

TRANSMITTAL

To:

THE COUNCIL

Date: 03/16/2016

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.



(Ana Guerrero)

ERIC GARCETTI
Mayor



Eric Garcetti, Mayor
Rushmore D. Cervantes, General Manager

Housing Development Bureau
1200 West 7th Street, Los Angeles, CA 90017
tel 213.808.8638 | fax 213.808.8610
hcidla.lacity.org

March 14, 2016

Council File: 11-0363
Council Districts: 8, 10
Contact Persons: Helmi Hisserich: (213) 808-8662
Victor Cendana: (213) 808-8583

Honorable Eric Garcetti
Mayor, City of Los Angeles
200 North Spring Street, Room 303
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

COUNCIL TRANSMITTAL: REQUEST FOR AUTHORITY TO EXECUTE A SUPPLEMENTAL AGREEMENT TO CONTRACT NO. C-126092 WITH S.L. FRANKLIN ENTERPRISE, INC. (DBA URBAN DESIGN CENTER) FOR THE CONTINUATION OF PROPOSITION 1C GRANT CONSULTING SERVICES

SUMMARY

The General Manager of the Los Angeles Housing + Community Investment Department (HCIDLA) requests authority to execute a Supplemental Agreement with S. L. Franklin Enterprise, Inc.(dba Urban Design Center) to provide grant consulting services related to the Crenshaw Amended Redevelopment Project Area and the Mid-City Recovery Redevelopment Project Area. The proposed agreement increases funding by \$170,000 and extends the term of the contract through June 30, 2017. HCIDLA is requesting authority to retroactively extend the contract and to pay for services rendered during fiscal years 2015-16 and 2016-17.

RECOMMENDATIONS

The General Manager of HCIDLA respectfully requests that:

- I. Your office schedule this transmittal at the next available meeting(s) of the appropriate City Council committee(s) and forward it to City Council for review and approval immediately thereafter;
- II. The City Council, subject to the approval of the Mayor, take the following actions:

- A. Authorize the General Manager of HCIDLA, or designee, to execute a Supplemental Agreement to Contract (C-126092) with S.L. Franklin Enterprise dba Urban Design Center, to increase the amount of funding by \$170,000 for a new total contract amount of \$220,000 and extend the contract retroactively from November 14, 2015 through June 30, 2017. The increased amount will pay for services during Fiscal Years 2015-16 and 2016-17. Funding for the agreement will be from Crenshaw Mid-City Corridors Prop 1C CRA Fund No. 55S. The agreement is subject to the review of the City Attorney as to form. Funding for the contract will be from Fund 55S Crenshaw Midcity Corridors Prop 1C CRA, Account 43K009
- B. Authorize the General Manager of HCIDLA, or designee, to prepare Controller's instructions for any necessary technical adjustments consistent with the Mayor and Council action on this matter, subject to the approval of the City Administrative Officer, and authorize the Controller to implement the instructions.

BACKGROUND

In 2006, the California voters approved Proposition 1C that funded and created several new housing-related programs and one of the programs was the Proposition 1C Infill and Infrastructure Grant that resulted in a Request for Proposals. The Community Redevelopment Agency/Los Angeles (CRA/LA) submitted a grant application for the Crenshaw Amended Redevelopment Project Area and the Mid-City Recovery Redevelopment Project Area. The State issued an award letter to CRA/LA in May 2010.

Subsequently, CRA/LA issued a Request for Proposal related to Proposition 1C Grant Consulting Services, which resulted in the award of Purchase Order number 09-0626 to S. L. Franklin Enterprises Inc. in the amount of \$25,000 which was amended and increased to a total of \$75,000.

On November 29, 2011, the Los Angeles City Council ("City Council") approved (CF 11-0363) executing a contract with S. L. Franklin Enterprise, Inc. to modify the terms of the prior agreement between CRA/LA and S.L. Franklin Enterprise, Inc. for Grant Consulting Services concerning the Mid-City Recovery Redevelopment Project Area and the Crenshaw Amended Redevelopment Project Area, pursuant to Purchase Order number 09-0626 as amended. The City Council authorized the Chief Executive Officer of the CRA/LA to extend the term of the agreement by four years and increase compensation amount not to exceed \$220,000.

On January 25, 2012, the City of Los Angeles elected to opt-in as the Housing Successor Agency and designated HCIDLA as the City's representative in carrying out the housing functions and responsibilities of the former CRA/LA pursuant to Section 34176(a) of the California Health and Safety Code.

On August 13, 2015, Agreement C-126092 between the City of Los Angeles and S. L. Franklin Enterprise, Inc. (dba Urban Design Center) was executed to provide grant consulting services related to the Crenshaw Amended Redevelopment Project Area and the Mid-City Recovery Redevelopment Project Area with a funding of \$50,000 through November 13, 2015.

FISCAL IMPACT

There is no fiscal impact on the General Fund. The Supplemental Agreement of \$170,000 will be funded by the Proposition 1C Infill and Infrastructure Grant from the State Department of Housing and Community Development.

Attachment: Draft Supplemental Agreement (C-126092)

Prepared by:



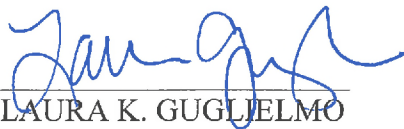
VICTOR CENDANA
Management Analyst I

Reviewed by:



HELMI HISSERICH
Assistant General Manager
Housing Development Bureau

Reviewed by:



LAURA K. GUGLIELMO
Executive Officer

Approved by:



RUSHMORE D. CERVANTES
General Manager

SUPPLEMENTAL AGREEMENT
BETWEEN THE CITY OF LOS ANGELES
AND
S. L. FRANKLIN ENTERPRISES, INC. DBA URBAN DESIGN CENTER

THIS SUPPLEMENTAL AGREEMENT to Contract Number C-126092 between the City of Los Angeles (City), a municipal corporation, acting through the Housing and Community Investment Department (HCID) and S. L. FRANKLIN ENTERPRISES, INC. DBA URBAN DESIGN CENTER (Contractor) is entered into with reference to the following;

WHEREAS, on or about **August 13, 2015**, the City and the Contractor entered into Contract Number C-126092 whereby the Contractor agreed to provide Grant Consulting Services concerning the Crenshaw Amended Redevelopment Project Area and the Mid-City Recovery Redevelopment Project Area; and

WHEREAS, Contract Number C-126092 expired November 12, 2015, and the City and Contractor now agree to continue Contractor's service to **June 12, 2017**, and

WHEREAS, the City and the Contractor are desirous of supplementing the Agreement as authorized by the City Council and the Mayor (Council File Number xx-xxxx, adopted by City Council on _____ and concurred by the Mayor on _____), which authorizes the General Manager of the Housing and Community Investment Department of the City of Los Angeles formerly known as Los Angeles Housing Department to prepare and execute a Supplemental Agreement to the Agreement; and

NOW, THEREFORE, the parties hereby covenant and agree as follows:

1. Contract Number C-126092 is attached hereto as Exhibit 1 and incorporated herein by reference. The terms and conditions of said Contract shall be the terms and conditions of this Supplemental Agreement, except as expressly modified herein;
2. Term: The term of this Supplemental Agreement shall be from **November 13, 2015 to June 12, 2017**. This supplemental agreement adds an additional **Nineteen (19)** months for a total term of **twenty-three (23)** months;
3. Compensation: During the term of this Supplemental Agreement, the City will pay the Contractor One Hundred Seventy Thousand Dollars (**\$170,000**);
4. Appropriation of Funds: The City's total obligation under this Supplemental Agreement shall not exceed One Hundred Seventy Thousand Dollars (\$170,000) for a total Contract amount not to exceed Two Hundred Twenty Thousand Dollars (**\$220,000**); and,

5. Amend Section 202. Services to be provided by adding the following paragraphs:

Administrative Management: This scope of work shall not exceed \$80,000

- (k) Assist HCIDLA preparing contract amendments, reports and documents required to implement the Proposition 1C Infill Infrastructure grant.
- (l) Prepare bi-weekly status reports on critical tasks required to implement the and budget projections
- (m) Attend and help facilitate weekly project team meetings with City Departments and selected contractors as needed to advance the implementation of plans, permits and work orders.
- (n) On behalf of HCIDLA, assist departments in packaging invoices and required back-up documentation from contractors for submittal to HCIDLA in order remit reimbursement request to HCDLA
- (o) Track total funding requested, remitted to HCD, reimbursed to HCIDLA, transmitted to City Departments and paid to contractors.
- (p) Ensure project and work order files are contract compliant and prepare project closeout report.

Scope of Work Implementation Management: This scope of work shall not exceed \$50,000

- (q) Review and help coordinate the scope of work by and between the implementation departments and to help manage the distribution of work and mapping of infrastructure improvements.
- (r) Coordinate tree planting approval process with Metropolitan Transportation Authority (MTA) and the Bureau of Street Services City Plants program and coordinate the shelter approval process with the Bureau of Street Services
- (s) Negotiate and facilitate selection of specifications for specialty projects.
- (t) Review Certified Payroll submittals to ensure that they are compliant with State of California's prevailing wages.
- (u) Attend monthly draw walks and work inspection to ensure work in place is compliant with the scope of work.

Community Engagement: The primary purpose of the community engagement efforts to keep the community informed about the proposed improvements, facilitate coordination of work efforts by and between the Proposition 1C, Metro LAX Crenshaw Transit Project and Metro Call for Projects implementation and to obtain signature support from community

stakeholders for the proposed improvements. This scope of work shall not exceed \$40,000.

- (v) Develop core presentation materials and FAQ document to be share during community meetings.
- (w) Coordinate and facilitate 6-8 general community meetings with stakeholder's groups,
- (x) Prepare quarterly public project updates to share construction implementation schedules with the community.
- (y) Facilitate 200 door-to-door direct contacts with property and business owners to obtain their signature support for proposed infrastructure improvements.
- (z) Document property, business and community signature support and create a contact database log of meeting participants.

HCIDLA shall review and approve the projected tasks to be implemented on a monthly basis and reserves the right to eliminate task from the scope of work at its sole discretion.

5. Ratification Clause: Due to the need for the Contractor's services to be provided continuously on an ongoing basis, Contractor may have provided services prior to the execution of this Supplemental Agreement. To the extent that said services were performed in accordance with the terms and conditions of this Supplemental Agreement, those services are hereby ratified.
6. Except as amended herein, all other provisions of Contract Number **C-126092** shall remain in full force and effect

IN WITNESS WHEREOF, the City of Los Angeles and the Contractor have caused this Agreement to be executed by their duly authorized representatives.

APPROVED AS TO FORM:

Executed this _____ day of _____, 2016

MICHAEL N. FEUER, City Attorney

For: THE CITY OF LOS ANGELES

By _____

Assistant/Deputy City Attorney

RUSHMORE D. CERVANTES

General Manager

Housing and Community Investment Department

Date: _____

By: _____

ATTEST:

HOLLY L. WOLCOTT, City Clerk

By: _____

Executed this _____ day of _____, 2016

Date: _____

For: S. L. FRANKLIN ENTERPRISES, INC. DBA
URBAN DESIGN CENTER

(Contractor's Corporate Seal)

By: SHERRI FRANKLIN

Title: President

By: _____

Title: _____

Contract Number: **C-126092- Supplemental**

Business Tax Registration Certificate:

0002043570-0001-1

Council File/CAO File Number: _____;

Date of Approval: _____ 2016