,403; and,

8. Authorize the General Manager, Housing and Community Investment Department (HCID), or designee, to:
  - a. Negotiate and execute contracts with the contractors identified in Recommendations 1 through 7, for the referenced amounts, for a one year period from July 1, 2016 through June 30, 2017, with the option to extend the contracts for two additional one-year terms subject to contractor performance reviews, future program funding, compliance with the contracting requirements instituted Department of Public Works, Bureau of Contract Administration, and the needs of the City and/or Neighborhood Service Area, to be funded from Community Development Block Grant Fund No. 424/43, Account 43N588 Handyworker, subject to the approval of the City Attorney as to form and legality;
  - b. Negotiate a fixed rate fee and service schedule for each Handyworker Program contract (see Attachment 2 to the HCID transmittal dated May 5, 2016);
  - c. Establish a Handyworker Operator Replacement List to be in effect for three years commencing July 1, 2016 to include Handyworker proposers that received a score of 70 or above including contractors not recommended for funding, as part of the 2015 Handyworker Program Request for Proposal;
  - d. Amend contracts and reallocate funds to other Handyworker Program contractors listed on the Handyworker Operator Replacement List in the event that a contractor(s) is unable to fulfill contract obligations, subject to the review and approval of the City Attorney as to form and legality, and compliance with the City's contracting requirements; and,
  - e. Prepare Controller instructions and make necessary technical adjustments consistent with the Mayor and Council actions on this matter, subject to the approval of the City Administrative Officer, and authorize the Controller to implement these instructions.

## SUMMARY

The Housing and Community Investment Department (HCID) requests approval of a Request for Proposal (RFP) to select qualified contractors for the Handyworker Program and authorization to negotiate and execute contracts with the recommended contractors. The three recommended contractors will assist eligible homeowners with the correction of health and safety hazards by providing free minor home repairs, accessibility improvements and the installation of safety devices. The contracts will have a one year term with the option to extend the contract for two additional one-year period subject to contractor performance reviews, future program funding, the needs of the City and/or Neighborhood Service Area (NSA), compliance with the contracting requirements instituted Department of Public Works, Bureau of Contract Administration and the approval of the Mayor and Council. Funding for the contracts will be provided by Community Development Block Grant funds approved in the Program Year 42 Consolidated Plan for the Handyworker Program in the amount of \$1,419,054 (C.F. 15-1041).

Additionally, HCID requests approval of the Handyworker Operator Replacement List included in the HCID transmittal dated May 5, 2016 and authorization to negotiate a fixed rate fee and service schedule for the selected Handyworker contractors. This Office concurs with the recommendations of the Department.

This Office completed a Charter Section 1022 determination in June 2016 and found that there are classifications in the City that can perform the work to be contracted; however, the City does not have adequate personnel with the appropriate expertise. In addition the work is intermittent in nature and it is unlikely that the City would be able to continue the employment of persons hired for these services. Based on this information this Office recommended that HCID be permitted to contract for these services because the requested Handyworker services would be performed more feasibly by contract than by City employees.

### **FISCAL IMPACT STATEMENT**

There is no impact to the General Fund. The actions recommended in this report will be fully funding by Community Development Block Grant funds.

*MAS:NSC:02160141C*